

Steering Committee Minutes

Monday, September 18, 2023

1:00 pm to 3:00 pm (In-Person)

Mt. SAC SCE Bldg. 40 – Room 140

Meeting Folder: https://drive.google.com/drive/folders/1mofgZXPodKG_hg_kLTAdqdE0Cs5bZgse?usp=sharing

Baldwin Park <u>X</u> Veronica Valenzuela	Covina Valley <u>X</u> Ryan Maddox	Pomona <u> </u> Miguel Hurtado	Consortium <u>X</u> Tischel Diaz <u>X</u> Ana Ramos Partners/guests present: <u>X</u> Laura Perez <u>X</u> Adrienne Price
Bassett <u>X</u> Adder Argueta	Hacienda-La Puente <u>X</u> Gregory Buckner <u>X</u> Micah Goins	Rowland <u> </u> LaToya Brown	
Charter Oak <u>X</u> Ivan Ayro <u>X</u> Michelle Lee	Mt. SAC <u>X</u> Madelyn Arballo <u>X</u> Tami Pearson		

Welcome & Agenda Check
NO Public Comment
Call to order: 1:09 PM

Approval of the Minutes for 8/21/23
Motion to approve by Micah Goins and seconded by Greg Buckner Vote.
Unanimously approved with no corrections.

Objectives for the day:

1. Consortium Updates

Upcoming CAEP Due Dates

September 2023

- **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

October 2023

- **Oct 30:** 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

November 2023

- **Nov 9: ***Soft Deadline***** Program Area Report: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Nov 9: ***Soft Deadline***** 21/22, 22/23 & 23/24 Member Expense Report Due in NOVA (Q1)

December 2023

- **Dec 1:** Program Area Report: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 1:** 21/22, 22/23 & 23/24 Member Expense Report Due in NOVA (Q1)

The Steering Committee Unanimously requested calendar invites for upcoming deliverables.

<p>2. Member Program Year Budget and Work Plan Progress Around the Room Update</p>	<p>Tischel asked the members if they started entering the Member Program Year Budget and Work Plan in NOVA. How is this progressing? Deadline is September 30th. All the SC members mentioned that they are doing well and it will be submitted before the deadline.</p>																
<p>3. Consortium Counselor Update</p>	<p>The Consortium Counselor, LaQuirshia Fennell is working inside each school twice a twice a month. The following is being reported for the students in progress for transition to college.</p> <table border="1" data-bbox="539 531 1084 982"> <thead> <tr> <th>Consortium School</th> <th>Students in Pipeline</th> </tr> </thead> <tbody> <tr> <td>Bassett</td> <td>3</td> </tr> <tr> <td>Baldwin Park</td> <td>1</td> </tr> <tr> <td>Charter Oak</td> <td>1</td> </tr> <tr> <td>Covina Valley</td> <td>3</td> </tr> <tr> <td>Hacienda La Puente</td> <td>2</td> </tr> <tr> <td>Pomona</td> <td>0</td> </tr> <tr> <td>Rowland</td> <td>3</td> </tr> </tbody> </table> <p>Counselors are booking appointments in the schools Bi-monthly reports will be sent to School Counselors and CC: SC members of transition services received so that they can be reported in TE for CAEP Outcomes</p>	Consortium School	Students in Pipeline	Bassett	3	Baldwin Park	1	Charter Oak	1	Covina Valley	3	Hacienda La Puente	2	Pomona	0	Rowland	3
Consortium School	Students in Pipeline																
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<p>4. Workgroup Meetings</p>	<p>Workgroup participation is part of member effectiveness Tischel has met with ABE/ASE, AWD, and CSS workgroup meetings for this new fiscal year 2023-2024. Tischel shared the 2023-24 Spreadsheet Workgroup Meeting Attendance and gave a quick overview of who has been attended up to now. The Data meeting will be held on Wednesday, September 20th @ 2:30 pm and the ESL meeting will be on Friday, September 22nd. @ 2:30 pm. The goal as a Consortium is to quarterly report to SC members how we are doing compared to prior years by quarter.</p>																
<p>5. Member Updates</p>	<p>Around the Room</p> <p>Veronica Valenzuela (BP)</p> <ul style="list-style-type: none"> ▪ Organizing a yearly employer panel to bring to light what the industries are looking for in applicants. ▪ Starting next Fall quarter registration in two weeks. <p>Adder Argueta (Bassett) –</p> <ul style="list-style-type: none"> ▪ Finished the VA audit process and everything went well. <p>Ivan Ayro (CO) –</p> <ul style="list-style-type: none"> ▪ Working on the Program Year Budget and Work Plan for NOVA ▪ Fall semester is beginning soon. 																

