

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 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: Marlen Martinez, Bassett Adult Anahit Damlamanyan, LA County WDACS Matt Smith, Hacienda La Puente John Smith, ESGVROP Monique Cardenas, Pomona Marie Dennis, Pomona
Bassett <input checked="" type="checkbox"/> Albert Michel <input type="checkbox"/> Elia Evans	ESGVROP <input type="checkbox"/> Leticia Covarrubias <input checked="" type="checkbox"/> John Smith	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 10/15/2018 	<p>Called to order at 2:00pm</p> <p>Minutes motioned to approve by Enrique Medina. Seconded by Greg Buckner. Unanimously approved.</p>
<p>1. Counseling Student Support (CSS) Work Group Presentation</p>	<p>Marlen Martinez, counselor from Bassett Adult, is Chair of the CSS Work Group for the 2018-19 school year and presented on their behalf. She came from K-12 and has been with Adult Ed for 2 years. She informed the committee that CSS members worked together to create a joint registration/alignment intake process. Members shared their site processes, allowing all to learn from best practices. They are now working on the Consortium Counselor manual, which will serve as a universal reference, include information on Mt. SAC's campus, community support services and resources. Members of the group are completing assigned sections. Information will also be included on other member's program offerings for referral to partner schools. The group is also planning the 2019 Partner Breakfast with a tentative date of March 8, 2019. Last year's was a huge success for counselors and building new connections such as 211 LA County. The group will focus on new partners for the event. Marlen shared that participation in this group has served as a major resource for her.</p>
<p>2. Youth Bridges Program Young Adult Paid Internship (18-24) – LA County WDACS</p>	<p>Anahit Damlamanyan, LA County Office of Workforce Development Community and Aging Services (WDACS) presented on the County's Public Sector Hiring Strategy – Countywide Youth Bridges Program (CYBP). She indicated that they have nearly 1,000 paid, tiered internships available across the county for young adults 16-24, with the potential to lead to permanent positions. WDACS is very interested in targeted partnerships with our member schools to align training, work experience and training opportunities. She will forward all related information to the committee along with all available CYBP open positions throughout the County. Her staff will come out for site presentations and onsite registration into the program.</p>

<p>3. Fiscal Update & February 2019 NOVA Program and Expenditures</p>	<p>Madelyn thanked everyone for their follow-up on the recent action: <i>Consortium Steering Committee 2018-19 Consortium Funds Transfer (NOV 2018)</i>. Summary memo dated 11/16/18 included with these minutes.</p> <p>She reminded all members to be prepared to submit budgets when they received notice. After the budget approval, members can go into NOVA and submit Q1 expenditures. They are due December 1 but because of issues, they can be submitted up to 12/7/18. All are reminded to stay within allocations when entering budgets.</p>
<p>4. February 2019 NOVA Program & Expenditure Submission</p>	<p>Ryan reminded members they are responsible to enter student attendance hours and additional funds received, allocated to program areas by February 15. He logged onto NOVA to show the input screens for this information.</p>
<p>5. Fall 2018 Data Submission for Member Review</p>	<p>Lila distributed Fall 2018 CASAS submission numbers. She alerted members to be sure to check for migration issues i.e. student birthdays, gender, etc., when doing their data transfers in TOPS Enterprise, to mitigate dropped records. Ryan advised members to check the Community College LaunchBoard system for institutional data accuracy in January as the 2017-18 data should be available. If data is incorrect, members are to contact Randy Tillery through the CAEP Office, per AEP advisement.</p>
<p>6. Strong Workforce Update</p>	<p>Madelyn received several inquiries related to adult school access/inclusion in the California Strong Workforce Program. She said they (adult schools) may be partners, but inquiries –and their inclusion-- go through their respective districts’ Career Technical Education/Pathways units, as this is the mechanism for program planning and fund distribution.</p>
<p>7. AEP Consortium Survey</p>	<p>Ryan shared the AEP Consortium program Quality Self-Assessment Survey developed by the AEP office. The document, shared as a PDF only, is recommended for use to inform the three-year planning process. Ryan created a google form with simple responses for members. He will send the document and link to respond, and asked all to complete the survey by 11/30. The results will be discussed in the Three-year plan team meeting on 12/3/18.</p>
<p>8. Fall 2018 Conference Feedback</p>	<p>Ryan distributed summary feedback (from online surveys) on the 2018 Fall Conference. 151 people attended the conference. 70 people completed the online evaluation. Likert scales were used with the ratings 1 = poor to 5 = excellent. The keynote presenter was Dr. Shlomy Kattan, Director for the Barbara Bush Foundation/Dollar General Foundation XPRIZE Competition for Adult Literacy. 70% rated the speaker positive and relevant with nearly 40% rating him excellent. The vast majority of results rated nearly all workshop presenters at 80+% (4-5). Survey comments were also included in the results.</p>
<p>9. 1st Three-year plan team meeting - update</p>	<p>Ryan reviewed the activities in the first Three-Year Plan Team Meeting held November 5. In the meeting, they reviewed draft AEP documentation including planning guidance, plan template and the AEP self-assessment tool. The team also reviewed our last three-year plan, 2018-19 annual plan, draft regional demographic data, and input from staff across the consortium submitted online when registering for the fall conference. Final documentation from the AEP office was release after the meeting and those will be reviewed at next planning meeting on December 3. The goal is to have the final plan approved at the April 15, 2019 Steering Committee Meeting.</p>
<p>10. Adult Literacy XPRIZE</p>	<p>Ryan gave a recap on the Adult Literacy XPRIZE and as participation requires no ongoing obligation will enter the Consortium in the competition. Madelyn requested he send on links to the organization information. The registration deadline in December 21.</p>
<p>Adjourn</p>	<p>Meeting Adjourned at 4:00 pm</p>



