

## Steering Committee Minutes

Monday, March 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](https://drive.google.com/drive/folders/1mofgZXPodKG_hg_kLTAdqdE0Cs5bZgse?usp=sharing)

<b>Baldwin Park</b> <u>  </u> Veronica Valenzuela	<b>Covina Valley</b> <u>  </u> X Ryan Maddox	<b>Pomona</b> <u>  </u> X Miguel Hurtado	<b>Consortium</b> <u>  </u> X Tischel Diaz <u>  </u> X Ana Ramos
<b>Bassett</b> <u>  </u> X Adder Argueta	<b>Hacienda-La Puente</b> <u>  </u> X Gregory Buckner <u>  </u> X Micah Goins	<b>Rowland</b> <u>  </u> X LaToya Brown	<b>Partners/guests present:</b>
<b>Charter Oak</b> <u>  </u> X Ivan Ayro	<b>Mt. SAC</b> <u>  </u> X Madelyn Arballo <u>  </u> X Tami Pearson		
<b>1:12pm Welcome &amp; Agenda Check</b>	<b>Approval of the Minutes for 2/14/24 will be for next Meeting on April 15, 2024</b> <b>NO Public Comment</b>		
	<b>Objectives for the day:</b>		
<b>1. Consortium Updates</b>	<p><b>Upcoming CAEP Due Dates</b></p> <p><b>March 2024</b></p> <ul style="list-style-type: none"> <li><b>Mar 1:</b> 21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)*</li> <li><b>Mar 31:</b> 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) *</li> <li><b>Mar 31:</b> End of Q3</li> </ul> <p><b>April 2024</b></p> <ul style="list-style-type: none"> <li><b>Apr 15:</b> VOTE ON CFAD</li> <li><b>Apr 30:</b> Student Data due in TOPSPro (Q3)</li> <li><b>Apr 30:</b> Employment and Earnings Follow-up Survey</li> </ul> <p><b>May 2024</b></p> <ul style="list-style-type: none"> <li><b>May 2:</b> CFAD for 2024-25 due in NOVA * <ul style="list-style-type: none"> <li><i>(VOTE ON APRIL 15<sup>th</sup>)</i></li> </ul> </li> <li><b>May 17:</b> <i>SOFT DEADLINE:</i> 21/22 and 22/23 and 23/24 Member Expense Report due in NOVA (Q3)</li> </ul> <p><b>June 2024</b></p> <ul style="list-style-type: none"> <li><b>Jun 1:</b> 21/22 and 22/23 and 23/24 Member Expense Report due in NOVA (Q3)* <ul style="list-style-type: none"> <li><i>(Soft Deadline of May 17<sup>th</sup>)</i></li> </ul> </li> <li><b>Jun 30:</b> 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) *</li> <li><b>Jun 30:</b> End of Q4</li> </ul> <p><b>July 2023</b></p> <ul style="list-style-type: none"> <li><b>Jul 15:</b> Student Data due in TOPSPro (Q4) FINAL</li> </ul>		

