



Approved Minutes

Monday, March 18, 2019

2:00-4:00 pm

Mt. San Antonio College, Bldg. 40, Rm 140

Steering Committee

Baldwin Park __ John Kerr XX Veronica Valenzuela	Charter Oak XX Ivan Ayro __ Debra Black	Mt. SAC __ Madelyn Arballo XX Tami Pearson	Consortium XX Ryan Whetstone XX Wanda Pyle XX Lila Manyweather XX Ana Ramos
Bassett XX Albert Michel	Covina Valley XX Virginia España	Pomona XX Enrique Medina XX Miguel Hurtado	Partners/guests present: Richard Sheehan Mike Hendricks Sherryl Carter Michelle Lee Cindy Manke Matt Smith
ESGVROP XX Leticia Covarrubias __ John Smith	Hacienda-La Puente XX Gregory Buckner XX Micah Goins	Rowland XX Rocky Bettar	

Agenda Items	Outcomes
--------------	----------

<ul style="list-style-type: none"> Welcome & Agenda Check Public Comment Approval of Minutes for 2/19/2019 	<p>Prior to the meeting opening Ryan Whetstone announced that comment cards were available and asked if any non-voting members or guests wanted one, there were no takers.</p> <p>Meeting was called to order at 2:09 pm.</p> <p>He asked if there was any public comment. There was none.</p> <p>He called for a review of the minutes. After review, Enrique Medina motioned to approve the minutes as presented, 2nd by Virginia Espana. Unanimous approval.</p>
---	--

Objectives for the day:	
--------------------------------	--

1. Ana Ramos Introduction	<p>Ryan introduced Ana as a new employee supporting the Consortium. She was hired as a part-time permanent employee through Mt. SAC as an Administrative Specialist III. In addition to administrative support for the consortium, Ana will also provide fiscal support activities. She will be in regular communication with the steering committee and school district fiscal contacts regarding NOVA and budget related items. Ana shared she began her career as ESL student at El Monte Rosemead Adult School, also taking career courses. She went on to earn her AA from Rio Hondo and BA from Cal Poly Pomona in Business.</p>
---------------------------	--

2. Adults with Disabilities (AWD) Work Group Update	<p>Ryan shared that there are only two members serving the AWD population, regionally our greatest group with unmet need at 97% unserved after the drastic program reductions in 2009. He introduced Mary Lange, Director for Adults with Disabilities for the Mt. SAC School of Continuing Education and George Stransky, Director for the Adults with Disabilities and Innovative Rehabilitation Services at Hacienda La Puente Adult Education. Both share updates on their respective programs. Mary stated that her program started with 70 students at 2 sites with 2 classes per week, 1 adjunct faculty member and has grown to 600 students at 6 sites with 22 classes offered per week and 8 adjunct faculty. An AWD stakeholders meeting comprised of community members has been institutionalized and ongoing meets twice a year to provide valuable input on the direction, development and needs of the community to build and improve the program.</p>
---	---

	<p>George gave an overview on his program, noting they are currently serving 246 students with disabilities. He also noted that several individuals have epilepsy, also with rising numbers of students with autism. Over 100 individuals are currently placed in paid training across the HLP campus in areas including offices, culinary services, and maintenance. Both organizations work closely with the Department of Rehabilitation and San Gabriel Valley Regional center which is the main regional non-profit funded by the state department that served as a major support conduit for the region which also includes Pomona. Through the work group meeting the two institutions are collaborating to now have HLP AWD students access Mt. SAC courses. Both institutions would like to have a job developer specifically for people with intellectual disabilities to serve the consortium.</p> <p>The HLP program await determination of whether or not the state will carry out a possible mandate for Competitive Integrated Employment in 2022 which has specific delineations for student support, hours and wages. Mary stated that 4 students transferred to credit courses, 4 students joined the workforce with 2 or the 4 receiving fulltime employment and benefits. One student is working at Hot Topics warehouse, and one at Subway at Cal Poly.</p> <p>George asked if there were any questions regarding the presentation. There were none. Tami commented that they are doing phenomenal work and just wanted to applaud them.</p>
<p>3. Three Year Plan Update</p>	<p>Ryan stated that the next edited draft will be posted soon, incorporating all of the comments received from the steering committee and three-year plan team to allow members an opportunity for additional input. Along with continued edits, the executive summary will be the next section we must address. We are on target with our timeline for our June 7 submission deadline.</p>
<p>4. Data Update</p>	<p>Lila Manyweather reviewed the documents: Steering Committee Data Work Group update and second quarter data integrity report. Best practices are under review for each Data Work Group meeting. She added explained the deadline data with the 2Q issue – The data integrity analysis has been some changes. Zero percent should be the goal for each item, as it indicates all eligible students have been included in that category. Virginia noted that this is not the report presented at the last meeting where members were given a deadline of March 1 to send updated information. Veronica Valenzuela questioned this also. Lila clarified that the report presented at the 2/19/19 meeting represented member outcomes to date. At that meeting, several members stated that their school information was not the most current. A deadline of March 1 was agreed to enter updates in TOPS Enterprise or to send the data. Lila reminded them was information for the Steering Committee related to discussion on outcomes related to funding. Also, only two members updated.</p> <p>Lila stated for the Q2 data report is based on the Data Integrity Reports (DIR) sent to her from the schools after their official CASAS submissions. The Data Outcome report at the last meeting was created by real-time reports run by Lila, and data sent to her from the schools that she cannot access in TE. Lila requested the members moved to ensuring data is captured in TE on a regular basis (with regular internal deadlines for entry), to ensure data reviews in the Steering Committee reflect current status. The next Data Work Group Meeting will be April 10 at Baldwin Park.</p>
<p>5. Fiscal Update</p>	<p>Tami stated Madelyn had a family emergency and would provide an update at the next meeting.</p>

