



Meeting Minutes

Monday, May 14, 2018

2:00-4:00 pm

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

Steering Committee

Baldwin Park <input checked="" type="checkbox"/> John Kerr <input checked="" type="checkbox"/> Veronica Valenzuela	Covina-Valley <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 type="checkbox"/> Wanda Pyle <input checked="" type="checkbox"/> Lila Manyweather <input checked="" type="checkbox"/> Isabella Koval Partners/guests present: Richard Sheehan Julie Mitchell Mike Hendricks Marie Dennis Antoine Hawkins Cindy Manke Elbia Sarabia
Bassett <input checked="" type="checkbox"/> Virginia Espana <input checked="" type="checkbox"/> Albert Michel	ESGVROP <input checked="" type="checkbox"/> Leticia Covarrubias <input checked="" type="checkbox"/> Elia Evans	Pomona <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"/> Matt Smith	Rowland <input checked="" type="checkbox"/> Rocky Bettar	

Agenda Items	Outcomes
<ul style="list-style-type: none"> ● Welcome & Agenda Check ● Public Comment ● Approval of Minutes for 4/16/2018 	<p>Called to order 2:05 pm</p> <p>Ryan commenced welcome and introductions and called for public comment.</p> <p>No comments.</p> <p>Enrique motioned to approve meeting minutes from 4/16/2018 with correction requested by Claudia. Second by Albert.</p> <p>Unanimously approved</p>
<p>1. Budget Update</p>	<p>Madelyn reviewed the 16-17 budget and noted that we spent very little of the consortium dollars. Based on the last meeting vote, we'll allocate the amounts back to the consortium AFTER the expenses are reported. She requested members be prepared to submit expenditures in the NOVA system for Q1, 2,3 by June 1. Certification of expenditures deadline is June 30. Members are advised to login and review the NOVA demo.</p>

<p>2. Data Retreat Review – Wednesday, May 9, 2018 - 12-4 pm, HLP Willow Campus</p>	<p>Lila gave a review of the data retreat. 47 people attended, representing all member sites. Most Steering Committee Members were present along with key data personnel. Rocky and Madelyn provided an overview on Data and Accountability. Lila indicated the next major goal is to create a universal data manual (UDM) and is certain it will be very beneficial for members that will allow faster and efficient problem solving when everyone is familiar with the set up. Members are encouraged to allow Lila to audit their data to verify accuracy or help with issues. Virginia suggested usage of a computer lab for the next retreat to allow for more hands on activity. Madelyn requested an evaluation of the retreat by attendees.</p>
<p>3. 2018-19 Annual Plan Preliminary Development</p>	<p>Ryan shared the 2018-19 Annual Plan document from the AEBG NOVA system outlining the required responses. He ask that to email suggestions, comments or concerns that will help inform this or the upcoming three-year plan. The Annual Plan is due August 15th.</p>
<p>4. AEBG Course Designation Review</p>	<p>In response to concerns about how members are reporting courses for AEBG category areas (more community service/fee-based), members were requested to provide course lists reported to CASAS for this year and the CDE A-22 report sent to the CDE adult education office for approval. In summary, the vast majority of courses submitted fall within the 7 AEBG Categories. It was reaffirmed that courses identified for AEBG should be listed on the CDE A-22 approval memo and meet the CDE outlined criteria i.e. CTE courses.</p>
<p>5. Discussion of process to determine 5% COLA allocation of funds that took place on April 16, 2018. Potential Action Item for vote.</p>	<p>Claudia requested this agenda item. She stated that she thought the process that took place over the last two meetings related the Steering Committee decision to not increase funding to Covina Valley was unfair. She believed she was not properly informed about possible action taking place, questioned the enrollment and outcome numbers presented--also included other members Community Service/Fee-based classes.</p> <p>Madelyn noted that the original data presented, obtained from the CASAS AEBG Summary Report was reported by the members. Madelyn also reiterated prior discussion occurred related to allocation proposals with members prior to the meeting, reminding attendees, the opportunity to present alternate funding models was also available. Madelyn agreed for the future to contact individual affected members prior to the meeting to inform of potential issues.</p> <p>MOTION: Claudia motioned to amend the Consortium budget to reflect the 4% increase across the board to all members. SECOND: Ivan. Called for discussion.</p> <p>As several superintendents attended- there were comments, questions suggestion related to the item and process. Dr. Sheehan, Superintendent of CVUSD, indicated that this did not appear to be an equitable process, but that generated several points. Attendees were reminded that all decisions were final. One was the appearance that Covina served a number of students similar to Baldwin Park. John shared that nearly a third of the consortiums performance outcome are from his site.</p>

	<p>Rocky also indicated that performance is a major indicator of member effectiveness. Attendees affirmed Member Effectiveness was a major discussion at the January Steering Committee Retreat, as the state will be looking closely at performance outcomes for adult education moving forward, and the local consortium is responsible for oversight.</p> <p>Enrique also indicated that his service population in Pomona might be the one of greatest need and his institution is operating at fiscal capacity. Questions from Dr. Mitchell, Superintendent of RUSD, and Dr. Hawkins, Asst. Superintendent of Bassett USD, included how facilitation of a redistribution of funds would occur if a new vote created a revised allocation. Madelyn stated the partner districts would have to cut checks to districts receiving revised allocations if the motion carried. There was also the suggestion that we should either consider revision to our governance plan or creation of bylaws to support a strong decision process.</p> <p><u>VOTE:</u> Baldwin Park - No, Bassett- No, Charter Oak - Yes, Covina Valley - Yes, ESGVROP - Yes, Hacienda La Puente - No, Mt. SAC - No, Pomona 4- No, and Rowland- No. Motion failed 3-6-0.</p>
6. Alignment of Consortium Professional Development with Member WIOA Plans	Enrique requested this agenda item. Per conversation with Ryan, the concept came forth to focus on leveraging the activities of the consortium to align with WASC Action Plans, WIOA Professional Development and COE Accreditation documents. Members will submit any related documents to find alignments points that we can inform our conference and professional development, work group activities, etc. Members agreed to participate. Ryan will work with Wanda to prepare a draft crosswalk chart for the June meeting. We will incorporate this into our new annual and 3 year plan as well.
7.	
8. 2018-19 Steering Committee Meeting Calendar	Ryan shared a draft 2018-19 Steering Committee Calendar based on the 2 nd Monday of the month. Madelyn requested we consider 1 st and 3 rd Mondays instead for the year. Ryan will send a poll to get the best date based on responses and will share at the June meeting.
9. Updates	No major updates were indicated for this meeting.
Adjourn	Meeting was adjourned at 3:55 pm