Mt. SAC Regional Consortium for Adult Education

Steering Committee
Meeting Minutes - Approved

Monday, August 17, 2020   1:00-3:00 pm

Join from PC, Mac, Linux, iOS or Android:
https://cccconfer.zoom.us/j/92744158038
iPhone one-tap (US Toll): +16699006833,92744158038# or +12532158782,92744158038#
Telephone: +1 669 900 6833 (US Toll); +1 253 215 8782 (US Toll); +1 346 248 7799 (US Toll);
 Meeting ID: 927 4415 8038

Baldwin Park **X** Veronica Valenzuela	Covina Valley **X** Virginia España	Pomona __Enrique Medina **X** **X** Miguel Hurtado	Consortium **X** Ryan Whetstone __Ana Ramos
Bassett **X** Albert Michel	Hacienda-La Puente **X** Gregory Buckner **X** Micah Goins	Rowland **X** Rocky Bettar	Partners/guests present: **X** Cindy Manke
Charter Oak **X** Ivan Ayro **X** Michelle Lee	Mt. SAC __Madelyn Arballo **X** Tami Pearson		

	● Call to Order: 1:03 pm ● Welcome & Agenda Check – participants were invited to sign in via Zoom chat. ● No Public Comment ● Motion to Approve of Minutes for 7/20/20 as Presented by Tami Pearson. Second by Virginia Espana. Unanimous approval.
Objectives for the day:	
Meeting Files Link:	
1. Online Vote Results to Approve 2020–21 Annual Plan, Friday, 8/15/2020	The Steering Committee voted via online process to approve the 2020-21 Annual Plan. The plan was posted online on the consortium website for public review and comment. (one vote per organization was accepted):

Vote to Approve Annual Plan as Presented.	Please type your first and last name for the record.
Yes	Tami Pearson
Yes	Rocky Bettar
Yes	Greg Buckner
Yes	Miguel Hurtado
Yes	Albert Michel
Yes	Virginia Espana
Yes	Ivan Ayro
Yes	Veronica Valenzuela

Ryan said they should look for the plan to be populated in NOVA. They should begin working on their budget and work plan aligned to annual plan elements which will be due (certified by the consortium) in NOVA by September 30.

2. Fiscal Update	• Ryan remind all that Q4 Reports and the preliminary version of Expenses by Program Area are are due September 1 in NOVA. Certification of Q4 by the consortium is due by September 30th. • He shared that ROP have closed out their information for 2019-20 and have a balance of $26,152. We will request a check payable to Mt. SAC and placed in the consortium budget. • The group opted to hold off discussion until next month's meeting. Rocky shared there are major concerns statewide regarding future funding in the coming years and leaders should be mindful of this.
3. COVID-19 Member updates	• Members gave updates on COVID-19 Site response plans. All members are Concerns and current challenges. All members are offering academic programs online. All with training programs for essential workers have resumed offering those programs onsite following social distance guidelines. There are still issues with those requiring externships have not re-established that portion of training. HiSET testing has resumed onsite (following guidelines) at Covina-Valley and Rowland. • Ryan shared that the IDEAL Distance Learning Handbook was shared several recent California Adult Education Program (CAEP) and CASAS meetings as a solid resource. The latest version of the document is included in that meeting folder. There is also a sheet in the folder with web links to a three-part training series for the IDEAL handbook on YouTube.
4. California Adult Education Program (CAEP) Updates	Ryan share the following CAEP related updates: • The CAEP office has commenced **Regional Network Meetings** grouping consortia across the state. He encouraged members to participate in the one for ours happening this Thursday, August 24 – 1:00-2:30 pm. The link to register is included in the meeting agenda. He also suggested members review recordings of meetings for other regions on the CAEP YouTube Channel to get a sense of what the conversations are across the state. Most adult schools and colleges are facing the same challenges. • **Program Area Report Estimates for 2019-20** (hours/expenses)- the entry of hours by CAEP program areas and respective distribution of funds by those areas. Preliminary estimates are due September 1 in NOVA. There will a CAEP Webinar on this topic on August 20. Final numbers are due (certified by the consortium) in NOVA on November 1. • He also requested members take this time to review representation to the steering committee a couple only one official member. • There is a **new California Department of Education (CDE) WIOA Representative** for the region - **Catherine Peacock** is taking over for Cory Rayala for the WIOA- funded agencies in the Mt. Sac Consortium. Her email address is **cpeacock@cde.ca.gov**. • He also recommend members review the following recently recorded CAEP webinars (AEBG TAP YouTube): • **CAEP Data and Accountability for 2020-21** –Carolyn Zachary, Jay Wright, Randy Tillery, and OTAN. (2 hour) https://youtu.be/EM7HS8oOeu0 • **CAEP Adult Education to Workforce Dashboard** - https://youtu.be/NDEJouMXWVY

