

Steering Committee MINUTES

Monday, September 15, 2025

1:00 pm to 3:00 pm

Mt. SAC SCE Bldg. 40 – Room 140

Baldwin Park <input checked="" type="checkbox"/> Veronica Valenzuela <input checked="" type="checkbox"/> Andrew Stager	Covina Valley <input checked="" type="checkbox"/> Ryan Maddox <input checked="" type="checkbox"/> Sita Rampershad	Pomona <input type="checkbox"/> Miguel Hurtado <input checked="" type="checkbox"/> Luis Rodriguez	Consortium <input checked="" type="checkbox"/> Tischel Diaz <input checked="" type="checkbox"/> Ana Ramos
Bassett <input checked="" type="checkbox"/> Adder Argueta <input type="checkbox"/> Angel Villalon	Hacienda-La Puente <input checked="" type="checkbox"/> Gregory Buckner <input checked="" type="checkbox"/> Micah Goins	Rowland <input checked="" type="checkbox"/> Mitchell Brunyer <input type="checkbox"/> Ivette Alvarado Valeriano <input type="checkbox"/> Stephani Garcia	Partners/guests present: <input checked="" type="checkbox"/> Carol Nelson
Charter Oak <input checked="" type="checkbox"/> Ivan Ayro <input checked="" type="checkbox"/> Alayna Effinger	Mt. SAC <input checked="" type="checkbox"/> Tami Pearson <input checked="" type="checkbox"/> Madelyn Arballo		
1:06 PM Welcome & Agenda Check NO Public Comment		Approval of the minutes for 8/18/25 Motion to approve by Tami Pearson, Seconded by Mitchell Brunyer Motion approved	
Objectives for the day:			
1. Introductions	Tischel began the meeting by welcoming attendees to the Mt. SAC Consortium Steering Committee Meeting. She asked everyone to introduce themselves and state their agency and role.		
2. Brown Act Training for the Mt. SAC Regional Consortium for Adult Education	<ul style="list-style-type: none"> • Facilitator: Carol Nelson. • Topic: Ensuring Transparency and Accountability <p>Carol stated that she is not an attorney and that Brown Act topics can be nuanced. This training focuses on Consortium members' responsibilities, how they must comply, and how to avoid unintentional pitfalls. She explained the following:</p> <ul style="list-style-type: none"> - The history of The Ralph M. Brown Act - Key Requirements of the Brown Act - Who is Subject to the Brown Act? - AB104 Legislation / Education Code 98400 - Who is NOT Subject to the Brown Act? - What is a Meeting? What is Quorum? - Committee Agendas/ Required Content / What About Closed Session? - Posting Requirements / General / Public Participation Rights - Teleconferencing Under the Brown Act / Traditional Teleconferencing - Teleconferencing Under the Brown Act AB 2449 - Prohibited Actions and Violations / Consequences of Brown Act Violations - Conducting Effective Meetings /Parliamentary Procedures - Conducting Effective Meetings / Robert’s Rules of Order <p>Discussion of work groups was brought up. If those groups include individuals external to the steering committee, they may be subject to the Brown Act. An exception might exist under AB104’s stakeholder input language, but this requires further investigation.</p>		

<p>3. Consortium Updates</p>	<p style="text-align: center;">Upcoming CAEP Due Dates</p> <p>September 2025</p> <ul style="list-style-type: none"> • Sep 15: <u>Soft Deadline</u> 25/26 Member Program Year Budget and Work Plan due in NOVA—<i>Today is the deadline. Five out of eight schools have completed it. Please submit it by today. It needs to be reviewed and certified.</i> • Sep 30: 23/24- and 24/25-Member Expense Report certified by Consortia in NOVA (Q4) * • Sep 30: 25/26 Member Program Year Budget and Work Plan due in NOVA • Sep 30: End of Q1 <p>October 2025</p> <ul style="list-style-type: none"> • Oct 30: 25/26 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 <p>November 2025</p> <ul style="list-style-type: none"> • Nov 17: <u>Soft Deadline:</u> 25/26 Member Expense Report Due in NOVA (Q1) • Nov 17: <u>Soft Deadline:</u> July 1, 2024, to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA • Tischel will give the estimates • 14.67 % <p>December 2025</p> <ul style="list-style-type: none"> • Dec 1: 25/26 Member Expense Report Due in NOVA (Q1)
<p>4. Capital Expenditures</p>	<ul style="list-style-type: none"> • RACE: Mitchell Brunyer is planning a capital improvement project of approximately \$11,500 for new doors. He will provide a formal request with vendor quotes for the October meeting if needed. The Chancellor's Office will be informed. • Tri-Community: A capital expenditure request from the Tri-Community may be submitted.
<p>5. WIOA/Federal Budget Discussion</p>	<ul style="list-style-type: none"> • Tischel asked if someone had heard any new news regarding WIOA. • How many schools have been offering COAAPs – CDE recommends that each school formally choose one COAAP in the system as soon as possible. • Schools and agencies are talking about the upcoming year and what the numbers look like.
<p>6. ELL Grant Update</p>	<ul style="list-style-type: none"> • Round 1 Summary-89% of enrollees finished. Completion Rates: 331 enrollees and 296 completions, 99 confirmed job placements, and 120 transitions • Round 2 Summary- still in progress, will share at next meeting <ul style="list-style-type: none"> ○ Around the Room Successes / Challenges • Final Report for R1 TBD pending the Chancellor's Office publishing in NOVA. • Round 3 TBD

