

Baldwin Park __Veronica Valenzuela	Covina Valley <u>X</u> Virginia España	Pomona <u>X</u> Miguel Hurtado	Consortium <u>X</u> Tischel Diaz <u>X</u> Ana Ramos
Bassett <u>X</u> Adder Argueta	Hacienda-La Puente <u>X</u> Gregory Buckner <u>X</u> Micah Goins	Rowland __Brian Huff	Partners/guests present: <u>X</u> Madelaine Hetrick <u>X</u> Maria Tellez <u>X</u> Araceli Renteria
Charter Oak <u>X</u> Ivan Ayro __Michelle Lee	Mt. SAC <u>X</u> Madelyn Arballo __Tami Pearson		

Welcomed: 1:00 pm No Public Comment	Approval of the Minutes for 3/20/23 Motion to approve by Greg Buckner and Seconded by Miguel Hurtado. Unanimously Approved.
Objectives for the day:	
1. Consortium Manager – Tischel Diaz	Introduction and Agenda Overview Tischel welcomed back Assistant, Ana Ramos and opened the meeting with introductions of present members and guests.
2. Consortium Updates <ul style="list-style-type: none"> WIOA Upcoming Due Date CAEP Due Dates 	April 2023 <ul style="list-style-type: none"> Apr 30: Student Data due in TOPSPro (Q3) Apr 30: Employment and Earnings Follow-up Survey May 2023 <ul style="list-style-type: none"> May 2: CFAD for 2023-24 due in NOVA * June 2023 <ul style="list-style-type: none"> Jun 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q3) Jun 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) * Jun 30: End of Q4
3. Workgroup Updates	Data Accountability Presentation by: <ul style="list-style-type: none"> Madelaine Hetrick (Bassett)- Data Clerk Maria Tellez (HLPAE)- Administrative Counselor Araceli Renteria (Pomona) Data Administrative Assistant <ul style="list-style-type: none"> Members of the Data Workgroup presented the purpose of the data workgroup, how, when, and why they meet. They explained the process and how they benefit from meeting every month. Tischel mentioned she is taking the role of the Consortium Data person. In the monthly discussions, they receive and offer team support. Topics such as the registration process, exporting from ASAP to TE, best practices, which tests are students taking? Are they aligned with the subject taught? Frequency of testing, post-testing versus progress testing. Importing from ASAP to TE monthly (daily attendance etc...). Another support area: CASAS trainings facilitated by Tischel: CAEP Data Metrics and DIR. Recommendation for future trainings (CASAS)
4. Governance Plan	Tischel requested to review and approve the following of the Governance Plan on the 4/16/23 revisions: <ul style="list-style-type: none"> #2 – All approved of the Addendum added re: Capital improvements. #8 – Underlined from the text has been removed. Motion carried to approve the draft Governance Plan as presented. Madelyn Arballo moved the motion and was seconded by Ivan Ayro. Motion adopted.
5. CFAD	<ul style="list-style-type: none"> Tischel and Madelyn discussed 2023-24 CFAD in NOVA. It needs to be certified by May 2. Consortium-wide carryover not to exceed 20% - Individual carryover of 40%+ will trigger Steering Committee Co-Chairs and managers to meet with the

	<p>member agency to go over strategies and plans to spend down carryover.</p> <ul style="list-style-type: none"> • Voting email – to submit to Tischel by May 2, 2023. • Shared the spreadsheet of the 2023-24 Members Allocations reflecting the increased funds. • Tischel will email the SC members the 2023-24 with the estimated allocated CAEP funds spreadsheet for member records.
6. Consortium Counselor Update	<ul style="list-style-type: none"> • New Adjunct Consortium Counselor, La Quirshia Fennell. She will start before Counselor Cindy leave for maternity leave. • Cindy is currently meeting once a month at each school site for office hours, appointments and drop-ins. • Madelyn discussed how the two Consortium Counselors will be funded.
7. Members Updates	<p>Around the Room</p> <p>Miguel Hurtado (Pomona) –</p> <ul style="list-style-type: none"> • Moving to the village (AJCC is there) Self-study is in May 2024 • Not getting funds from K12 - Mostly funds using are CAEP funds. <p>Adder Argueta (Bassett) –</p> <ul style="list-style-type: none"> • Not getting funds from K12. • Preparing for the career fair – April 20th 5:30 pm – 7:30pm5pm • National competition <p>Greg Buckner (HLPAE) –</p> <ul style="list-style-type: none"> • Not getting funds from K12. • MOU that transportation and salaries for Adult Education. • CCAE in Oakland, it was a success. - Graduations are coming in June 2023 <p>Ivan Ayro (Charter Oak) –</p> <ul style="list-style-type: none"> • No funds from K12. • Spring quarter - finally working with Pomona AJCC starting next week to co-locate. <p>Virginia Espana (Covina-Valley) –</p> <ul style="list-style-type: none"> • Classes ends at the end of May. • ESL will be having a ceremony. HS graduation in June 2023. • Looking for an electrician instructor and ESL part-time teacher (evening class) <p>Madelyn Arballo (Mt. SAC) –</p> <ul style="list-style-type: none"> • New president of Mt. San Antonio College, Dr. Martha Garcia. • She starts on July 1, 2023. Dr. Scroggins will be missed. • She is currently President/Superintendent of College of the Desert since 2021. • San Antonio College has hired a New Vice President of Student Services • Madelyn announced that her title Provost has changed to Vice President as of 4/23. • The School of Continuing Education semester will end the second week of June.
8. Upcoming Events	<p>Please share any upcoming events you have: https://www.caadultedtraining.org/</p> <ol style="list-style-type: none"> 1. CTE Conference 2023 <i>Call for Presenters (August 4, 2023)</i> Looking for schools to showcase their IET and CTE programs. Omni Rancho Las Palmas November 15-17, 2023 https://www.cteconference.org/call-for-presentations/ 2. Adult Education: Using Data to Explore and Improve Equity and Impact in Adult Education-Los Angeles/OC Regional Training https://register.caladulted.org/Home/EventDetail/618 May 5, 2023, 9 am to 2 pm Compton College 3. TE Network Meeting Central and East LA https://www.caadultedtraining.org/CASAS/8181?Type=18 April 19, 2023, 1:00–3:00 pm – Baldwin Park Adult School (<i>our Data Accountability Meeting will occur directly after 3 pm to 4 pm. CASAS will continue training specific to our requests</i>) 4. CASAS National Summer Institute http://www.casas.org/training-and-support/SI June 12-15, 2023, Hyatt Regency Orange County

9. Future meetings	Steering Committee Meetings	
	Month	Dat es
	May	5/15/2023 <i>CSS workgroup presentation</i>
	June	6/19/2023 <i>No Meeting in June Due to Juneteenth Holiday.</i>
10. Adjourned	3:00 pm	

CAEP DUE DATES

April 2023

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

May 2023

- **May 2:** CFAD for 2023-24 due in NOVA *

June 2023

- **Jun 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4

July 2023

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL

August 2023

- **Aug 15:** Annual Plan for 2023-24 due in NOVA *

September 2023

- **Sep 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA *
- **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 22/23 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1