<p><b>2. Consortium Counselor Updates</b></p>	<ul style="list-style-type: none"> <li>Tischel requested to know if the schools are planning to work with Consortium Counselors for the months of June, July and August.</li> </ul> <p style="text-align: center;"><b>Consortium Transition Report July 2023 – March 2024</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>6</td> <td>0</td> <td>2</td> <td>5</td> <td>1*</td> <td>3</td> </tr> <tr> <td>Bassett</td> <td>6</td> <td>10</td> <td>2</td> <td>3</td> <td>4</td> <td>0</td> <td>0</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>3</td> <td>0</td> <td>0</td> <td>2</td> <td>1*</td> <td>0</td> </tr> <tr> <td>Pomona</td> <td>2</td> <td>7</td> <td>0</td> <td>6</td> <td>3</td> <td>0</td> <td>0</td> </tr> <tr> <td>RACE</td> <td>10</td> <td>10</td> <td>3</td> <td>3</td> <td>0</td> <td>3</td> <td>3</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Transitions – Students who have registered for a credit class at Mt. SAC</li> <li>Pipeline – Students who have completed at least one step toward becoming students at Mt. SAC, but don't have a registration date or have not registered yet</li> <li>*Student may be eligible for AESA</li> </ul>	Campus	2023 APPTS	2024 APPTS	Transitions	Presentations	Pipeline	AESA	Upcoming APPTS	Baldwin Park	5	6	0	2	5	1*	3	Bassett	6	10	2	3	4	0	0	Charter Oak	10	1	2	2	1	0	0	Covina Valley	9	8	3	2	3	0	1	HLP	3	3	0	0	2	1*	0	Pomona	2	7	0	6	3	0	0	RACE	10	10	3	3	0	3	3
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<p><b>3. Workgroup Updates</b></p>	<ul style="list-style-type: none"> <li>Tischel thank the members for allowing her to give homework to the members of the workgroups. She asked that member representatives of workgroups notify Tischel of any conflicts in attendance beforehand so that adjustments to the schedule can be made to maximize attendance from all schools.</li> <li>Attendance is pretty consistent.</li> <li>Workgroup Survey 2024 Consensus reached. Survey will be added to each workgroup agenda and sent out via email. Please encourage all representatives to complete the survey on workgroup collaboration and identify areas of improvement.</li> </ul>																																																																
<p><b>4. Field Testing</b></p>	<p>There is currently giving the opportunity for students to participate in a national study by testing all levels ABE/ASE/GED adult learners.</p> <p>Gift cards for students: \$15 for one field test; \$40 for two field test</p> <p><a href="https://www.casas.org/product-overviews/research-and-evaluation/field-testing-opportunities">https://www.casas.org/product-overviews/research-and-evaluation/field-testing-opportunities</a></p> <p>Great opportunity for your students to be part of the improvement process on current and future CASAS exams. If interest email: FieldTesting@casas.org</p>																																																																
<p><b>5. CAEP School Directory Update</b></p>	<p>Please email Tischel with information for the updated CAEP Schools Directory. You can now Include Satellite Locations if registration is available as well on that campus location.</p> <p>Annual Update. Name if you have more than one location. Name of the different campuses per school.</p> <ol style="list-style-type: none"> <li>School Name with Location Name, if Applicable</li> <li>School Street Address</li> <li>School City</li> <li>School Zip Code</li> <li>Phone Number</li> <li>URL</li> </ol>																																																																
<p><b>6. Consortium Events</b></p>	<p>Adult Ed Day Recap</p> <ul style="list-style-type: none"> <li>The event was designed to familiarize students throughout the Consortium with Mt. SAC and the possibilities and support available to them</li> </ul>																																																																

