



**DRAFT**

# Steering Committee Retreat **NOTES**

Friday, January 22, 2021

9:00 am – 12:00 pm

Join Zoom Meeting: <https://mtsac-edu.zoom.us/j/5096075987> Meeting ID: 509 607 5987

<b>Baldwin Park</b> <input checked="" type="checkbox"/> Veronica Valenzuela	<b>Covina Valley</b> <input checked="" type="checkbox"/> Virginia España	<b>Pomona</b> <input checked="" type="checkbox"/> Enrique Medina <input checked="" type="checkbox"/> Miguel Hurtado	<b>Consortium</b> <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Ana Ramos
<b>Bassett</b> <input checked="" type="checkbox"/> Albert Michel	<b>Hacienda-La Puente</b> <input checked="" type="checkbox"/> Gregory Buckner <input checked="" type="checkbox"/> Micah Goins	<b>Rowland</b> <input checked="" type="checkbox"/> Rocky Bettar	<b>Partners/guests present:</b> <input checked="" type="checkbox"/> Ryan Maddox
<b>Charter Oak</b> <input checked="" type="checkbox"/> Ivan Ayro _ Michelle Lee	<b>Mt. SAC</b> <input checked="" type="checkbox"/> Madelyn Arballo _ Tami Pearson		

Call to Order: **9:00 A.M.**  
Welcome and Check In: Participants were invited to sign in via Zoom chat.

**MEETING FILES** <https://drive.google.com/drive/folders/1taD3YWORJCP4eF7mqeEI09Tfr6Elfkl?usp=sharing>

<b>9:00 am</b> Welcome, Introductions, and Overview of the morning	Ryan Whetstone welcomed the members and briefly reviewed the agenda. He emphasized that we will need to hear voices and will have some sharing sessions.
<b>9:00 -9:15 am</b> Consortium Equity Activity Update	<b>CALPRO's Success for All Learners Through Equity</b> This was offered in collaboration with HLPAE, spearheaded by Micah Goins. It was a 16-hour training include about 3 hours of homework. There was a total of 28 participants from Baldwin Park, Charter Oak, Covina-Valley, Hacienda La Puente, and Pomona. Micah Goins shared that though this training included topics of race and gender, but providing the best education experience reaching every single student. It was great to meet new people from the other schools and engage in this type of dialogue. The was also a cross section of administrators, teachers and classified staff. His criticism was that there just didn't seem to be enough time to cover it all along with more reflection on the activities. Madelyn thank Micah for his initiative and has found these equity-related activities hitting people in many ways. She suggested as equity has become such a prevalent issue, we should consider dedicating more time, possible with the consortium conference to focus on equity awareness. Several members agreed that this would be a great focus for the conference.
3 Year Plan/Annual Review – Key Points	Ryan reviewed key points of the of the 3 Year Plan (July 2019-June 2022). An overview handout was included in the meeting folder, summarizing enrollments for 2018-19, 2019-20, and 2020-21 year to date along with outcome for the past two years. For the 2019-20 year, schools were on track to have higher overall enrollment. However, when the COVID pandemic hit, schools were forced to shut down in March 2020 and pivot to distance/online learning and some hybrid instruction. Unemployment skyrocketed from 4% to 20% for Los Angeles County in May 2020. The recovery has been slow, with the current rate at 11% for December 2020. Enrollment and completions were drastically reduced. The three-year plan goals included expansion in the areas of Program Growth, College and Career Pathways, Improved Student Services, and Data and Accountability. Progress indicators were: <ul style="list-style-type: none"> <li>• Cross and co-locations with AJCCs by Fall 2021, this had been established for several members – Baldwin Park, Hacienda-La Puente, and Mt. SAC School of Continuing Education.</li> </ul>

