



Steering Committee Meeting Minutes

****Date:**** Monday, April 20, 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/1v36UI3wNbARSEpaaEH_WIWbyPM79j-yu?usp=sharing

1. Welcome

- 1.01: Call to Order >> 1:06 pm

Member Agency	Member Designee	Alternate	Alternate
Baldwin Park	X Veronica Valenzuela	<input type="checkbox"/> Andrew Stager	<input type="checkbox"/>
Bassett	X Adder Argueta	<input type="checkbox"/> Angel Villalon	<input type="checkbox"/>
Charter Oak	X Ivan Ayro	<input type="checkbox"/> Alayna Effinger	<input type="checkbox"/>
Covina Valley	X 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	X Tami Pearson	X Madelyn Arballo	X Laura Perez
Pomona	<input type="checkbox"/> Miguel Hurtado	X Luis Rodriguez	<input type="checkbox"/> Jennifer Ramos
Rowland	X Mitchell Brunyer	<input type="checkbox"/> Stephani Garcia	<input type="checkbox"/> Ivette Alvarado Valeriano
Consortium	X Tischel Diaz	<input type="checkbox"/> Ana Ramos	X Denise Lieu
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 February 18, 2026 and March 16, 2026

Motion: Tami Second: Veroncia Vote: 6-0-2

Not a roll call vote. All in favor? Count ayes. Lists in the minutes

Member Agency	Yes	No	Abstain	Absent	Designee Initials
Baldwin Park	X <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<u> VV </u>
Bassett	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<u> </u>
Charter Oak	X <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<u> IA </u>
Covina Valley	X <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<u> RM </u>

Hacienda-La Puente	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	_____
Mt. SAC	X <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<u>TP</u>
Pomona	X <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<u>LR</u>
Rowland	X <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<u>MB</u>

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: No Items

- 4.02: Grant Updates: No Items

5. Action Items

- 5.01: Vote to approve and submit the 2026-27 Consortium Fiscal Administration Declarations for the Mt. SAC Regional Adult Education Consortium

****Motion:**** Mitch

****Second:**** Ivan

****Discussion:**** _____

****Roll Call Vote:**** 7 – 0 -1

Member Agency	Yes	No	Absent	Abstain	Designee
Baldwin Park	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>VV</u>
Bassett	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>AA</u>
Charter Oak	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>IV</u>
Covina Valley	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>RM</u>
Hacienda-La Puente	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	_____
Mt. SAC	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>TP</u>
Pomona	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>LR</u>
Rowland	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>MB</u>

6. Discussion Items

- 6.01: Discussion and Consensus on whether to request a 12-month extension for the English Language Learner (ELL) Healthcare Pathways Grant, Round 2.

Reviewed / Discussed: Looked at slide 11, discussed due dates if extended and when final outcomes would be due 06/30/27 instead of 6/30/26. Voted: 7 – 0- 1 to request the extension. Next meeting set as an action item to ratify decision due to tight timeline per Brown Act.

- 6.02: Continued Discussion on the working draft of the proposed mission statement for the Consortium

>> Assign to Alayna Effinger (CO) to review/revise. Need a more concise statement.

- 6.03: Discussion on proposed Capital Improvement Project threshold for the consortium

Minimum threshold, 2 or more quotes, submit to CAEP Tap Office, include agenda, quote, 10 business days to respond, if you don't hear back, feel free to move on. CAEP Tap Office recommends using \$5,000 as the threshold if one does not exist locally. Consortium consensus is to set consortium threshold for bringing capital outlay projects with CAEP funds to Steering Committee is \$250,000. Steering Committee cautioned that other consortia have thresholds ranging from \$5,000-\$100,000. If questioned, the consortium may need to provide the rationale for setting the threshold at \$250,000. Failure to do so can affect funding. Will bring this item back for discussion at the next meeting after wordsmithing the information.

- 6.04: Consortium Map Draft (Adder Argueta)

>>.Rowland: add logs to track clicks? / BPACE: routes to Mt. SAC/Cal Poly/ other bus lines that pass by the individual school.

- 6.05: Public Comment process

If can't attend between scheduled time: add phone number to leave comment, Veronica is going to provide specific working for public commenting. Luis will also provide additional verbiage used for their board meetings at PUSD. Review again in next meeting

- 6.06: Continued discussion on the working draft of the proposed bylaws for the Consortium

>>2.03.2 Member effectiveness: ADD timely reporting of CAEP deadline & deliverables. Held Steering Committees to 75% annual

>>2.03.4 Carryover Policy: under new language: ADD 6 months per deadline 6/30, ADD CAEP fiscal, under #2: deemed fiscally ineffective, Tischel to redraft.

>>2.04: Confirm date

>>4.04: Solicitation of input CHANGE to Partnerships / last line: partner may be invited

>>6.05 6.05.3: last paragraph change to party (parties)

- 6.07: Transition Counselors Summer Dates by agency

All (except: HLP AE) want Cindy for Summer counseling, on campus, last day Spring Summer Length

BPACE: Spring: May 29; Summer: 06/01 – 6/30, BAS: Spring: May 28, Summer: 06/01 – 07/02, CO: Spring: 06/19, July & August for full months, Covina Valley: Spring: May 26, Summer: June only, HLP AE: Spring: May 27, Summer: No summer, RLP: Spring: May 26, Summer: 6/1 – 6/27

Next meeting discuss Fall return to campus schedule

7. Informational Items

- 7.01:

8. Reports

- 8.01: Manager Report

AI training for ESL faculty on (May 8, 2026, 1pm to 4pm). Open to others outside of the current PLC?

Pomona and Baldwin Park are interested. Unpaid training,

- 8.02: Attended Workshops/Conferences Debrief

1. COABE?
2. Any Others?

- 8.02: Member Updates

Each school gave updates: Graduation, job fairs, closing the fiscal year, Construction. SkillsUSA national competition (BASSETT)

9. Closing Items

- 9.01: Next Steps / Assignments

1. Review Three Year Plan Year 1 Goals and come prepared to discuss any adjustments to those for the 26-27 Annual Plan.
2. Next meeting: Begin discussion on the initial draft of subaward contracts for ELL Healthcare Grant, Round 3.

- 9.02: Future Meeting Dates

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

- 9.03: CAEP Due Dates

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 1:** ELL Grant, Round 2 25-26 Q3 Budget Revisions due to Consortium Manager.
- **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:** 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 Annual Plan

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) Allied Health Collaborative (*Cancelled due to LAUSD Strike*)

April 18, 2026, Los Angeles, CA

<https://laraec.org/>

2) CCAE State Conference

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

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

3) Admin Forum: Forecast: Unknown. Strategy: Strong. Budget Planning When Answers Are TBD

May 14, 2026, 1:00 PM – 2:00 PM

<https://www.caadultedtraining.org/CALPRO/759?Type=%20%20>

4) CASAS Summer Institute

June 15-18, 2026, Garden Grove, CA

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

5) 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 >> 2:37 pm

Next Meeting: May 18, 2026, 1:00PM – 3:00PM

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