



Steering Committee Meeting Agenda

****Date:**** Monday, June 15, 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/1SJCQNVOSV_Jkse6Fg33aS6bdHzSRPEqD?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
Consortium	<input type="checkbox"/> Tischel Diaz	<input type="checkbox"/> Denise Lieu	<input type="checkbox"/> Ana Ramos
Guests/ Partners	<input type="checkbox"/>	<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 April 20, 2026 & May 18, 2026

Motion: _____ Second: _____ Vote: _____

Motion: _____ Second: _____ Vote: _____

All in favor?

3. Public Comment

Members of the public may address the Steering Committee on any item not on the agenda. Comments are limited to 3 minutes per speaker with no more than 20 minutes per topic. No action may be taken on items not listed.

4. Reports

- 4.01: Fiscal / Budget Report:

- 4.02: Grant Updates:

1. Round 2: Extension officially received. Extension agreement set to go to Mt. SAC July board and signed by end of July.
2. Round 3: We got it!

5. Action Items

- 5.01: No items

Recommendation:

Summary:

****Motion:**** _____

****Second:**** _____

****Discussion:**** _____

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

6. Discussion Items

- 6.01: Annual Plan Discussion

Review and Discuss Draft of 2026-2027 CAEP Annual Plan.

- 6.02: Consortium Map Draft (Adder Argueta)

- 6.03: Continued discussion on the working draft of the proposed mission statement for the Consortium.
Review Stakeholder Feedback

- 6.04: Discuss ELL Healthcare Grant, Round 3

- a) Discuss revised grant allocations (request motion to vote in July)
- b) Discuss activities listed in application
- c) Discussion on the initial draft of subaward contracts for ELL Healthcare Grant, Round 3

7. Informational Items

- 7.01:

8. Reports

- 8.01: Manager Report

1. AI training for ESL faculty Debrief

- 8.02: Attended Workshops/Conferences Debrief

- 8.03: Member Updates

9. Closing Items

- 9.01: Next Steps / Assignments

1. Come prepared to vote to approve and submit the 2026-2027 CAEP Annual Plan

- 9.02: Future Meeting Dates

Steering Committee Meetings 2026-2027		
<i>3rd Monday of the Month 1:00 PM – 3:00 PM</i>		
Month	Date	Location
July	7-20-2026	Mt. SAC 40-140
August	8-17-2026	Mt. SAC 40-140
September	9-21-2026	Mt. SAC 40-140
October	10-19-2026	Mt. SAC 40-140
November	11-16-2026	Mt. SAC 40-140
December	12-21-2026??	Mt. SAC 40-140
January	No Meeting	MLK Holiday
February	Retreat? Choose Date	Mt. SAC 40-140
March	3-15-2027	Mt. SAC 40-140
April	4-19-2027	Mt. SAC 40-140
May	5-17-2027	Mt. SAC 40-140
June	6-21-2027	Mt. SAC 40-140

- 9.03: CAEP Due Dates

June 2026:

- **Jun 1:** 25/26 Member Expense Report due in NOVA (Q3)
- **Jun 15:** 1st 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 10:** ELL Grant, Round 2 Q4 Reimbursement Documents due to Consortium Manager.
- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL
- **Jul 20:** Vote to Approve and Submit 26-27 CAEP Annual Plan
- **Jul 20:** Vote to Approve New ELL Grant, Round 3 Allocations.

August 2026:

- **Aug 15:** Annual Plan for 2026-27 due in NOVA
- **Aug 15:** Tentative deadline for 25-26 outcomes report for ELL Grant, Round 3

September 2026:

- **Sep 1:** 25/26 Member Expense Report due in NOVA (Q4)
- **Sep 1:** 26/27 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 25/26 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 26/27 Member Program Year Budget and Workplan due in NOVA
- **Sep 30:** End of Q1; NOVA carryover compliance snapshot taken at 11:59 pm

- 9.04: Upcoming Workshops / Conferences / Trainings

Please share any upcoming events you have:

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

1) CASAS Summer Institute

June 15-18, 2026, Garden Grove, CA

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

2) TOPSpro Enterprise (TE) Admin Portal

June 25, 2026, 11:00 AM – 12:30 PM

<https://www.caadulthoodtraining.org/CASAS/9215?Type=11>

3) 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=001004000000aORqmDkfU7iyMDLVrLc\\$ksnxNsikBk9gtY4P2e](https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=5856&eventID=13&CSPCHD=001004000000aORqmDkfU7iyMDLVrLc$ksnxNsikBk9gtY4P2e)

4) 2026 English Language Learner Healthcare Pathways Convening, Pathways with Purpose: *Advancing ELL Programs for Impact and Sustainability* (Save the Date).

September 17, 2026, Irvine, CA

5) CAEP Summit (Save the Date)

October 28-30, Santa Clara, CA

<https://summit.caladulthood.org/>

6) CCAE Southern-South Coast Regional Conference (Save the Date/Change)

November 5-7, 2026, Palm Springs, CA

- 9.05: Adjournment

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

Mt. SAC School of Continuing Education

1100 Grand Ave. Building 40, Room 140

Walnut, CA 91789