	<ul style="list-style-type: none"> <li>• Accessible counseling from Mt. SAC for the partner adult students interested in transitioning to the college. This had begun, but is now drastically stalled to due to COVID.</li> <li>• Establish a training for members to improve programs and services from adults with disabilities by spring 2020- this was accomplished with a training to support adults with learning disabilities held in 2019.</li> <li>• Improving our data processes by Fall 2021 with the expectation that 20% more outcomes would be produced. However, the onset of the pandemic derailed that possibility.</li> </ul> <p>Current enrollment numbers are evidence of the effects of COVID-19 on our students' ability to access courses and programs. Though in a gradual decline from a peak of 20% unemployment in April 2020, almost all cities serve in our consortium area have double digit unemployment. Unemployment for Los Angeles County is higher that surrounding counties as well. numbers, we are still in the midst of its impact on our students and each campus. Vaccination are only beginning to roll out to essential medical workers and persons 65 and older. Schools most likely will not re-open fully until fall 2021. Given this, Madelyn suggest members consider revising our three-year plan with the focus of reestablishment of on campus programs and school enrollments. Miguel Hurtado stated that the current numbers are concerning and Pomona is prepared with PPE and social distance in classrooms but the district will not green light a return until it absolutely safe to do so. Ryan will bring suggested updates to the 3 Year Plan to the next steering committee meeting.</p>
COVID Discussion	<p>Ryan opened discussion and asked each member to answer the following questions related to recent operation during the COVID period:</p> <ul style="list-style-type: none"> <li>- Each school describe their current agency's situation and how it's going? Are you open for any courses or programs?</li> <li>- Successes with testing and/or remote testing?</li> <li>- What is the latest conversation at the local/ district level regarding timeline for reopening?</li> <li>- Summer plans?</li> </ul> <p><b>Baldwin Park: Veronica</b> Valenzuela echoed the statements regarding the current situation and we are facing many challenges in enrollment. Not only are the students are trying to adapt to the curriculum and delivery but they are closing and opening programs creating challenging workloads for her team. They are trying to serve the students as much they can. Facilitating testing has been surrounded by many concerns- they have conducted some in person and remote, implementing parking lot testing is not feasible for them yet as there are local barriers to overcome. The district is changing directives constantly. For the summer, they are planning for 100% remote instruction at this time. Also reducing the number of classes as that will depend on funding.</p> <p><b>Bassett: Albert Michel</b> – He noted that 3,500 cases of COVID-19 were reported in the Bassett area yesterday, including some staff and students, however contact tracing showed no cases were contracted at the school site. Registration opened January 11, 2021. High school diploma completions are progressing in spite of the situation. On campus CASAS testing is taking place in small groups by appointment only. Monies have been spent this year on personal protective equipment (PPE) and supplies. He also shared concern regarding enrollment and overall outcomes.</p> <p><b>Charter Oak: Ivan Ayro</b> stated that his numbers are low, but doing better with academic courses. Computer courses are doing OK. He is not certain if the school district will allow campuses to open in summer.</p> <p><b>Covina-Valley: Ryan Maddox</b> - Enrollment is low, however, the CTE courses that are running in-person have increased including Welding and Electrical. Court Reporting is online. Staff are working hybrid. Not planning to resume GED testing at this time until local conditions improve. CASAS testing was conducted onsite but current on hold as well. Summer plan is to continue as they are operating. Virginia Espana added that teachers are anxious to return to campus.</p>

	<p><b>Hacienda La Puente: Greg Buckner</b> - All CTE programs are running hybrid including health careers and welding. They are continuing with online testing but they have found the challenge is to monitor participants. Staff are working hybrid. They are will be continuing with classes online and hybrid classes.</p> <p><b>Mt. SAC – School of Continuing Education (SCE): Madelyn Arballo:</b> enrollment has been a challenge for the college as well. Most classes are running online and virtual CASAS testing is underway. Some essential worker courses are running including a new Contact Tracer course which is going well. As all are aware this is very difficult and challenging and some programs were shut down for 2 weeks due to COVID cases. Students will not return this summer (with the exception of essential trainings).</p> <p><b>Pomona: Miguel Hurtado</b> shared they began on-site testing before winter break, but had to shut down due to the last LA County orders. PPE supplies were delivered including laptops. Starting Pomona Recreation, is not open yet, maybe in August. He is not certain at this time.</p>
<p><b>9:40-10:00 am</b> Addressing barriers to our students and our role in the economic recovery - Veronica Valenzuela</p>	<p>Veronica Valenzuela led this discussion identifying and addressing student barriers. Beginning with the list of identified WIOA barriers, to identify and how we can move forward as a consortium to address the systematic problems within our scope of activities. Within the context of return to campuses post-pandemic, she reviewed issues students may face, and led members through an activity asking them to identify local processes that might impede student return that may (or may not) be modified, suggest systemic solutions, also ways we can work to improve the mindset of returning students to overcome barriers. Virginia Espana answered that some of the barriers are in this school orientation process – clear consistent information, online orientation and assisting students filling out forms. Other barriers include forms requesting duplicate or similar for America’s Job Centers (AJCC), CALJOBS, etc. There should be a simpler way by having one universal application. Albert Michel stated homework assistance, adequate copies and homework pick-up, drop off process. Miguel Hurtado stated the barriers include digital tools (computers or access devices), tutorials and online helpdesk, lack of counseling to assist students for adult student information, enrollment and program guidance. The K12 system is very efficient for minor students. Madelyn Arballo shared barriers are online registration, transition students lack of support, transcript processes, and frustration with the online infrastructure (e.g. learning the Canvas learning management system). Also, many students are lacking basic technology skills. Ivan Ayro also shared registration, translation issues for online content and documents as their website is only in English, and needs Spanish translation to better accommodate students. Greg Buckner stated that working with the AJCC, strategic planning for education and training for sustainable employment needs direction. The challenges related to COVID-19 has drastically disrupted traditional operation and related goals. Micah Goins added that counseling case management is sporadic, many students were not open minded about transitioning their learning process, not to mention the cost of classes served as barriers.</p> <p><b><i>What system can realistically be changed? What areas or activities can best support the economic recovery of our students?</i></b></p> <p>We should increase efforts to connect students to financial resources, and partnerships supporting students struggling with unemployment. Mt. SAC School of Continuing Education current offers free or low-cost career training. Short-term programs allow students extra income, not to live with the minimum wage, flexible schedules for working students, online classes, meeting local, county and state needs, workforce and local partners. Veronica added by having additional academic tutoring programs, literacy classes in general, job &amp; skill training collaborations, and accountability planning for students. We should increase our efforts to help ensure students graduate. We should improve our connection with K-12 secondary schools as up to 20% of (minor) high school students are not graduating. We need to reach out and capture those students. We can also refine and expand programs for local district parents including career awareness workshops, trainings to use learning management programs i.e. Canvas, Google, supporting student with applications, transcript processes and accessing financial aid. Since January over 100 (district?) parents have attended these types of session. We can expand programs to focus on small business entrepreneurship, media, establishing partnerships with</p>