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November 16, 2018

To: Madelyn Arballo, Associate Vice President

From: Ryan Whetstone, Manager
Mt. SAC Regional Consortium for Adult Education

RE: Consortium Steering Committee 2018-19 Consortium Funds Transfer - APPROVED (NOV 2018)

I sent a message and web link to the Mt. SAC Consortium Steering Committee Lead Members on Friday, November 2, 2018 at 10:17 am, to an Office 365 form with the following action statement:

On whether or not to approve Mt. SAC Fiscal Department to transfer 2018-19 Consortium funds to each member in the amount of \$12,000.

- Yes, I approve the Mt. SAC Fiscal Transfer (NOV 2018)
- No, I do not approve the Mt. SAC Fiscal Transfer (NOV 2018)
- I Abstain from this action (NOV 2018)

All members voted to **APPROVE** the action with the following results:

Completion time	On whether or not to approve Mt. SAC Fiscal Department to transfer 2018-19 Consortium funds to each member in the amount of \$12,000.	Please type your first and last name for the record	Campus
11/2/18 8:29:26	Yes, I approve the Mt. SAC Fiscal Transfer (NOV 2018)	Albert Michel	Bassett
11/2/18 8:36:49	Yes, I approve the Mt. SAC Fiscal Transfer (NOV 2018)	Tami Pearson	Mt. SAC – SCE
11/2/18 12:14:27	Yes, I approve the Mt. SAC Fiscal Transfer (NOV 2018)	Leticia Covarrubias	ESGVROP
11/2/18 12:45:31	Yes, I approve the Mt. SAC Fiscal Transfer (NOV 2018)	Greg Buckner	Hacienda La Puente
11/2/18 12:46:38	Yes, I approve the Mt. SAC Fiscal Transfer (NOV 2018)	Rocky Bettar	Rowland
11/5/18 7:12:59	Yes, I approve the Mt. SAC Fiscal Transfer (NOV 2018)	Ivan Ayro	Charter Oak Adult
11/5/18 8:42:10	Yes, I approve the Mt. SAC Fiscal Transfer (NOV 2018)	John Kerr	Baldwin Park Adult
11/6/18 12:44:36	Yes, I approve the Mt. SAC Fiscal Transfer (NOV 2018)	Claudia Karnoski	Tri-Community (Covina-Valley)
11/6/18 15:29:31	Yes, I approve the Mt. SAC Fiscal Transfer (NOV 2018)	Enrique Medina, Ph.D.	Pomona

Please let me know if you need additional information.

Cc: Steering Committee Leads

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