



## Steering Committee Meeting DRAFT MINUTES

**\*\*Date:\*\*** Tuesday, March 3, 2026

**\*\*Time:\*\*** 2:00 PM to ~~2:30 PM~~ 3:15 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/1YAKGBS\\_tJ8N9kXDTUh09RBfglshpGY6D?usp=sharing](https://drive.google.com/drive/folders/1YAKGBS_tJ8N9kXDTUh09RBfglshpGY6D?usp=sharing)

### 1. Welcome

- 1.01: Call to Order

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	<input type="checkbox"/> Ivan Ayro	X Alayna Effinger	<input type="checkbox"/>
Covina Valley	X Ryan Maddox	<input type="checkbox"/> Sita Rampershad	<input type="checkbox"/>
Hacienda-La Puente	X Elbia Sarabia	X Micah Goins	<input type="checkbox"/>
Mt. SAC	X Tami Pearson	<input type="checkbox"/> Madelyn Arballo	X Laura Perez
Pomona	<input type="checkbox"/> Miguel Hurtado	<input type="checkbox"/> Luis Rodriguez	<input type="checkbox"/> Jennifer Ramos
Rowland	X Mitchell Brunyer	<input type="checkbox"/> Stephani Garcia	<input type="checkbox"/> Ivette Alvarado Valeriano
<b>Consortium</b>	X Tischel Diaz	<input type="checkbox"/> Ana Ramos	X Denise Lieu
<b>Guests/ Partners</b>	X 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

### 3. Public Comment

*Members of the public may address the Steering Committee on any item not on the agenda. Comments are limited to [X] minutes per speaker. No action may be taken on items not listed.*

## 4. Reports

- 4.01: Fiscal / Budget Report

- 4.02: Grant Updates

## 5. Action Items

## 6. Discussion Items

- 6.01: First Reading and Discussion of the English Language Learner (ELL) Healthcare Pathways Grant, Round 3 Plan for the Mt. SAC Regional Adult Education Consortium

**\*\*Description: \*\*** The Board will consider a motion to accept the ELL Healthcare Pathways Grant, Round 3 Plan for its first reading as required by the Mt. SAC Regional Adult Education Consortium's governance. Final action and approval are scheduled for the March 16, 2026, meeting.

Discussed Budget Proposals

Consortium-Level salaries and benefits taken out of proposed 5 million and the remaining balance split via a formula including, # of ELL enrollees, # of programs, # of completers, # of job placements, and # of transitions. Numbers taken from 24-25 program year actual data. Funds will be allocated split equally over the three years of the grant.

Remaining funds were then split, be weighed enrollments, or enrollments, completions, job placements, and transitions which we had for the 3 initial proposals.

**Scenario #1:** take all 4 metrics, equally weight them plus base allocation of \$50,000 for individual school.

**Scenario #2:** take into consideration enrollment completions as 1/3, 1/3 and final 1/3 average weight of the job placements and traditions as being equal outcomes within the after the 2 to find out that final

**Scenario #3:** taking moments and completions, each of a third, and then the final number being a combination of job placements and transitions for the final 1/3 amount of your allocations

Added 3 additional Scenarios (#4, #5, & #6)

**Scenario #4:** focuses strictly on the number of programs just being offered by each individual school, \$50,000 base allocation

**Scenario #5:** combination of the two, considering the number of programs each school is offering. Looking at the number of final outcomes meeting your completions, your job placements, and your transitions

**Scenario #6:** Similar, number of programs you offer at a school, and on the other side, we're going to also include the number of enrollments you have, along with your completions, your job placements, and your transitions.

Showed the breakdowns via PowerPoint slides.

All professional experts, consortium amounts to fund:

Grant coordinator: deal with a day to day scheduling and activities, look over all things, including Career Navigator Coordinator

Career Navigator Coordinator: Voice of the Career Navigators, will coordinate the daily activities of the carrer navigators, will be the voice of the navigators by attending ex.: San Gabriel Economic Partnership, all schools are aligned and offering opportunities.

Career Navigators (4): assigned to 2 schools each, 1 day a week at each of their assigned schools

### Open the floor for Comments

Tami: include outcomes as part of the discussion, whichever scenario is chosen. We are moving towards an outcome-focused approach.

Veronica: Add # of programs, to have the same opportunities whichever program you have. Looking at my programs thinking we have a teaching model, to continue providing those services, take into consideration our programs and they will offer those things. Making sure we align ourselves.

Each allocated over 3 yrs. Each of these amounts will be divided by three, and that's what should be allocated each year.

Took out the budget consortium level activities first, then the rest split based on model chosen.

Divide each by 1/3 find out how much your annual allocation would be.

Ryan Maddox: increase career base amount as a separate line

**REWRITE:** Consortium-designed intro course. all partner would have the ability to offer the course. Each school will provide feedback on the course offered in order to truly reflect consortium offerings.

### **Based on the feedback:**

Outcomes included and the number of programs, which helps us to eliminate first four scenarios.

### **Difference between -**

**Scenario #5:** doesn't include the number of ELL enrollments

**Scenario #6:** includes the number of ELL enrollments, total number of ELL students completed, job placements, and transitions.

**Challenges:** projections, hard to determine

Eliminate scenarios #1, #2, 3, & #4. Agreement reached that the number of programs a school offers should have some kind of weight in the calculation of costs and allocation that you would receive.

Discussion for carry over/opportunity to add to the plan

Others have challenges spending the money, under spending the carryover by a certain time within the 3 years period, steering committee reconvene to discuss whether to reallocate those funds to another schools who can spend by the deadline.

Adrienne Price: opinioned equal weight transition/job placement . Needs to include ELL in scenario. Scenario #6 most equitable and aligned with the outcomes of the grant.

### **Consensus vote for which Scenario**

Scenario #5: 3

**Scenario #6: 4**

Pomona Absent

Will move forward with Scenario #6. Final reading and final vote for March 16, 2026

### **Proposed Themes and Actions discussed.**

## **Themes discussions -**

**Theme 1:** All actions approved

**Theme 2:** All actions approved / Employer Pipeline item: expand on work based job placement partnership

**Theme 3:** All actions approved

**Theme 4:** All actions approved

## **7. Informational Items**

- 7.01: Capital Improvement Projects

## **8. Reports**

- 8.01: Manager Report

- 8.02: Member Updates

## **9. Closing Items**

- 9.01: Next Steps / Assignments

- **By March 16**

- Review the mission statement and provide feedback prior to the next meeting
- Review the bylaws draft and provide feedback prior to the next meeting
- Check in with your fiscal department, at your district, about what are the thresholds for capital, improvement for your schools, and get up to me, so that I can present that at the next meeting

- 9.02: Future Meeting Dates

- 9.03: Upcoming Workshops / Conferences / Trainings

- 9.04: Adjournment

Next Meeting: March 16, 2026, 1:00PM – 3:00PM

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