

Steering Committee Retreat Minutes **APPROVED**

Friday, February 4, 2022

9:00-11:00 am



Presented by Madelyn Arballo

Join Zoom Meeting

<https://mtsac-edu.zoom.us/j/97821258140>

Meeting ID: 978 2125 8140

Baldwin Park <input checked="" type="checkbox"/> _Veronica Valenzuela	Covina Valley <input checked="" type="checkbox"/> _Ryan Maddox <input checked="" type="checkbox"/> _Virginia España	Pomona <input type="checkbox"/> _Enrique Medina <input checked="" type="checkbox"/> _Miguel Hurtado	Consortium <input checked="" type="checkbox"/> _Ana Ramos
Bassett <input checked="" type="checkbox"/> _Adder Argueta	Hacienda-La Puente <input checked="" type="checkbox"/> _Gregory Buckner <input checked="" type="checkbox"/> _Micah Goins	Rowland <input checked="" type="checkbox"/> _Gale Lee	Partners/guests present: <input checked="" type="checkbox"/> _Omidah, Miri – Mt. SAC Presenter.
Charter Oak <input checked="" type="checkbox"/> _Ivan Ayro <input checked="" type="checkbox"/> _Michelle Lee	Mt. SAC <input checked="" type="checkbox"/> _Madelyn Arballo <input type="checkbox"/> _Tami Pearson		
<input type="checkbox"/> Called to order: 9:00 am <input type="checkbox"/> No public comment			
Objectives for the day:			
1. Budget Update	<ul style="list-style-type: none"> • Madelyn updated the Steering Committee members and reviewed Consortium budget for 2021-22. Madelyn indicated that moving forward, as CAEP 2021 funds/carryover are substantially higher. • The members discussed options to spend out the 2021-22 carryover since it has to be expended September 2022. • Discussion on spending funds/carryover and members agreed to reimbursed equal amounts. • This recommendation for carryover will be voted at the next meeting in March. Madelyn will gain Mt. SAC board approval before the meeting. • The members suggested to hire a data analyst and a counselor but agreed that it would be best to focus on hiring the manager. 		
2. Regional Consortium Special Project Manager Position	<ul style="list-style-type: none"> • Members discussed hiring a regional consortia temporary project manager. • Madelyn asked for member’s referrals. She will submit the job description/duties, salary’s detail and benefits via email. • Requirement for this position is to cover the data analysis function. • Veronica Valenzuela and Greg Buckner volunteered to assist Madelyn in the resume reviews and hiring recommendations. 		

<p>3. Consortium 3 year Plan</p>	<ul style="list-style-type: none"> • Madelyn and Omideh Miri led the group. • Omideh reviewed plan contents and process to complete the Consortium 3 Year Plan. • Madelyn mentioned the names of members of the 3-Year Plan workgroup, however, she also suggested to recruit volunteer members to join the team. • Omi will lead and the SC chose focus areas. <p>Timeline:</p> <p>Omideh reviewed the timeline:</p> <ol style="list-style-type: none"> 1) Groundwork: Establish groups & metrics –February, March/April. 2) Discussion: Assessment (February) Objectives (March) and Activities (April) 3) Writing & Refining, (Once NOVA posted the allocation in February 28th) 4) Committee Review: By May 16, 2022 5) Requesting to review the draft by May meeting 6) Requesting feedback by June 3, 2022. <p>Final Consortium 3 Year Plan submission is on June 20, 2022 in NOVA.</p>
<p>4. Steering Committee Co-Chair</p>	<ul style="list-style-type: none"> • With the passing of co-chair Rocky Bettar a new co-chair is needed from K12. • The SC members made a motion to appoint Co-Chairs for 3 years term, going along with the 3 Year Plan. It was unanimously approved. This will be changed in the bylaws when new manager is hired. • Madelyn requested that those interested in serving as co-chair to send their intent. Voting will take place at March meeting.
<p>5. Adjourned</p>	<p>11:00 am</p>