



Meeting Minutes - Approved

Monday, June 17, 2019
 2:00-4:00 pm
 Mt. San Antonio College, Bldg. 40, Rm 140

Steering Committee

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| Baldwin Park <u>XX</u> John Kerr __Veronica Valenzuela | Charter Oak <u>XX</u> Ivan Ayro __Debra Black | Mt. SAC <u>XX</u> Madelyn Arballo <u>XX</u> Tami Pearson | Consortium <u>XX</u> Ryan Whetstone <u>XX</u> Wanda Pyle <u>XX</u> Lila Manyweather __Ana Ramos Partners/guests present: |
| Bassett <u>XX</u> Albert Michel | Covina Valley <u>XX</u> Virginia España | Pomona <u>XX</u> Enrique Medina <u>XX</u> Miguel Hurtado | |
| ESGVROP __Leticia Covarrubias <u>XX</u> John Smith | Hacienda-La Puente <u>XX</u> Gregory Buckner <u>XX</u> Micah Goins | Rowland <u>XX</u> Rocky Bettar | |

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| <ul style="list-style-type: none"> Welcome & Agenda Check Public Comment Approval of Minutes of 5/20/2019 | <p>Ryan Whetstone called the meeting to order at 2:09 p.m. He called for public comment. There was none.</p> <p>Enrique Medina motioned to approve the meeting minutes from May 20, 2019. Second by John Smith. Unanimously Approved.</p> |
| Objectives for the day: | |
| 1. Three Year Plan Ratification | <p>Ryan review the final Three Year Plan review and approval process since the last meeting as the plan was still in draft status. The draft was emailed to various stakeholders, and posted on the consortium website on 5/28/19 with a deadline of 6/3/19 for comments. None received. Members then provided online approval of the plan on 6/5/19 with the understanding that the plan be ratified as submitted at our next steering committee meeting. This public meeting provided the opportunity for any additional feedback. None received. Ryan requested a motion to ratify the Three Year Plan as submitted. Miguel Hurtado motioned to ratify. Second by Ivan Ayro. Unanimously Approved.</p> |
| 2. Data Update | <p>Lila presented a new report, a 2-Year 3rd Quarter Data Analysis. This report provides a two-year comparison of enrollment, completion numbers in the CASAS categories from the Data Integrity Report. Albert Michel and Virginia España congratulated Ivan on a 400 student increase. Enrique Medina requested asterisks for WIOA payment point areas, Rocky identified those key items.</p> |
| 5. Professional Development | <p>Ryan reminded the members that as discussed there would be no fall consortium conference; we will focus on discipline specific activities and hold a conference in the Spring. He asked if all are getting the CAEP e-newsletter. All affirmed. We received Personal Identification Numbers – one per member for the upcoming CAEP Summit--Tuesday October 29th and Wednesday the 30th in Garden Grove at the Hyatt Regency. Registration is \$295. Ryan passed out a signup list for representatives planning to attend. Each member gets one pin right now and when the others come out, he will request them. Ryan will email instructions and a web link for online registration. Purchase orders due within 30 days of registration. Individual registration is transferable but not refundable and will close on September 13th or at capacity.</p> |

