



Steering Committee Retreat Notes

Friday, January 25, 2019
 8:30 am – 1:30 pm
 Mt. San Antonio College, Building 40, Room 126

Baldwin Park <input 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 Partners/guests present: Michelle Lee, Charter Oak Adult Gale Lee, Rowland Adult Valerie Clifford, Hacienda La Puente
Bassett <input checked="" type="checkbox"/> Albert Michel	ESGVROP <input checked="" type="checkbox"/> Leticia Covarrubias <input checked="" type="checkbox"/> John Smith	Pomona <input checked="" type="checkbox"/> Miguel Hurtado <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	

Goals for the day	Ryan Whetstone welcomed everyone to the retreat. He gave a brief overview stating goals for the day—that members would be clear on Three-Year Planning Progress to-date; develop Goals and Strategies; and develop Effectiveness Measures for the Three-Year Plan. The next Three-year plan team meeting is Monday 2/4/19. He will have a 1st draft there. We will also “sunshine” the plan for community input at the Partner Breakfast on March 8. The plan is to have the final version approved at the Steering Committee meeting on 4/15/19 or 5/20/19. The plan is due 6/7/19.
Plan Section 2.1 Pre-Planning assessment Strengths, growth areas	Gale Lee, ESL Coordinator at Rowland presented the overview on the Pre-Planning assessment activities. He mentioned we should expand on our collaborative efforts such as Integrated Education and Training across program, clarifying English Language levels required to move into CTE programs and how we can complement them. We are in need of more proactive counseling for the adult schools between programs and to the college with focus pathways transition and financial aid counseling. The cycle of feedback, with continuous interaction students related to goals, required action and support. Madelyn ask for elaboration on details. Leticia stated that for secondary students (9-12), with transition plans expected for students to grade 13.
Plan Section 2.2 Community Needs and Customers	Valerie Clifford provided the review on the process and select data reviewed. She shared the sources and activities from the meetings. The team noted the significant numbers for older adults at poverty level, young adults unemployed, and the adult with disabilities population. The older adult high English Language Learners and those with less than a high school diploma show significant need. Healthcare has highest needs for employment. Target areas for focus were review including Internet of Things, suggested by Ivan Ayro, noting that related trainings are starting to boom. Albert Michel stated Bassett has an electrical training that encompasses smart home technology. Short-term stackable credentials and soft skills certification continue to be a major focus along with local employer connection to inform programs. The Three-Year Plan team also noted concern about that the current CTE credentialing process making it challenging to hire instructors.
2.5 Piloting and Implementation	Miguel Hurtado, principal from Pomona share the update on Piloting and Implementation. He review the presented list and share that this area is under development. Resources are a challenge for the consortium. Pomona and MT SAC will be collaborating to offer solar installation course. There was discussion to market our programs to local industries. Wanda mentioned initial ideas related to piloting programs. Ryan stated this discussion is in progress (in the plan team) on how we will create the measures.

Implication for Consortium and Schools	Ryan shared prompt the prompt question on the implications of all information gathered. Responses included the need for more outreach and support for English learners (immigrants), older adult and AWD population (watch Competitive Integrated Employment mandate), emerging technologies and retraining for the digital economy, and the alignment with COE/WASC action plans and requirements.
Plan Section 2.4 Goals and Strategies	Wanda walked the members through two exercises to review the input provided by each of the work groups and share their top priorities based on that input. She collected feedback on each of the goals and strategies to be incorporated into the plan—including increased partnerships with AJCCs and employers, integrated education opportunities, and expanded partnerships between the adult schools and Mt. SAC.
Data Review / LaunchBoard comparison	Members viewed 2017-2018 general enrollment information. Ryan shared that he and Lila will be working closely with Madelyn, Krystal Yeo (data coordinator for School of Continuing Education) and the data workgroup, focusing on the performance outcomes and the details related to obtaining them. We will bring CAEP Performance area scenarios, developed in the data group, to the Steering Committee over the next several month for review and clarification. The Committee review a datasheet prepared by Lila comparing 2016-17 LaunchBoard Consortium member data with compilations from the submitted Data Integrity Reports (DIR). There was a broad range in numbers. Randy Tillery requested, in the AEBG Data Tools workshop, that members note discrepancies so they can address them. Madelyn warned that to talk with LaunchBoard staff you need to have someone that knows understands algorithms, etc. Ryan asked members to remain vigilant, as this is public face of our performance data. She will provide the same for the 2017-18 data at the next Steering Committee meeting.
Member Effectiveness / Allocations	<p>Consortium Targets Madelyn suggested the members consider setting some performance targets for the Three-Year and Annual Plans in relation to Member Effectiveness. Do we want to set targets, and at what level (i.e. consortium-wide enrollment, etc.)? This will be a discussion at the next Steering Committee meeting.</p> <p>Allocations - The consortium will receive a 3.46% COLA increase. Madelyn shared a draft chart of a possible across-the-board distribution of funds. She said that this money will be allocated at the discretion of the Consortium and all member should provide input. Last year, decisions were based on enrollments and outcomes. Members should consider whether to repeat this process (wait until at least Q2 data is available), equal share or another proposal. We can begin formal discussion in the February Steering Committee meeting in accordance with our governance plan (which will also allow members to share information with superintendents). Initial comments: Leticia Covarrubias suggested looking at goals and outcomes. Tami Pearson recommended equal distribution across the board acknowledging all are working hard to serve their students. Rocky Bettar said we should maintain looking at the data and the outcomes enrollment vs allocation (cost per student). Madelyn the new big push with legislation is to hours of attendance. Rocky said this is gaining traction with the Department of Finance and the Legislative Analyst's Office. They are also looking at the price of programs and possible elimination CTE fees. There will be big winners and losers across the state. Leticia made the point have the group consider allocating the COLA to ROP as they have the smallest allocation. John Kerr raised the point about the COLA, that if his teachers get a raise, benefits will go up and may have to limit summer school to cover that cost. Virginia Espana stated each school has their own factors we should take all of that into consideration. Madelyn said to think about what was said and will pick up the conversation at the next Steering Committee.</p>
Updates	Rocky shared that WIOA schools will received augmentation for 231 programs: ABE/ESL \$312pp, ASE \$550pp EL Civics \$85pp, 243 up to \$133pp that is as of today. You will be getting a Grant Award Notice and members can compute on their own.
Upcoming Deadlines	Q2 data due in TOPs next Thursday the 31st. The 2017/18 program hours and expenditures by program area due in NOVA by February 15th. Ryan mentioned these numbers also tie into our Three-Year plan and to reach out to him if assistance is needed. Q2 Expenses due in NOVA by 3/1. Madelyn requested that members who had not submitted expense reports from Q1 please do so.
Next Steps	Ryan thanked every for participating and we will get input from remaining workgroups in the coming week. We will have preliminary draft of the plan for the next Plan and Steering Committee meeting. Our next big event is the Partner Breakfast on March 8 th , planned by the Counselor Work Group. Baldwin Park has a lobby where they can host it but another school will be in the facility that day so we will also consider Hacienda La Puente.