	<p>local agencies (City) to host community workshops/legal services. The engineering department (faculty) is interested in developing a 60-hour course for the summer (Mt. SAC?).</p> <p><b>Where do we go from here?</b>—Should we modify the three-year plan to reflect current needs and challenges and state new goals?</p>
<p>Tying it together- Additions or modifications to the 3-year plan -</p>	<p>Ryan shared in PPT the <b>3-year plan 2019-22</b> to discuss from prior Veronica’s presentation, is there anything we need to add, emphasize, or change? As we emerge from this pandemic, the nation, state and our local region are focused on economic recovery. Has this changed our 3-year priorities and plans?</p> <p>-Veronica stated yes, goals should be more specific goals related to College and Career Pathways and improved student service goals with points related to economic recovery. Ivan share we should add a focus on short-term career programs under College and Career Pathways. Madelyn agreed. Miguel mentioned we should add focus on obtaining I-TRAIN approval for courses, as Pomona has done with their manufacturing program, so students can access those support funds. Albert Michel share that persistent issue that adult education students don’t have computers or internet to support distance learning and need those devices. Rocky Bettar said that though the Los Angeles County Office of Education has exhausted funds for hotspots and devices, and we may need to strategize to push to get additional money to CAEP K12 programs. Members should continue to approach local district to provide devices and hotspots from adult students. They may not see adult education as priority. Veronica agreed as her campus she only received PPE but not devices. Rocky shared that the Riverside Adult Education Consortium (JoDee Slyter) developed a partnership with their County (government) office to provide funds to purchase devices for adult students. He would like to see us go in this direction as a consortium. The LA County Supervisors may be able to allocate money for adult education. Ryan will follow up on this option. Madelyn said we should include that as a way to address systemic barriers and support the economic recovery of our students and the region. The group agreed that the plan should be modified reflecting the current dire economic situation Ryan will bring suggested modifications to the next meeting.</p>
<p><b>10:30 – 10:45 am</b> <b>BREAK</b></p>	
<p>New Workforce Development Plan for LA County (2021-2024)</p>	<p>The <b>Workforce Development Plan for LA County (2021-2024)</b> will be completed in 2-3 months – highlighting target industry areas and populations. We are state-mandated partners in this process and Ryan encouraged members to participate in the current stakeholder meetings (schedule and access information is in the meeting folder). Meeting topics include: High Roads Training Partnerships, Equity and Equitable Access, Sector Clusters and Career Pathways, Historically Unserved &amp; Underserved Populations, The Digital Divide &amp; Modernization of the AJCCs. He suggested the continued push for co-location of AJCCs at our campuses. Inclusion in the plan solidifies the role of adult education in the economic recovery of the region. We will be prepared to modify our 3 year plan based the issuance of this new document.</p>
<p>Budget and New Policy Discussion</p>	<p>Ryan shared on the 2021-22 Governor’s budget noting that at the request of Madelyn, did a deeper dive into the document to look for areas for adult education to align or tap. He created a summary sheet of those items (included in the meeting folder). Rocky shared comments on the budget that the adult education organizations CAEAA and CCAE are lobbying for equitable COLA K-12 to push for the 3.2% they received (current at 1.5%). There is the also the ongoing challenge of other consortiums who have large amounts unspent funds impeding this argument. The proposed budget maintains funding for adult education at 555 million which includes an increase of 1.5% COLA. There are federal relief funds for schools and colleges—CA could receive 6.4 billion for 2021-22. CA COVID support – 4.6 billion for targeted intervention support (K-12). Cite areas in the governor’s budget that may have relevance for adult education – including High Road Training Partnership grants, increasing and diversification of the pipeline of senior and Alzheimer caregivers, investment in zero-emission vehicles, mass residential construction efforts, and new recycling efforts. On the federal level President Biden has proposed a streamlined path to citizenship will be one of his first acts that should increase demand for ESL and citizenship programs.</p>

