



## Steering Committee Meeting Agenda

**\*\*Date:\*\*** Tuesday, March 16, 2026

**\*\*Time:\*\*** 1:00 PM to 3:00 PM

**\*\*Location:\*\*** Mt. SAC School of Continuing Education  
 1100 Grand Ave. Building 40, Room 140  
 Walnut, CA 91789

**\*\*Meeting Documents Folder:\*\***

[https://drive.google.com/drive/folders/1AHXhFzOQ8XQySIQ8qakAG\\_xGsXVu09sO?usp=sharing](https://drive.google.com/drive/folders/1AHXhFzOQ8XQySIQ8qakAG_xGsXVu09sO?usp=sharing)

### 1. Welcome

- 1.01: Call to Order

Member Agency	Member Designee	Alternate	Alternate
Baldwin Park	<input type="checkbox"/> Veronica Valenzuela	<input type="checkbox"/> Andrew Stager	<input type="checkbox"/>
Bassett	<input type="checkbox"/> Adder Argueta	<input type="checkbox"/> Angel Villalon	<input type="checkbox"/>
Charter Oak	<input type="checkbox"/> Ivan Ayro	<input type="checkbox"/> Alayna Effinger	<input type="checkbox"/>
Covina Valley	<input type="checkbox"/> Ryan Maddox	<input type="checkbox"/> Sita Rampershad	<input type="checkbox"/>
Hacienda-La Puente	<input type="checkbox"/> Elbia Sarabia	<input type="checkbox"/> Micah Goins	<input type="checkbox"/>
Mt. SAC	<input type="checkbox"/> Tami Pearson	<input type="checkbox"/> Madelyn Arballo	<input type="checkbox"/> Laura Perez
Pomona	<input type="checkbox"/> Miguel Hurtado	<input type="checkbox"/> Luis Rodriguez	<input type="checkbox"/> Jennifer Ramos
Rowland	<input type="checkbox"/> Mitchell Brunyer	<input type="checkbox"/> Stephani Garcia	<input type="checkbox"/> Ivette Alvarado Valeriano
<b>Consortium</b>	<input type="checkbox"/> Tischel Diaz	<input type="checkbox"/> Ana Ramos	<input type="checkbox"/> Denise Lieu
<b>Guests/ Partners</b>	<input type="checkbox"/> Adrienne Price	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 1.02: Introductions

- 1.03: Agenda Review

### 2. Approval of Minutes

- Approval of Minutes from February 18, 2026 and March 3, 2026

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

### 3. Public Comment

-

### 4. Reports

- 4.01: Fiscal / Budget Report: No Items

- 4.02: Grant Updates: No Items

## 5. Action Items

- 5.01: Vote to approve and submit the English Language Learner (ELL) Healthcare Pathways Grant, Round 3 Plan for the Mt. SAC Regional Adult Education Consortium

**\*\*Motion:\*\*** \_\_\_\_\_

**\*\*Second:\*\*** \_\_\_\_\_

**\*\*Discussion:\*\*** \_\_\_\_\_

**\*\*Roll Call Vote:\*\***

## 6. Discussion Items

- 6.01: First Reading and Discussion of the 2026-27 Consortium Fiscal Administration Declarations

**\*\*Description: \*\*** The Board will consider a motion to accept the 2026-27 Consortium Fiscal Administration Declarations for its first reading as required by the Mt. SAC Regional Adult Education Consortium's governance. Final action and approval are scheduled for the April 20, 2026, meeting.

