



Steering Committee Meeting Minutes

****Date:**** Monday, 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/1AHXhFzOO8XQySIQ8qakAG_xGsXVu09sO?usp=sharing

1. Welcome

- 1.01: Call to Order

Member Agency	Member Designee	Alternate	Alternate
Baldwin Park	X Veronica Valenzuela	X Andrew Stager	<input type="checkbox"/>
Bassett	X Adder Argueta	<input type="checkbox"/> Angel Villalon	<input type="checkbox"/>
Charter Oak	X Ivan Ayro	X Alayna Effinger	<input type="checkbox"/>
Covina Valley	X Ryan Maddox	X Sita Rampershad	<input type="checkbox"/>
Hacienda-La Puente	X Elbia Sarabia	X Micah Goins	<input type="checkbox"/>
Mt. SAC	X Tami Pearson	X Madelyn Arballo	X Laura Perez
Pomona	X Miguel Hurtado	<input type="checkbox"/> Luis Rodriguez	X 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	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

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

Motion: Micah Second: Mitch Vote: 8 - 0

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 X	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<u> VV </u>
Bassett	X X	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<u> AA </u>
Charter Oak	X X	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<u> IA </u>
Covina Valley	X X	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<u> RM </u>

Hacienda-La Puente	X X	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	__ES__
Mt. SAC	X X	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	__TP__
Pomona	X X	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	__MH__
Rowland	X X	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	__MB__

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: No Items

- 4.02: Grant Updates:

- Round 2 mentioned at ACCE Conference: extension forthcoming, announcement pending within the week.
- Between now and 04/20 mtg, double-check spending and whether an additional year would be helpful to spend down, or if you can spend the remainder of all the funds by next month.
- If you need more time, come prepared to discuss the extension at next meeting in April. If not needed, all funds must be fully expended by 06-30-2026.

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

Quick review of the pathways / themes listed on PowerPoint

- Round 3: consensus for final budget allocation, using ELL’s we’ve had in the programs, number of programs offered, number of completers, number of job placements, and the number of ELL transitions. This final number will be divided by 3 and that amount allocated annually.
- Reviewed Final Themes included in Plan.
- Amounts for Bassett and Baldwin Park are different than previously shared. Updated during the meeting.
- No outstanding partnership letters.
- Motion to submit plan as read unanimously approved and will be submitted in NOVA as shared.
- San Gabriel Valley Economic Partnership: Workforce development: The idea is to connect with the economic partnership to help with the placement of our students on their end. Their services would require a contract that would allow them to hire someone to collaborate. They are not necessarily suited for this type of work but are willing to do it like they do with K-12 districts already do for internships. Even we get funds and decide to partner with them, would have to hire part-time person.
- Their commitment is to hire a part-time and connections.
- Discussions on this item.
- Submit a letter to show the support, even if it’s not a commitment.

Motion: __Elbia__

****Second:**** __Adder_____

****Discussion:**** _____none_____

****Roll Call Vote:**** 8 – 0

Member Agency	Yes	No	Absent	Abstain	Designee
Baldwin Park	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____VV_____
Bassett	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____AA_____
Charter Oak	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____IA_____
Covina Valley	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____RM_____
Hacienda-La Puente	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ES_____
Mt. SAC	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____TP_____
Pomona	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____MH_____
Rowland	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____MB_____

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.

Updates:

- Change verbiage from work groups to professional learning communities (PLCs)
- Allocations: based on preliminary budget allocations with a 2.41% COLA, subject to change with the May revise. Remember: COLA is split based on CAEP allocations; no school can receive less than they did before. COLAS are split based on the percentages that each school had of our entire current consortium budget.
- Reaffirmed agreement to drafting and adopting bylaws.

Stayed the Same:

Member carryover thresholds: Currently 40% of current year’s allocation. This is an internally monitored number. Quarterly carryover threshold set at: Q1: 10% spent of current year allocation + prior year’s allocation (if applicable); Q2: 25% spent of current year allocation; Q3: 40% spent of current year allocation; Q4: 60% of current year’s allocation. The goal is that if you do not reach these thresholds, you must input a carryover expenditure plan into NOVA. This accountability keeps you aware of your budget and where you stand throughout the program year and gives you time to adjust accordingly before fiscal deadlines. Required carryover rule for the consortium is 20%. If everyone spends at the above rate or more, we will continue to stay below the required carryover threshold.

- Consensus reached that there are no changes to proposed CFAD for 2026-27 Program Year.
- Vote to Approve and Submit at April Meeting.

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

- Table item until April 20th meeting
- Have not received feedback. Send to Tischel.
- Will place it in April for you to review.

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

- >> Table item until April 20th meeting
- Have not received any emails about this item.
- Send Tischel the district's threshold is for capital improvement. We can determine the threshold we want at the consortium level.

- 6.04: Consortium Map Draft (Adder Argueta)

- Map shows consortium programs, bus routes, and CTE programs. QR codes for students to scan. Look into possibility to collect data on the scans to show we are referring the people. If approved, Adder would like to have it ready in May.
- Submit changes to Adder.
- Bring it up in April meeting.

- 6.05: Discuss agenda public comments process.

A limit per speaker? Limit number of minutes per topic?

- Brown Act Compliance, should state length of public comments
- Consensus reached to limit 3 mins per person
- Fill out the card (Ask the president's office (Bridgette), for example.
- No more than 20 minutes per topic.
- Tischel will draft a process for the next meeting.
- Reading a blurb for public comment. If you can't read, then post the comment.
- Read/post comment, software to use, Diligent to post docs

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

>> Table item until April 20th meeting

- 6.07: Potential Univision Presentation for April 20, 2026

>> Univision asked to come to pitch their services (advertisement). Base amount \$5,000 for a campaign.

Group declined.

7. Informational Items

- 7.01: Capital Improvement Projects

>> Table item until April 20th meeting

8. Reports

- 8.01: Manager Report

Adult Ed Day 2026 Recap and Debrief

- 195 students attended, 245 registered, 24 non-registered
- Madelyn A. & Dr. Garcia spoke and Two student speakers.
- 31 campus tours
- Tabling of resources
- 55 have responded to the survey so far
- Student workshops for CCC apply application scheduled for each school
- Discussion to add Adult Ed Day to College preview week, adding a third day for us

- 8.02: Attended Workshops/Conferences Debrief

- 8.02: Member Updates

- Mt. SAC > LVN accredited (3 yrs)
- Pomona > WASAC 5 yr accreditation coming up / WIOA grant
- Tri-Comm > Job Fair season / job transitions
- Rowland > Mission values
- HLP > accreditation in Jan WASAC 6 yr / IRS reaccreditation 3 yr / April 27 open House
- BP > register for next qtr. / Career fairs at the district
- Charter Oak > Spring enrollment starting
- Bassett > HVAC in conference in Las Vegas for ESCO accreditation / carpentry construction class, entire class (17) got a job offer. Participated in skill USA and came in 1st, 2nd, and 3rd. State competition in April.

9. Closing Items

- 9.01: Next Steps / Assignments

- Mission statement – April 20
- Review Bylaws draft
- Check the district and capital improvement threshold, and provide information prior to April 20.

- 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
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:** 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 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/SI>

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=001004000000aORqmDkfU7iyMDLVrLc\\$ksnxNsikBk9qtY4P2e](https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=5856&eventID=13&CSPCHD=001004000000aORqmDkfU7iyMDLVrLc$ksnxNsikBk9qtY4P2e)

- 9.05: Adjournment

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

Mt. SAC School of Continuing Education

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Walnut, CA 91789

>> Meeting concluded at 2:17 pm