	<ul style="list-style-type: none"> ○ Any new pathways anticipated? No
7. Spring Retreat Date	<ul style="list-style-type: none"> ● February 18th ● Annual Plan Updates
8. Bylaws Review and Discussion	<ul style="list-style-type: none"> ● Governance Plan (approved April 2023) ● Bylaws Draft (in progress) ● Opened for comments: Tischel has already removed the comment on the Bylaws and is looking for other areas for discussion <p>Membership: Removed all the direct legislation notations- What constitutes an effective member? An inactive member? Notify – Co-chairs will notify the district if inactive after 3 consecutive missed meetings Alternate and the Co-chair. Formal? Email? Superintendent and CBOs Superintendents: Phone call after an email, no response. Communication after the 1st. meeting absence. (Member or alternate) Discussion about the official designation and alternate</p>
9. Attended Events / Conferences	<ul style="list-style-type: none"> ● HSE Convenings Takeaways – Accommodations – HiSET will accept Educators' letters for accommodations. This is new and great for our population who may not have had equitable access to diagnoses. Tischel shared with ABE teachers and will share with counselors as well. ● New Admin Orientation- last week. Good refresher and overview.
10. Member Updates	<ul style="list-style-type: none"> ● Around the Room ● LVN information sessions coming up for Mt. SAC. CNA info session for CV. ●

11. Upcoming Events

Please share any upcoming events you have:

<https://www.caaduledtraining.org/>

1) Admin Portal

September 18, 2025, 11:00 AM – 12:30 PM

<https://www.caaduledtraining.org/CASAS/9058?Type=11>

2) CAEP Summit 2025-Building Bridges to Success: Innovate, Integrate, Impact.

September 24-26, 2025, Anaheim, CA

<https://californiacommunitycolleges.cventevents.com/event/69dbe8ef-b4d0-47f1-bb3e-198767a8235d/home>

3) Application Deadline: Integrated Education and Training (IET) Implementation Clinic, Fall 2025 [ONLINE]

September 26, 2025

<https://www.caaduledtraining.org/CALPRO/669?Type=09>

4) Application Deadline: CALPRO Professional Learning Community (PLC) Institute

September 29, 2025

<https://www.caaduledtraining.org/CALPRO/671?Type=09>

5) California Statewide WIOA II Network Meeting

September 30, 2025, 1:00PM – 2:30PM

<https://www.caaduledtraining.org/CASAS/9047?Type=12>

6) Los Angeles Regional Adult Education Allied Health Collaborative

October 4th, 2025, 9:00AM -- 1:00PM, Los Angeles, CA (date update)

<https://docs.google.com/forms/d/e/1FAIpQLSeKiyaQmbDnBTjpVDJHyLfs158QFXP7BiHle9c-LxYi2r5JFQ/viewform>

7) Advancing California Apprenticeship Summit

October 7 - October 9, 2025, Riverside, CA

<https://web.cvent.com/event/a9757f18-f68d-47c7-9c35-50eac1728f17/summary>

8) CTE Conference

November 19-21, 2025, Rancho Mirage, CA

<https://www.cteconference.org/>

9) CCAE Southern-South Coast Region Conference (SAVE THE DATE)

November 20-22, 2025, Palm Springs, CA

<https://www.ccaestate.org/south-coast.html>

10) LEAP into Adult Education, Mt. SAC Consortium Annual PD Conference (SAVE THE DATE)

Friday, December 5, 2025, 8AM to 2PM, Kellogg West Conference Center

11) Mt. SAC Consortium Adult Ed Day (SAVE THE DATE)

Tuesday, March 10, 2026, 9AM to 2PM, Mt. SAC

12. Future Meetings

Steering Committee Meetings 2025-26		
3rd Monday of the Month 1:00 PM – 3:00 PM		
Month	Dates	Location
August	8/18/2025	Mt. SAC 40-140
September	9/15/2025	Mt. SAC 40-140
October	10/20/2025	Mt. SAC 40-140
November	11/17/2025	Mt. SAC 40-140
December	12/15/2025	We will keep in case of ELL deadline
January	1/19/26	No Meeting Holiday
February	2/18/2026 2/16/26	Steering Committee Retreat Closed to the Public
March	3/16/2026	Mt. SAC 40-140
April	4/20/2026	Mt. SAC 40-140
May	5/18/2026	Mt. SAC 40-140
June	6/15/2026	Mt. SAC 40-140

13. Next Steps/Assignments

14. Adjourned: 3:00PM

Next Meeting: October 20, 2025, 1:00 PM to 3:00 PM