

Steering Committee Minutes

Monday, April 15, 2024

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

Mt. SAC SCE Bldg. 40 – Room 140

Meeting Folder: <https://drive.google.com/drive/folders/1AowUm-dq4cwxl9rLgsP8oCXe2c5OcWGE?usp=sharing>

Baldwin Park <u>X</u> Veronica Valenzuela	Covina Valley <u>X</u> Ryan Maddox	Pomona <u>X</u> Miguel Hurtado	Consortium <u>X</u> Tischel Diaz __Ana Ramos
Bassett <u>X</u> Adder Argueta	Hacienda-La Puente <u>X</u> Gregory Buckner <u>X</u> Micah Goins	Rowland __LaToya Brown	Partners/guests present: <u>X</u> Luis Rodriguez (PACE)
Charter Oak <u>X</u> Ivan Ayro	Mt. SAC <u>X</u> Madelyn Arballo <u>X</u> Tami Pearson		
<u> </u> Welcome & Agenda Check <u> </u> Public Comment	Approval of the Minutes for 2/14/24 Motion to approve <u>Ryan Maddox</u> Second <u>Veronica Valenzuela</u> Vote. Approval of the Minutes for 3/18/24 Motion to approve <u>Ryan Maddox</u> Second <u>Tami Pearson</u> Vote.		
Objectives for the day:			
1. Consortium Updates	Upcoming CAEP Due Dates April 2024 <ul style="list-style-type: none"> • Apr 15: VOTE ON CFAD Approval • Apr 30: Student Data due in TOPSPro (Q3) • Apr 30: Employment and Earnings Follow-up Survey May 2024 <ul style="list-style-type: none"> • May 2: CFAD for 2024-25 due in NOVA * <ul style="list-style-type: none"> ◦ (<i>VOTED ON APRIL 15th</i>) • May 17: <i>SOFT DEADLINE:</i> 21/22 and 22/23 and 23/24 Member Expense Report due in NOVA (Q3) June 2024 <ul style="list-style-type: none"> • Jun 1: 21/22 and 22/23 and 23/24 Member Expense Report due in NOVA (Q3)* <ul style="list-style-type: none"> ◦ (<i>Soft Deadline of May 17th</i>) • Jun 30: 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) * • Jun 30: End of Q4 July 2023 <ul style="list-style-type: none"> • Jul 15: Student Data due in TOPSPro (Q4) FINAL 		

<p>2. Consortium Counselor Updates</p>	<ul style="list-style-type: none"> Updated Numbers <table border="1" data-bbox="358 117 1393 394"> <thead> <tr> <th>Campus</th> <th>2023 APPTS</th> <th>2024 APPTS</th> <th>Transitions</th> <th>Presentations</th> <th>Pipeline</th> <th>AESA</th> <th>Upcoming APPTS</th> </tr> </thead> <tbody> <tr> <td>Baldwin Park</td> <td>5</td> <td>8</td> <td>1</td> <td>2</td> <td>5</td> <td>1*</td> <td>1</td> </tr> <tr> <td>Bassett</td> <td>6</td> <td>12</td> <td>2</td> <td>3</td> <td>4</td> <td>0</td> <td>1</td> </tr> <tr> <td>Charter Oak</td> <td>10</td> <td>1</td> <td>2</td> <td>2</td> <td>1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Covina Valley</td> <td>9</td> <td>8</td> <td>3</td> <td>2</td> <td>3</td> <td>0</td> <td>1</td> </tr> <tr> <td>HLP</td> <td>3</td> <td>4</td> <td>1</td> <td>0</td> <td>3</td> <td>1*</td> <td>2</td> </tr> <tr> <td>Pomona</td> <td>2</td> <td>11</td> <td>0</td> <td>6</td> <td>3</td> <td>0</td> <td>1</td> </tr> <tr> <td>RACE</td> <td>10</td> <td>12</td> <td>3</td> <td>3</td> <td>0</td> <td>3</td> <td>5</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Summer Schedules <ul style="list-style-type: none"> HLPAE: June only, back mid-August PACE: No Summer Bassett: June Only BPACE: June Only Charter Oak: All the way through summer Covina-Valley: June Only RACE: All the way through summer (confirmed after meeting w/ Dr. Brown) Fall Schedules <ul style="list-style-type: none"> Finalize requests for Fall schedule 	Campus	2023 APPTS	2024 APPTS	Transitions	Presentations	Pipeline	AESA	Upcoming APPTS	Baldwin Park	5	8	1	2	5	1*	1	Bassett	6	12	2	3	4	0	1	Charter Oak	10	1	2	2	1	0	0	Covina Valley	9	8	3	2	3	0	1	HLP	3	4	1	0	3	1*	2	Pomona	2	11	0	6	3	0	1	RACE	10	12	3	3	0	3	5
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<p>3. Funding Formula Letter</p>	<ul style="list-style-type: none"> https://docs.google.com/document/d/1i6hYFBm3qp7UOAO6nPp8bWhIOLWyxWokU0IS-YFuXuY/edit?usp=sharing <p>Consensus agreed with the language in the current draft. Tischel to compile a list of consortia to contact. Focus on those who stand to lose financially with the implementation of the proposed formula. Tischel will send clean draft and list to SC over the next week.</p>																																																																
<p>4. Workgroup Updates</p>	<ul style="list-style-type: none"> Attendance still good Surveys sent out week of April 8th and will close on the 30th. Please encourage your representatives to complete it. I will give time at each meeting to do so as well. 																																																																
<p>5. CFAD</p>	<p>Final Vote to Approve and submit: Motion to bring CFAD to vote: Greg Buckner, Second: Adder Argueta. Motion carried. Vote as follows:</p> <ul style="list-style-type: none"> Veronica Valenzuela (BPACE): YES Adder Argueta (Bassett): YES Ivan Ayro (Charter Oak): YES Ryan Maddox (Covina-Valley): YES Gregory Buckner (HLPAE): YES Tami Pearson (Mt. SAC SCE): YES Miguel Hurtado (PACE): YES La Toya Brown (RACE): ABSENT <p>Vote Carried. CFAD will be submitted.</p>																																																																

