



Meeting Minutes - **Approved**

Monday, August 19, 2019

2:00-4:00 pm

Mt. San Antonio College, Bldg. 40, Rm 126

Steering Committee

Baldwin Park <u>xx</u> 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> Lila Manyweather <u>xx</u> Ana Ramos
Bassett <u>xx</u> Albert Michel	Covina Valley <u>xx</u> Virginia España	Pomona <u>xx</u> Enrique Medina <u>xx</u> Miguel Hurtado	Partners/guests present: <u>xx</u> Michelle Lee, Charter Oak <u>xx</u> Cindy Manke, Covina-Valley <u>xx</u> Matthew Smith- Cal Learns
ESGVROP __ Leticia Covarrubias <u>xx</u> John Smith	Hacienda-La Puente <u>xx</u> Gregory Buckner __ Micah Goins	Rowland <u>xx</u> Rocky Bettar	

Agenda Items	Outcomes
<ul style="list-style-type: none"> Welcome & Agenda Check Public Comment Approval of Minutes for 7/15/2019 	<p>Called to order: 2:02pm</p> <p>No public comments.</p> <p>Approval of minutes –Albert Michel motioned to approve as presented. Veronica Valenzuela seconded. - Unanimous vote for approval.</p>
Objectives for the day:	
1. 3-Year / annual Plan Update	Ryan stated the 3 year and annual plans were successfully submitted and encouraged members to review them in NOVA. Members will select elements of the annual plan to create their individual workplans, selecting their focus areas of work for the coming year. He will shape his updates for the steering committee in the coming months relative to progress on the annual three year plan.
2. Consortium Pathways document	Ryan reviewed a draft pathways alignment chart of consortium Career Technical Education (CTE)/Short-Term Vocational (STV) programs that included Los Angeles County Workforce Development Board and Los Angeles Orange County Regional Consortium (Strong Workforce) priority areas which are identified in the 3 year plan. State CTE sectors and pathways, Mt. SAC college pathways, certificates, associate degrees and articulations are included. This chart was built on the work that the CTE Workgroup did last year, looking at programs offered and areas for alignment. The broader purpose is for members/partners to see the pathways and connections to the college and places where we can create transitional opportunities, articulations or new programs. He said this is a living document and to please share any corrections or additions with him but he will share with workgroups so they will learn these programs and alignments as well.

<p>3. New CAEP Onboarding tool</p>	<p>Ryan reviewed on the new CAEP Onboarding tool stating this is good resource to share with staff. It includes a CAEP 101 Section, with overview descriptions, data information, fiscal reporting guidance and outreach information</p> <p>http://resources.caladulthood.org/onboarding</p>
<p>4. Fiscal /Budget Update/District Meetings</p>	<p>Madelyn Arballo led the conversation. She asked Ryan to bring up NOVA and walked through the steps to show the members how to put hours and expenses on the 2018-19 tab. This is similar to what was completed last year.</p> <p>Item of note - On the fiscal reporting, if members are receiving other funds such as LCFF they are only obligated to report those used to support students 18 and older.</p> <p>Steering Committee Meeting time change request – Madelyn was appointed to a new committee that conflicts with the current meeting time and asked members if they would be amenable to changing the time. They agreed. Meetings will be held on the 2019-20 established days with a new time of 1pm-3pm.</p>
<p>5. Data Updates</p>	<p>Lila reviewed the data report presented at the last Data workgroup meeting stating that data is looking great. No major issues moving forward.</p> <p>She distributed the drafts 2018-19 End of Year – Data Integrity Analysis – student enrollment number and the percentage performance chart. She is waiting for final numbers from two schools to finalize. For the next steering committee meeting she will also have the 2-year comparison chart. She created another chart extracting CTE students – we will be sharing those charts as well, as they skew pre-post test analysis when we want to gauge the level of pre-post testing for academic programs. Members discussed the documents. She encourage the members to support their data staff to continue attendance at the meetings to address technical questions.</p>
<p>6. Professional Development update</p>	<p>ESL – Ryan has connected Steven Maggiore, with National Geographic-Cengage, at the suggestion of Veronica Valenzuela, to offer their popular language development series of five sessions with Baldwin Park Adult as the host site. The Consortium will pay for breakfast at sessions.</p> <p>Ryan is reaching out to CAEP Technical Assistance Project (TAP) – to arrange PD to support adults with learning disabilities.</p> <p>He will discuss with CTE/STV workgroup possible PD topics related to instruction and workforce readiness.</p> <p>CAEP Summit Conference - October 29-30, 2019, Hyatt Regency Orange County. All primary people should have a registration PIN and he will alert the others requesting one as soon as CAEP releases them. Ryan impressed upon the members to complete registration ASAP.</p> <p>CCAEE Fall Conference (South Coast Section) – November 22-23, 2019, Palm Springs. He encouraged members to get the word out and that Virginia Espana is a board member for that group. www.ccaestate.org</p> <p>CAEAA Conference - January 29 – 31st, 2020, at the Sheraton, Sacramento, CA. www.caeaa.org</p> <p>Consortium Spring Conference - Tuesday, March 24, 2020 @ Cal Poly Pomona Kellogg Center.</p>

<p>7. Updates</p>	<p>Madelyn mentioned that the notion of consortiums adopting governance bylaws is trending. She reminded everyone that the necessity for them is not identified in the CAEP legislation and that we have functioned well with our current governance plan. Do listen for that topic at the CAEP Summit, those who are attending.</p> <p>CAEP Beginning of Year Letters – Ryan Whetstone brought up the CAEP Beginning of the Year (BOY) Letters – all leads received them in emails from the CAEP office. He reviewed they key points in the letters.</p> <p>Campus updates</p> <p>Bassett: Michel: Started school last week</p> <p>Baldwin Park: Ryan shared that Veronica Valenzuela was officially selected as the new Director for Adult Education. She stated they are currently seeking an assistant principal but it will be an internal hire and they started classes last week.</p> <p>Covina-Valley: Virginia Espana mentioned they just started classes and are witnessing an influx of ESL students.</p> <p>Charter Oak: Ivan Ayro shared there is a new interim Superintendent, Jose Banda and new Chief Business Officer - Karyl Brandford. They are currently still in summer session (quarter system).</p> <p>Pomona: Miguel Hurtado stated they will have their WASC COE reception/visit on Tuesday August 27th at 12 noon.</p> <p>Rowland: Rocky Bettar started school classes last week. They have hired new teachers. He has six students who just completed an expedited high school equivalency program and passed the HiSET exam.</p> <p>Madelyn shared that Mt. SAC will start next week and that the ESL student population has increased compared to the prior year at this time.</p> <p>CAEP Update Meeting @ NOCCD - Ryan shared that he attended the CAEP meeting with Neil Kelly & Jay Wright – CASAS. They walked through the items identified in the BOY letters. He also got a copy of their PowerPoint presentation. Rocky asked that he share it with the leaders and he said he will send it via email after the meeting. Virginia Espana was also in attendance and he ask if there was anything else to add from that meeting, she said no.</p>
<p>8. Adjourned</p>	<p>Meeting was adjourned at 3:13pm</p>