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| | <p>Fall professional development proposed include ESL workshops, sponsored by Steve Maggiore with Cengage/National Geographic. A series was held in the Los Angeles last year that our teachers were interested but couldn't make them. Initial request for local hosting came from Veronica Valenzuela. The concern was that the LA City College was too hard to get to. Ryan also inquired if Baldwin Park would be ok with hosting. Dr. Kerr responded with a yes. There is a 5 part series, approximately two hours each. Friday mornings are the recommended day for ESL. Member asked about activities for the workgroups. Ryan shared CTE is interested in an intensive review of the New world of Work Workplace Readiness curriculum and is requesting 4 hours on a blocked date to create a 12 hour Workplace Readiness Curriculum. Ryan inquired if this activity could be conducted at Hacienda La Puente. HLP responded yes. ABE/ASE want to have a focused workshop around supporting students with learning disabilities because they get older adults with unidentified learning abilities.</p> <p>Member concern - who is going to move these professional developments forward and who is leading the structure? Ryan said that this is his responsibility and will be working with the workgroup leaders to coordinate these activities.</p> <p>2020 Spring Conference was suggested for Wednesday or Thursday the week of the 23rd. March 25th or 26th was tabled.</p> |
| <p>3. Fiscal Update</p> | <p>Madelyn gave out hard copies of the updated Cost of Living Allowance (COLA) allocations from the state. She review The \$12K was taken out, the bottom line stays the same. 3.26 Cola was added which is a reduction but that is the new allocations and they balance. Is everybody good and okay with the numbers, are there are any issues? These changes would have been processed by the Chancellor's and office and the allocations would be the same. Madelyn inquired if there needed to be vote and reiterated the numbers will not change. Member affirmed they were comfortable with the updated as presented.</p> <p>Mt. SAC Fiscal Certification process - Madelyn stated that she understood the districts have varying reporting processes, but to do their best to work with the the Mt. SAC fiscal office in providing expenditure verification documentation as discussed in the fall fiscal meetings. Meetings will be arranged by Ana Ramos and Mt. SAC fiscal to better coordinate appropriate documentation of expenditures. Please ensure that district-level fiscal personnel with administrative authority are in attendance.</p> <p>Do not send individuals alone, who lack decisive authority, to these meetings. When reported numbers do not match (i.e. NOVA vs. documentation), this person should provide formal, authoritative clarification for discrepancies. Have the proper personnel who has responsibility authority, a tech and/or manager as well, as tehy will be meeting with the Mt. SAC Compliance Officer. Ana Ramos will be working with your site, we understand this will take all summer because of schedules we appreciate your support of this process. Madelyn asked if there were any questions. There were none.</p> |
| <p>Consortium Representative</p> | <p>As we had the passing of Claudia Karnoski (Covina-Valley), and impending retirement of John Kerr (Baldwin Park), all members are reminded to be aware of who is actually board approved (and alternates) to represent their district at the Steering Committee. The question did also arise about their MOU's with Mt. SAC-those in place through June 30, 2021.</p> |

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| 7. Member Updates | <p>Rocky added the bill is dead supposing double COLA. Why is Adult Education not included? (We are not a priority) Member it a parent agenda. Amendments can be added.</p> <p>Albert added he has attended 4 WASCs and one COE. Recommend Ivan attend a few. He mentioned CDE has a State Department that helps their schools with their COE in West Virginia, and that would be interesting if we could get something like. Bassett looking forward to new renovation from carry over. Redoing asphalt, new bathrooms, paint job for water fountains. Revised all plans policies and procedures, and will review every year moving forward instead of letting it go unviewed.</p> <p>John Kerr, Baldwin Park – stated he is just trying to clean out his office. Veronica Valenzuela will maintain the site until a new person comes. They should be announcing the position soon.</p> <p>Virginia added changes coming soon are positive and they will be opening a couple of new classes for IET and CTE integration.</p> <p>Ivan Ayro, Charter Oak –Their new location will be operational for summer school and they will be will be launching classes at the new site. They will be moving forward with a pre-apprenticeship Carpenter class.</p> <p>Greg Buckner, Hacienda La Puente – Operating full-force for summer school.</p> <p>Miguel Hurtado, Pomona - COE and WASC Visit is August 26 for their campus. They have no bond monies but will be painting the campus this summer. Dr. Medina has been working on collaborative partnership with the Mt. SAC School of Continuing Education Short-term Vocational Programs to offer a CNA class, and appliance repair with Sears.</p> <p>John Smith ESGVROP – adult enrollment is rising at ROP. They will be launching an Administrative Assistant and Medical Billing and Coding classes, as well as developing a 900 hour HVAC program. They are also working on veterinary technician program.</p> <p>Rocky Bettar, Rowland – livestreamed their adult graduation that aired lived stream, with over 700 views. He was in the hospital, so unfortunately he was not able to attend but was able to watch. The ESL teachers revised and updated all rubrics, curriculum, and evaluation processes.</p> <p>Madelyn Arballo - Mt. SAC summer school starts this Thursday. Their ASE graduation was the upcoming Wednesday. The EMT was moved to noncredit, and the program now has 4 cohorts going through it. They reduced the hours and now will be running 6 to 8 programs.</p> <p>Adult Transitions to College - Ryan added that focusing on the transitional partnership, he talked to Naomi Avala and from the event in April they are going to use the auditorium to get at least 10% of students from the adult schools that are looking to transition to colleges. He has identified 'never too late' as recurring theme among adults return and progressing in our programs. are coming back looking forward to working with agencies to involve adult students. Thursday the 28th was for Wanda. Ryan gave Dr. Kerr a plaque and members expressed their appreciation and guidance, while thanking him for everything.</p> |
| 8. Adjourn | Meeting was adjourned at 3:15 PM |