- 6.02: Continued Discussion on the working draft of the proposed mission statement for the Consortium
- 6.03: Discussion on proposed Capital Improvement Project threshold for the consortium.
- 6.04: Consortium Map Draft (Adder Argueta)
- 6.05: Discuss agenda public comments process.
- 6.06: Continued discussion on the working draft of the proposed bylaws for the Consortium
- 6.07: Potential Univision Presentation for April 20, 2026

## 7. Informational Items

- 7.01: Capital Improvement Projects

## 8. Reports

- 8.01: Manager Report

Adult Ed Day 2026 Recap and Debrief

- 8.02: Attended Workshops/Conferences Debrief
- 8.02: Member Updates

## 9. Closing Items

- 9.01: Next Steps / Assignments

- 9.02: Future Meeting Dates

<b>Steering Committee Meetings 2025-2026</b>		
<i>3rd Monday of the Month 1:00 PM – 3:00 PM</i>		
<b>Month</b>	<b>Date</b>	<b>Location</b>
April	4/20/2026	Mt. SAC 40-140
May	5/18/2026	Mt. SAC 40-140
June	6/15/2026	Mt. SAC 40-140

- 9.03: CAEP Due Dates

**March 2026**

- **Mar 16:** First Reading of the 2026-27 Consortium Fiscal Administration Declaration (CFAD)
- **Mar 31:** End of Q3
- **Mar 31:** 25/26 Member Expense Report certified by Consortia in NOVA (Q2)
- **Mar 31:** ELL Grant R2 Biannual Reporting Certified in NOVA

**April 2026**

- **Apr 20:** Vote to Approve and Submit CFAD
- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

**May 2026**

- **May 2:** CFAD for 2026-27 due in NOVA
- **May 15:** ELL Grant, Round 2 Q3 Reimbursement Documents due to Consortium Manager
- **May 15:** Soft deadline for 25/26 Member Expense Report due in NOVA (Q3)

**June 2026:**

- **Jun 1:** 25/26 Member Expense Report due in NOVA (Q3)
- **Jun 15:** 1<sup>st</sup> Reading of 26-27 Annual Plan
- **Jun 30:** 25/26 Member Expense Report certified by Consortia in NOVA (Q3) \*
- **Jun 30:** End of Q4

**July 2026:**

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL
- **July 20:** Vote to Approve and Submit 26-27 Annual Plan
- **July TBD:** ELL Grant, Round 2 Q4 Reimbursement Documents due to Consortium Manager

**August 2026:**

- **Aug 15:** Annual Plan for 2026-27 due in NOVA

- 9.04: Upcoming Workshops / Conferences / Trainings

Please share any upcoming events you have:

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

**1) Strategies for Maintaining Carryover and Staying Within Thresholds**

March 17, 2026, 12:00 PM to 1:00 PM

<https://www.caadultedtraining.org/CAEP/802?Type=10>

**2) Continuous Improvement Plan (CIP) for Small Agencies**

March 20, 2026, 1:00 PM to 2:00 PM

<https://www.caadultedtraining.org/OTAN/382?Type=24>

**3) ELL Healthcare Pathways Southern California Regional Event**

March 23, 2026, 9:00 AM to 3:30 PM Mt. SAC, Heritage Hall

<https://register.caladulted.org/Home/EventDetail/797>

**4) COABE National Conference**

April 12-15, 2026, Indianapolis, IN

<https://www.coabe.org/coabe-2026>

**5) Allied Health Collaborative (SAVE THE DATE)**

April 18, 2026, Los Angeles, CA

<https://laraec.org/>

**6) CCAE State Conference**

April 30-May 2, 2026, San Diego, CA

<https://www.ccaestate.org/2026-conference.html>

**7) CASAS Summer Institute**

June 15-18, 2026, Garden Grove, CA

<https://www.casas.org/training-and-support/SI8>

**8) HSE Convenings**

August 18 (Orange) & August 19 (Los Angeles), 9:00 AM - 3:00 PM

[https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=5856&eventID=13&CSPCHD=00100400000aORqmDkfU7iyMDLvrLc\\$ksnxNsjkBk9qtY4P2e](https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=5856&eventID=13&CSPCHD=00100400000aORqmDkfU7iyMDLvrLc$ksnxNsjkBk9qtY4P2e)

- 9.05: Adjournment

Next Meeting: April 20, 2026, 1:00PM – 3:00PM

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