	• (1 hour) – Randy Tillery with overview on new data tool taking the data from Adult Ed Career Training programs across the state and aligning them regional employment data. Reminds me of the CCCCO Centers of Excellence work.
5. Work Group Update	• Ryan review the 2020-21 planned calendar of consortium meetings. The schedule was emailed to members and was shared in the meeting folder as a pdf and Excel file. The schedule also includes CAEP due dates and general holidays. Meeting are all planned to be one hour via Zoom. Summary of workgroup activities and conversation for the month: • the IDEAL Consortium Distance Learning Handbook was shared. • Groups reviewed June 2020 regional EDD data. • Preliminary review of 2019-20 Consortium Data (enrollment/outcomes) • Updates were shared by local AJCC partner representatives Michael Thomas (Pomona) and Dianna DiOssi (Baldwin Park) in CTE and CSS workgroups. • Members expressed continued concerned regarding student challenges with learning and technology and student dropping out of classes. Retention and engagement strategies are priority.
6. Data	Ryan provided a Preliminary Review of CAEP Data 2019-20 with a general overview created from compiled Data Integrity Reports. The data was review with the Data group. He asked members to continue to review for accuracy as his reports are hand-entered. Major points at this time are our consortium served 41,967, a 2% increase over last year. There was 162% in students not enrolled in CAEP programs; a 44% increase in high school concurrent students, and a 9% decline in CAEP enrolled (35,361) and Data Integrity Report (DIR) (35,101) eligible students. He believes that this decrease is due to the recent COVID pandemic related shutdown of schools and programs this past spring.
7. EDD May 2020 LA Data Review	• Review of July 2020 EDD unemployment figures for our local region with comparisons to county surrounding area and state levels. There was a 1% decline from June levels of unemployment, from 20% down to 19% for our consortium region. He also reviewed Los Angeles County unemployment insurance claims charts by age, ethnicity, and industry.
8. Roundtable	There were no additional updates from members.
9. Adjourn	2:00 pm

CAEP Upcoming Events of Interest

Event list: https://register.caladulted.org/index.cfm?fuseaction=eventList

August 20, 2020
CAEP Program Area Report for 2020-21
11:00 AM - 12:00 PM

August 24, 2020
Region 5 - East Los Angeles/Inland Counties:
CAEP Regional Network Meeting
01:00 PM - 02:30 PM

August 26, 2020
Region 6 - Orange/San Diego/Desert Areas:
CAEP Regional Network Meeting
01:00 PM - 02:30 PM

September 2, 2020
TOPSpro Enterprise (TE) Basics
10:00 AM - 11:30 AM

September 9, 2020
Generating Reports using TOPSpro Enterprise
01:00 PM - 02:30 PM

Due Dates

September 2020
- **Sep 1:** 18/19 and 19/20 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA
- **Sep 30:** 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4)
- **Sep 30:** 20/21 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

October 2020
- **Oct 30:** 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- **Oct 31:** Student data due in TOPSPro (Q1)

December 2020
- **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- **Dec 1:** 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)
- **Dec 31:** 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

January 2021
- **Jan 31:** Student Data due in TOPSPro (Q2)

February 2021
- **Feb 28:** Preliminary allocations for 2021-22 and 2022-23 released by this date.

March 2021
- **Mar 1:** 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2)
- **Mar 1:** Close out of 18/19 Member Funds due in NOVA
- **Mar 31:** 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)
- **Mar 31:** Close out of 18/19 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3