	<ul style="list-style-type: none"> <li>• Stats- 200 students registered, 128 students attended, 44 faculty and staff registered, 45 attended. 68 surveys collected.</li> <li>• Takeaways</li> </ul> <p>Suggestions:</p> <ul style="list-style-type: none"> <li>• One event per semester – based on the Consortium’s needs</li> <li>• Transportation: Consortium will look into the possibility of providing transportation next year. Can other schools provide transportation?</li> <li>• Start later</li> <li>• Advertise the event earlier and send more reminders!</li> <li>• Looking forward for the 2025 Adult Ed Day</li> <li>• Include a breakfast of some sort</li> <li>• Workgroups also providing feedback on revamping the schedule</li> </ul>
<b>7. CFAD</b>	<ul style="list-style-type: none"> <li>• Official Reading of the CFAD</li> <li>• 20% member carryover as Consortium</li> <li>• Starting with 2023-24, consortiums cannot have a total carryover of 20% or more.</li> <li>• Decided in Spring 2023, that a 40% member carryover would be implemented. If a member has 40% or more carryover, a discussion with the consortium manager to offer assistance or suggestions on steps moving forward. If a 2<sup>nd</sup> consecutive year of 40% carryover occurs, consortium can then vote on how to reallocate that funding so it is spent down before it expires. The reallocation is for that year of funding only.</li> <li>• Half the schools in the consortium had a carryover of 40% or more from 22-23...possibly due to last of COVID funds still being spent.</li> <li>• Set a quarterly threshold - monitoring each quarter in NOVA. System will assist members and consortium in keeping on top of carryover limits. If limit isn't hit, a small narrative in NOVA is required.</li> <li>• Unanimously voted to leave it as 40% carryover and include this in the CFAD for additional monitoring.</li> </ul>
<b>8. Member Updates</b>	<p><b>Around the Room</b></p> <ul style="list-style-type: none"> <li>• Charter Oak: Getting ready for spring- Michelle's position will be fly next Thursday</li> <li>• Covina: Started spring – registration was good-</li> <li>• HLP AE: The end of annual report – COE</li> <li>• Rowland: Graduates are increasing. WASC is coming up next month.</li> <li>• Bassett: End the WASC process – went well.</li> <li>• Pomona: WASC visit May 22<sup>nd</sup>.</li> <li>• Mt. SAC: WASC set as virtual visit next month.</li> </ul>
<b>9. Policy/Budget Updates</b>	<ul style="list-style-type: none"> <li>• CAEP Allocation</li> <li>• LAO Recommendations <ul style="list-style-type: none"> <li>○ ELL Healthcare Grant</li> <li>○ Biannual basis reporting</li> <li>○ Tischel will send out the ELL Grant Template. Q2 will be reporting zero. Discuss along with your work plan and send it back to Tischel by the end of Monday, March 25<sup>th</sup>.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ The school will be receiving their checks which is 60% of the Grant, probably at the end of this week or next. Per CCCO, 20% should be on it's way, and the other 20% will be released on April 15<sup>th</sup>.</li> <li>○ During the application process, it was estimated the ELL enrollments as a consortium, now they are asking for estimates reported by each agency.</li> </ul> <ul style="list-style-type: none"> <li>● CAEAA Calculator Discussion(<i>copy for download added to google folder</i>) <ul style="list-style-type: none"> <li>○ With the new formula, many schools will not benefit with higher allocation – funds. Almost all in the consortium will see a drop in funding.</li> <li>○ Discussed some concerns about the new formula</li> <li>○ Can be more equitable. There are no answers as to why some schools are winning and some losing money.</li> <li>○ Can we step in? Should we invite assembly members to our graduation ceremonies, and start talking with our policy advisors?</li> <li>○ Greg will draft a letter and share it for edits and/or any additions; he also, suggested some individuals make calls</li> <li>○ If consortium can come to a consensus on letter, Tischel is willing to shop it among other consortium as well.</li> </ul> </li> </ul>
<p><b>10. Upcoming Events</b></p>	<p>Please share any upcoming events you have: <a href="https://www.caadulthoodtraining.org/">https://www.caadulthoodtraining.org/</a></p> <ol style="list-style-type: none"> <li>1. <b>California WIOA, Title II: AEFLA Network Meeting - LA, Orange County, San Diego &amp; Imperial</b>  March 22, 2024, 9:30 AM-11 AM  <a href="https://www.caadulthoodtraining.org/CASAS/8584?Type=12">https://www.caadulthoodtraining.org/CASAS/8584?Type=12</a></li> <li>2. <b>WIOA Partnerships and Collaboration: Opportunities and Challenges</b>  March 26, 2024, 10:00 AM - 11:00 AM  <a href="https://www.caadulthoodtraining.org/CASAS/8597?Type=11">https://www.caadulthoodtraining.org/CASAS/8597?Type=11</a></li> <li>3. <b>Continuous Improvement Plan (CIP) Office Hours</b>  April 02, 2024 10:00 AM - 11:00 AM  <a href="https://www.caadulthoodtraining.org/OTAN/98?Type=23">https://www.caadulthoodtraining.org/OTAN/98?Type=23</a></li> <li>4. <b>California Statewide WIOA II Network Meeting</b>  April 02, 2024, 1:00 PM - 2:30 PM  <a href="https://www.caadulthoodtraining.org/CASAS/8578?Type=12">https://www.caadulthoodtraining.org/CASAS/8578?Type=12</a></li> <li>5. <b>Continuous Improvement Plan (CIP) Office Hours</b>  April 011, 2024 11:00 AM - 12:00 PM  <a href="https://www.caadulthoodtraining.org/OTAN/99?Type=23">https://www.caadulthoodtraining.org/OTAN/99?Type=23</a></li> <li>6. <b>CCAIE 2024 State Conference</b>  May 9-11, 2024-Anaheim  <a href="https://www.ccaestate.org/conference-2024.html">https://www.ccaestate.org/conference-2024.html</a></li> <li>7. <b>CASAS Summer Institute</b>  June 17-20, 2024-Anaheim  <a href="https://www.casas.org/training-and-support/SI">https://www.casas.org/training-and-support/SI</a></li> </ol>

<b>11. Future Meetings</b>	<b>Steering Committee Meetings</b>		
	3 <sup>rd</sup> Monday of the Month 1:00 PM – 3:00 PM		
	<b>Month</b>	<b>Dates</b>	
	April	4/15/2024	
	May	5/20/2024	
	June	6/17/2024	
<b>12. Adjourned 3:04 PM</b>	<b>Next Meeting:</b> –April 15, 2024, 9:00 AM- 1:00 PM		