	<p>Greg Buckner (HLP) -</p> <ul style="list-style-type: none"> ▪ The Auto Tech program Passed Accreditation through 2028. ▪ Experiencing AC inconveniences. NO AC for the following week. ▪ Working on some projects <p>Ryan Maddox (CV) -</p> <ul style="list-style-type: none"> ▪ Ready for WASC <p>Madelyn (Mt. SAC) -</p> <ul style="list-style-type: none"> ▪ Fall already started on August 28th. ▪ ESL building still closed down due to flooding and 4 temporary modules are being installed. ▪ 75% student attendance is in-person (good to see the increase)
<p>6. Upcoming Events</p>	<p>Please share any upcoming events you have: https://www.caadultedtraining.org/</p> <ol style="list-style-type: none"> 1. California Statewide WIOA II Network Meeting September 5, 2023, 1:00 PM – 2:30 PM https://www.caadultedtraining.org/CASAS/8395?Type=12 2. CAEP Summit 2023 October 24-26, 2023 -Hilton Universal City https://summit.caladulted.org/ 3. CCAE Southern Conference November 17-18, Palm Springs https://www.ccaestate.org/southern.html 4. CAEEA 2024 State Conference SAVE THE DATE! February 8-9-Sacramento https://www.caeea.org/2024-conference.html 5. CCAE 2024 State Conference SAVE THE DATE! May 9-11, 2024-Anaheim https://www.ccaestate.org/revisit-the-2023-conference.html
<p>7. ELL Healthcare Pathway Grant</p>	<ul style="list-style-type: none"> • <u>Workplan Discussion</u> <ul style="list-style-type: none"> - Tischel shared a spreadsheet showing each school and requested each member to categorize where they are for each program area. Members were asked to categorize using the following: Supporting, Growing, Implementing, and Developing. - The members also shared some of the employers that they are partnered with. Other members will send the list later via email to Tischel. - In the Budget sheet, members anticipated the hiring of a job Developer, Financial Aid, Project/Coordinator, Instructional (Resource) Aide, Instructors (Curriculum), and IT Specialist. Members will email Tischel with more titles.

- **Metrics Involved-**
 - Tischel mentioned that she inquired with the Chancellors office for some application clarification regarding a couple areas in the application. Awaiting a response.
 - Flexibility (maybe) changing the funding categories (option)
 - Tischel will discuss more about Metrics with the Data workgroup and how the current enrollment is.
 - Stressed how Native Language needs to be entered this year to report accurate outcomes.

8. Future Meetings	Steering Committee Meetings		
	3 rd Monday of the Month 1:00 PM – 3:00 PM		
	Month	Dates	
	October	10/16/2023	ok
	<i>November</i>	<i>11/20/2023</i>	<i>Canceled by Consensus</i>
	<i>December</i>	<i>12/18/2023</i>	<i>Canceled by Consensus</i>
	<i>January</i>	<i>1/15/2024</i>	<i>Canceled by Consensus</i>
	February (Retreat)	Consensus on this date: 2/14/24	9am-1pm @Mt. SAC
	March	3/18/2024	ok
	April	4/15/2024	ok
May	5/20/2024	ok	
June	6/17/2024	ok	

9. Adjourned	2:00 pm Next Meeting – Monday, October 16, 2023 1:00 PM
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