<p>6. 2019-20 COLA Distribution – Final Vote</p>	<p><i>Per the approval vote at the last meeting (2/19/19) to allocate the 2019-20 COLA proportionally to all members as presented (8-1-0).</i></p> <p>Rocky Bettar opened the discussion on the item of the final vote to distribute the 3.46% allocated to the consortium proportionally to all member. The members voted to move this action forward in the last meeting. In accordance with the governance policy, today will be the final vote on the item. Ryan Whetstone display the proposed allocation amounts, shared and agreed upon at the last meeting that will be populated in the NOVA system if the item is approved. There was clarification that is a one-time allocation. Rocky called for a motion on the item.</p> <p>MOTION: Virginia Espana motioned to approve the 2019-20 COLA allocation to all members proportionally as presented. Second by Enrique Medina. Rocky called for discussion. There was none. All members voted in-favor. Unanimous approval.</p>
<p>7. Guidance for Assigning Statewide Student Identifiers (SSIDs) for Adults Students in CALPADS</p>	<p>Rocky reviewed the California Longitudinal Pupil Achievement Data System (CALPADS) Update FLASH #149, issued on 2/14/19, on this topic. He shared that the leaders should be prepared to address this at their local district. His district may allow the adult education unit to control the process. He also stated that CASAS may have some challenges providing student data to CALPADS, noting CASAS informed him to be ready with a system for SSIDs after 2020. This will be a work in progress.</p>
<p>8. Mt. SAC SCE / WDACS Job and Resource Fair</p>	<p>Ryan shared an event update including a one-page summary of participation charts from the event. A career fair (clustered by sector) and industry focused workshops were conducted. The graphs were created by the LA County Workforce Development, Aging and Community Services (WDACS) Staff. He asked the members to note the total attendance count of 476, with 276 from member adult schools and the School of Continuing Education—the numbers were collected via online and onsite registration. He also asked that they note the participation levels in workshops by industry and the reach levels identified via social media by WDACS. Several schools hosted information tables at the event. A counselor from Tri-Community Adult Education (Covina-Valley) stated that she saw about 300 people come to her table and was very pleased with the event. A counselor from Rowland shared that at least adult education student was offered a job. Tami requested all members share deep appreciation to their staff members who supported this event as it was a tremendous effort with of planning, challenges addressed and tasked involved. Ryan took a moment to alert the group that Tami was recently promoted to Dean, Continuing Education and Workforce Development.</p>
<p>9. Partner Breakfast</p>	<p>Ryan shared an event review of the Partner Breakfast, planned by the Counseling Student Services (CSS) Work Group. There were approximately 30 partners were in attendance. All were in agreement that the remodeled multi-purpose room at Hacienda La Puente was a great location and thank Greg Buckner again for hosting. Ryan asked for any critique on the event. There was none. He did share the event was discussed earlier in the day at the CSS Work Group meeting and feedback was shared that the presentations could be tighter and more focused on time constraints, highlight one program and student, and also make the program more interactive for attendees. He also share that this mostly a different group that those who attendance last year’s event and represented and expansion of the network of the consortium and members.</p>

<p>10. Upcoming Activities</p>	<p>Upcoming activities Mt. SAC School of Continuing Education Day for Adult Education Students (flyer in packet) Thursday, April 10, 2019 10:30 am – 1:00 pm Mt. San Antonio College – Building 9C</p> <p>Ryan is working with Naomi Avila, Mt. SAC Counselor to coordinate this special event for Adult Schools/Adult ROP Students interested in transitioning to Mt. SAC. Students will participate in an information session with College staff including admissions, financial aid and student support. Lunch and campus tours will be provided. We will work with campus services to obtain parking for interested students but they must sign up in advance. Naomi sent forms to all counselors of the consortium. We will be requesting that form be emailed back by Friday, April 5.</p> <p>Rocky has an open house on April 10th, however he will post and/or promote the event.</p> <p>Spring Consortium Conference Thursday, April 18, 2019 8:00 am – 1:30 pm. The online registration should be available by next Friday, March 29. Wanda shared the draft plan for the day. The theme is “Instructional Strategies to Support Student Learning.” We are looking to capitalize on members who have recently made well-received presentations at other conferences. Laura Jacob and Rita Van Dyke-Kao from Mt. SAC, and Gale Lee of Rowland have been tapped for two such activities. Ryan is also working with the CAEP TAP Office to secure presenters for other topics including Integrated Education and Training, New World of Work (practitioners), and a CASAS update by Jay Wright. Ryan will also provide a three-year plan update at the conclusion of the event.</p>
<p>11. Member Updates</p>	<p>Bassett, Hacienda La Puente and Pomona are working jointly as they each prepare from WASC/COE visits this year. Veronica Valenzuela shared their new semester begins today. Pomona that their new semester begins today also. Rocky shared that Rowland teachers have fully implemented ESL Progress Reports, and provides them a week to just meet with students individually. The Progress Report was an initial idea from one of his staff that was refined and expanded buy the ESL Work Group. He is getting great feedback from the instructors including students enjoy working one-on-one with teachers and that is positively impacting student persistence and attendance.</p> <p>Ryan shared that other schools such as Baldwin Park, Tri-Community and Mt. SAC are using the form as well and receiving positive feedback. Virginia mentioned that a returning ESL student used their copy of the progress report to support placement into a more-appropriate level. Wanda thank everybody for sharing their experience.</p>
<p>12. Adjourn</p>	<p>Meeting was adjourned at 3:24 pm</p>