

Steering Committee

Baldwin Park <input checked="" type="checkbox"/> John Kerr <input checked="" type="checkbox"/> Veronica Valenzuela	Covina-Valley <input checked="" type="checkbox"/> Virginia Espana <input checked="" type="checkbox"/> Claudia Karnoski	Mt. SAC <input checked="" type="checkbox"/> Madelyn Arballo <input checked="" type="checkbox"/> Tami Pearson	Consortium <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Wanda Pyle <input checked="" type="checkbox"/> Lila Manyweather <input checked="" type="checkbox"/> Isabella Koval Partners/guests present: Claudia Sanchez, Pomona Adult Diana Lupercio, Mt. SAC-SCE STV Cindy Manke, Tri-Community Matt Smith, Hacienda La Puente Felicity Johnson, Bassett Adult John Smith, ESGVROP Justin Gorence, LA Regional Adult Ed Consortium Marie Dennis, Pomona Michelle Lee, Charter Oak Michelle Stiele, LA Regional Adult Ed Consortium
Bassett <input type="checkbox"/> Albert Michel <input type="checkbox"/> Elia Evans	ESGVROP <input type="checkbox"/> Leticia Covarrubias	Pomona <input type="checkbox"/> Rebecca Cristobal <input checked="" type="checkbox"/> Enrique Medina	
Charter Oak <input checked="" type="checkbox"/> Ivan Ayro <input type="checkbox"/> Debra Black	Hacienda-La Puente <input checked="" type="checkbox"/> Greg Buckner <input checked="" type="checkbox"/> Micah Goins	Rowland <input checked="" type="checkbox"/> Rocky Bettar	

<ul style="list-style-type: none"> Welcome & Agenda Check Public Comment Approval of Minutes for 9/17/2018 	<p>Called to order: 2:00 pm</p> <p>Meeting minutes from 9/17/2018: Motioned to approve minutes from 9/17/2018 by Enrique Medina, 2nd by Albert Michel. Unanimously Approved</p>																											
<p>1. CTE Work Group Presentation</p>	<p>Presenters: Work Group Chair Felicity Johnson- Business Instructor at Bassett Adult, and Claudia Sanchez -Medical Assistant Instructor, Pomona Adult. The CTE Group has been working on successive documents to help bridge the gaps within each school. They started with a Roadmap Tool for Career Pathways chart representing pathways for students and connections with academic programs. They created a hybrid Workforce Readiness course shell to be used as a standalone or for integration. As this has been a topic of interest for the CTE area, the group reviewed existing standards related to employment preparation, retention and advancement for the curriculum. Recently made aware (by Mt. SAC staff) of the New World of Work (NWoW), a Community College initiative focused on integrating workplace readiness skills, they look forward to a NWoW presentation at the fall conference. The last document shared was the Certificate Program Pathways chart. This was developed from discussions surrounding students commencing programs but dropping out, as they were not understanding requirements, demands or necessary resources. This document will serve to assist counselors/staff to better inform and prepare students to be persistent and complete programs, as well as have a better understanding of CTE offering across the consortium.</p>																											
<p>2. Three-year Plan Update</p>	<p>Members have each identified someone to participate in development of the Three-Year Plan. Meetings are tentatively scheduled for the first Monday of the month. Draft planning guidance created by AEP and preliminary information will be sent to this group and the Steering Committee. The group will be convened by Ryan Whetstone. The first meeting will be held Monday 11/5/18 – 2:00-4:00PM at Mt. SAC in Building 40 Room 140.</p> <p>3-Year Plan Team:</p> <table border="1"> <tr> <td>Baldwin Park</td> <td>Jeff Palmer</td> <td>Culinary Arts Instructor</td> </tr> <tr> <td>Bassett</td> <td>Elia Evans</td> <td>CTE Program Manager</td> </tr> <tr> <td>Charter Oak</td> <td>Ivan Ayro</td> <td>Director of Adult and Career Tech Ed</td> </tr> <tr> <td>Covina Valley</td> <td>Virginia España</td> <td>Assistant Principal</td> </tr> <tr> <td>ESGVROP</td> <td>John Smith</td> <td>Deputy Superintendent</td> </tr> <tr> <td>Hacienda-La Puente</td> <td>Valerie Clifford</td> <td>Administrator of Counseling Services</td> </tr> <tr> <td>Mt. SAC</td> <td>Tami Pearson</td> <td>Associate Dean</td> </tr> <tr> <td>Pomona</td> <td>Miguel Hurtado</td> <td>Principal on Assignment</td> </tr> <tr> <td>Rowland</td> <td>Gale Lee</td> <td>ESL Program Coordinator</td> </tr> </table>	Baldwin Park	Jeff Palmer	Culinary Arts Instructor	Bassett	Elia Evans	CTE Program Manager	Charter Oak	Ivan Ayro	Director of Adult and Career Tech Ed	Covina Valley	Virginia España	Assistant Principal	ESGVROP	John Smith	Deputy Superintendent	Hacienda-La Puente	Valerie Clifford	Administrator of Counseling Services	Mt. SAC	Tami Pearson	Associate Dean	Pomona	Miguel Hurtado	Principal on Assignment	Rowland	Gale Lee	ESL Program Coordinator
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<p>3. 2017-18 Preliminary Consortium Data Review</p>	<p>CASAS TE Quarter 1 Data submission is due on October 31st. Lila will be visiting each school to check on their progress. Most schools are on track. A couple are adjusting because of changes in personnel working on the data. The Data Manual is in development. Jay Wright and Neil Kelly will be giving a presentation on October 17th at Baldwin Park Adult School. Lila is currently looking into the difference between industry recognized certifications and school certifications. If not properly categorized they will not be counted properly.</p>
<p>4. Clarify Member Budget Change Approval</p>	<p>Madelyn thanked members for participating in the fiscal meetings last month and shared updates on the budget and fiscal reporting. Members have to wait for final budget amounts to be populated in NOVA before entering 2018-19 budgets. AEP deadlines have been pushed out. She also alerted members that there are carryover amounts that will be redistributed to all in the coming months.</p> <p>Budget Change Approval – Ryan Whetstone shared that Madelyn had mentioned in the fiscal meetings that we should ask members if they are comfortable with allowing the consortium chairs direct authority to approve individual budget adjustment requests. Current CA Adult Education policy states that consortium approval is required to make changes requested by any member for their respective site—but this suggests each member must vote to approve the change. Policy also allows the proposed structure, but it must be approved by the Steering Committee.</p> <p>Enrique Medina motioned to grant authority to the co-chairs to approve individual member’s budget adjustment requests as necessary without the approval of the Steering Committee. 2nd by Albert Michel. Unanimously approved.</p>
<p>Updates</p>	<p>Fall Conference – Wanda and Ryan provided an update on the Fall Conference coming up next week on October 24th. All arrangements have been made and presenters confirmed.</p> <p>Due to the Thanksgiving holiday, the November Steering Committee meeting date has been changed from November 19th to Monday November 26th.</p>
<p>5. Adjourn</p>	<p>Meeting Adjourned at 3:45 pm</p>