<p><b>11:00 – 11:10 am</b> Budget Review Madelyn</p>	<p>Madelyn shared and reviewed the Consortium budget: For the 2020-21 fund balance: \$251,405 need to expended by December 2022. We have future expenditures expected including \$50,000 for our conference along with other Consortium development plans including our Consortium newsletter cost at approximately \$22,000, New Consortium positions, staff salaries and other indirect expenses. For 2021-22 funds: \$403,000 has not been accessed yet. She shared the current carryover fund estimated \$443,000 and ALL Lead Members decided not to spend carryover at this time. Need to sit and wait for future unexpected events. Need to be conservative and prudent. (All lead members entered their decision in the chat: all agreed to hold funds for further unexpected events). Overall, we are in solid position moving forward.</p>
<p><b>11:10 – 11:30 am</b> Governance Plan &amp; Consortium MOU</p>	<p>Ryan shared and reviewed each section of the last version (9/17/18) of the governance plan and asked members if they had any suggested updates to the document. There were none. He also shared the Consortium Memorandum of Understanding that established Mt. SAC as the fiscal reviewer and certifier for the consortium to CAEP via the Community College Chancellor’s Office NOVA System. The current agreement expires June 20, 2021. Ryan asked to enter in the chat if they are okay to move forward. All members voted unanimously affirmed Mt. SAC continue for the term 2021-24. More discussion may follow moving forward with these documents.</p>
<p><b>11:30 – 11:35 am</b> WIOA Continuous Improvement Plan – Areas to align with 3-Year Plan</p>	<p>Ryan discussed has the new the WIOA Continuous Improvement Plan (CIP) released by CDE recently. It is due from WIOA funded members April 30, 2021 and includes the development of SMART Goals. This document should be aligned to CAEP 3 Year Plans. He highlighted areas of the CIP with possible alignments to our 3 Year Plan and will follow up with members to make sure our plan is aligned to their local CIP goals. CIP overview webinars (CDE) will be held the following week 1/26 @ 3pm and 1/28 @ 10am.</p>
<p><b>11:35 am-11:40 pm</b> News &amp; Review Publication conversation</p>	<p>News and Review Publications update. Following up from the last steering committee meeting, Ryan shared with the group that the 100 copies of the LA Greater Region Newsletter developed by the CAEP Office will be sent to countywide level leaders including region CA assembly and senate members, education committees, federal, representatives, the Board of Supervisors, school and Mt. SAC board members, superintendents, Mt. SAC board and president. mayors and city councilmembers. As members agree to produce a consortium version, Ryan will work with local sites to highlight key programs across the region ensure each member is represented, highlighting our partnership with AJCCs and the county workforce development board. The theme will be “Economic Recovery for the Region Though Adult Education.” The cost for the development of this newsletter is approximately \$22,000. News and Review is producing the design, layout, and digital version of the document. Printing and mailing are a separate undertaking. We will target the same audience as the broader publication, and distribute to local community partners. CAEP paid about \$1500 for 5,000 printed copies to give an idea of cost.</p>
<p><b>11:40-11:45 am</b> Move on New Consortium Positions</p>	<p>As we emerge from the pandemic Ryan alerted members his intent to moving on establishing the previously approved part-time positions of Consortium Transitional Counselor and Transitional Data Coordinator.</p>
<p><b>11:45 am-12:00 pm</b> Wrap up, questions, other issues</p>	<p>Madelyn thanked Veronica Valenzuela and Micah Goins for their hard work putting this together and thank all members for their participation -making it successful.</p>
<p>Adjourned:</p>	<p><b>12:00 P.M.</b></p>