6. ELL Grant

- **Everyone received their checks?**
 - All checks received.
 - Disbursements are occurring monthly. So far, no guidance on passthrough timeframes. Would anyone prefer to receive monthly checks or a bulk payment once all funds are received. Consensus is that everyone can wait for the final bulk check.

• **Q2 Numbers**

ELL Healthcare Grant 2023-24 Outcomes						
	PLAN ESTIMATES ELL/CB Enrollments		23-24 Q2	23-24 Q4	24-25 Q2	24-25 Q4
DENTAL ASSISTANT	4	5	2			
EMERGENCY MEDICAL TECH	27	266	221			
MEDICAL ASSISTANT	43	115	110			
NURSING ASSISTANT (CNA)	84	110	55			
PHARM. TECH	64	121	94			
PHLEBOTOMIST	0	0	0			
MEDICAL BILLING & CODING*	16	20	8			
LICENSED VOCATIONAL NURSE (LVN)*	13	5	1			

- **Fiscal Codes:**
 - Use CAEP Resource Code and create local resource code by agency for reporting purposes.
 - Tischel will host a few Zoom meetings for fiscal contacts at member agencies to go over the required fiscal documents needed to submit for their member expenses.
- **Budget Revision Process**
 - Write a narrative of why the change is needed and the object codes and amounts that need revision and email to Tischel.
 - This will be forwarded to CCCCCO, and once received Tischel/Ana will go in and make the necessary changes needed in NOVA.
 - Both Charter Oak and Covina-Valley require revisions and will submit the required information to
- **Anticipated Q4 reporting outcomes**
 - Guidance has not yet been received by CCCCCO.
 - Based on plan, we can expect them to require reporting of: Completers, Job Attainment, and possibly wage information.
- **Around the room updates on progress so far with Healthcare Programs**
 - COE agencies already collect the above information. They would just need to do so earlier to meet the September deadline.
 - Non-COE agencies asked for best practices on how they collect that data to assist with their efforts.
 - Notify student at each opportunity that they will be contacted for this information: registration, orientation, counseling, in class, etc.
 - Every one helps: teachers, counselors, office staff
 - **BASSET:** Looking to collaborate with the military for health job possibilities. Will be offering Medical Terminology in Spanish
 - **BPACE:** Job Developer Services to those in need. Starting two more programs in the Summer.
 - **Charter Oak:** Partnership with AJCC to placements. MA started. Phle
 - **Covina-Valley:** CTE counselors, COE liaison, Emails about job openings

7. Program Visit Request

- Covina Valley (YES)
- BPACE will check with their faculty before committing.
- Mt. SAC SCE tentative

8. Member Updates	<ul style="list-style-type: none"> • Around the Room 															
9. Bylaw Draft Update	In progress															
10. Upcoming Events	<p>Please share any upcoming events you have: https://www.caadulthoodtraining.org/</p> <ol style="list-style-type: none"> 1) CALPRO Research Forum Webinar: Supporting Student Success Through Social and Emotional Learning April 18, 2024 – 1:00 PM – 2:00 PM (Online) https://www.caadulthoodtraining.org/CALPRO/35196?Type=10 2) CCAE 2024 State Conference May 9-11, 2024-Anaheim https://ccaestateconference.regfox.com/cae-2024-state-conference 3) Election and Voting Resources for Adult Learners May 29, 2024 1:00 PM – 2:00 PM (Online) https://www.caadulthoodtraining.org/OTAN/108?Type=23 4) CASAS National Summer Institute 2024 June 17-20, 2024, Garden Grove https://www.casas.org/training-and-support/SI 															
11. Future Meetings	<table border="1" style="width: 100%; text-align: center;"> <tr> <td colspan="3">Steering Committee Meetings</td> </tr> <tr> <td colspan="3" style="background-color: yellow;">3rd Monday of the Month 1:00 PM – 3:00 PM</td> </tr> <tr> <td>Month</td> <td>Dates</td> <td></td> </tr> <tr> <td>May</td> <td>5/20/2024</td> <td></td> </tr> <tr> <td>June</td> <td>6/17/2024</td> <td></td> </tr> </table>	Steering Committee Meetings			3 rd Monday of the Month 1:00 PM – 3:00 PM			Month	Dates		May	5/20/2024		June	6/17/2024	
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12. Adjourn	<p>Meeting Adjourned: Next Meeting: May 20, 2024, 1:00 - 3:00 PM Consensus reached to keep Steering Committee Meetings on the 3rd Monday of each for 24-25. Will have a zoom meeting in January if needed due to various winter holidays.</p>															