



Steering Committee Meeting Agenda

****Date:**** Monday, September 21, 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/1MU0n27FiAatSKJxpsgxg3cDJ76Z2auat?usp=sharing>

1. Welcome

- 1.01: Call to Order

Member Agency	Member Designee	Alternate	Alternate
Baldwin Park	☐ Veronica Valenzuela	☐ Andrew Stager	☐
Bassett	☐ Adder Argueta	☐ Angel Villalon	☐
Charter Oak	☐ Ivan Ayro	☐ Alayna Effinger	☐
Covina-Valley	☐ Ryan Maddox	☐ Sita Rampershad	☐
Hacienda La Puente	☐ Elbia Sarabia	☐ Micah Goins	☐
Mt. SAC SCE	☐ Tami Pearson	☐ Laura Perez	☐
Pomona	☐ Miguel Hurtado	☐ Monique Cardenas	☐ Luis Rodriguez
Rowland	☐ Mitchell Brunyer	☐ Stephani Garcia	☐ Ivette Alvarado Valeriano
Consortium	☐ Tischel Diaz	☐ Tiara Latimer	☐ Sofia Azmal
Guests/ Partners		☐	☐
	☐	☐	☐

- 1.02: Introductions

- 1.03: Agenda Review

2. Approval of Minutes

- Approval of Minutes from August 20, 2026

Motion: _____ Second: _____ Vote: _____

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. Action Items

5. Discussion Items

- 5.01: Discuss dates for the February Retreat
- 5.02: Fiscal / Budget Report:
- 5.03: PD Conference Location
- 5.04: CalFRESH update
- 5.05: Member Program Year Budget and Workplan
- 5.06: ELL Grant Updates:

ELL Grant, Round 2:

1. Extension fully executed
2. Allowed purchases process

ELL Grant, Round 3:

1. Job Description for Career Navigators
2. Update regarding Digital Literacy and AI
3. Subaward Contracts and Invoices

- 5.07: Discussion on final working draft of the bylaws

6. Informational Items

- 6.01: Canvas OTAN Summit:

7. Reports

- 7.01: Manager Report
- 7.02: Attended Workshops/Conferences Debrief
 - HSE Convenings
 - LARAEC Allied Health Collaborative
 - ELL Healthcare Grant Convening
- 7.03: Member Updates

8. Closing Items

- 8.01: Next Steps / Assignments
 - Begin filling out the July 1, 2025 to June 30, 2026 Instructional Hours and Expenses by Program Area due (actuals).
 - Don't forget to add ELL grant funds
- 8.02: Future Meeting Dates

Steering Committee Meetings 2026-2027

3rd Monday of the Month 1:00 PM – 3:00 PM

Month	Date	Location
October	10-19-2026	Mt. SAC 40-140
November	11-16-2026	Mt. SAC 40-140
December	No Meeting	Winter Break
January	No Meeting	MLK Holiday
February	Retreat Choose Date at the September Meeting	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

- 8.03: CAEP Due Dates

September 2026:

- **Sep 18:** *Soft Deadline for 26/27 Member Program Year Budget and Workplan due in NOVA*
- **Sep 30:** ELL Grant, R2 Biannual Report, 25-26, Q4 due in NOVA
- **Sep 30:** 25/26 Member Expense Report certified by Consortia in NOVA (Q4) * (DONE)
- **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

October 2026:

- **Oct 30:** 26/27 Member Program Year Budget and Workplan certified by Consortia in NOVA *
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** *Soft Deadline* July 1, 2025 to June 30, 2026 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium

November 2026:

- **Nov 13:** *Soft Deadline for ELL Grant R2, 26-27 Q1 Reimbursements Due.*
- **Nov 13:** *Soft Deadline for 26/27 Member Expense Report Due in NOVA (Q1)*

December 2026:

- **Dec 1:** 26/27 Member Expense Report Due in NOVA (Q1)
- **Dec 1:** July 1, 2025 to June 30, 2026 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 31:** 26/27 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

- 8.04: Upcoming Workshops / Conferences / Trainings

Please share any upcoming events you have:

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

1) From Data to Direction: Navigating the New CAEP Fact Sheets and DataVista 3.0 (Southern California Regional Training)

September 25, 2026, Saddleback College

<https://www.caadulthoodtraining.org/CAEP/839?Type=16>

2) Strengthening Student Transitions: ELL Healthcare Pathways Community of Practice

September 28, 2026, 11:30 AM – 1:00PM

<https://www.caadulthoodtraining.org/CAEP/852?Type=10>

3) CAEP Innovation Showcase: Scaling Cross-Agency Collaboration & Data-Informed Practice

September 30, 2026, 10:00 AM – 11:00AM

<https://www.caadulthoodtraining.org/CAEP/851?Type=10>

4) California Statewide WIOA II Network Meeting

October 06, 2026, 1:00 PM – 2:00 PM

<https://www.caadulthoodtraining.org/CASAS/9325?Type=12>

5) Vision 2030 Noncredit Summit

October 7-9, 2026, Newport Beach, CA

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

6) CAEP Summit

October 28-30, Santa Clara, CA

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

7) 2026 ACCE Fall Zoom-In Conference

November 4, 2026, 1:00 PM-5:00PM

<https://www.acceonline.org/events.html>

8) CCAE Southern-South Coast Regional Conference

November 5-7, 2026, Palm Springs, CA

<https://ccaesouthcoast.regfox.com/south-coast-southern-section-fall-conference-2026>

9) Mt. SAC Consortium L.E.A.P. into Adult Education Professional Development Conference (SAVE THE DATE)

December 4, 2026, Kellogg West Conference Center

10) CAEAA State Conference 2027

February 3-5, 2027, Sacramento, CA

<https://www.caeaa.org/2027-state-conference.html>

- 9.05: Adjournment

Next Meeting: October 19, 2026, 1:00PM – 3:00PM

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