



Steering Committee Meeting Minutes

****Date:**** Monday, May 18, 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/1jMKhp_9pAhp7m8zUSBjL1dhPYUYWnBS4?usp=sharing

1. Welcome

- 1.01: Call to Order >> 1:10 pm

Member Agency	Member Designee	Alternate	Alternate
Baldwin Park	X Veronica Valenzuela	X Andrew Stager	<input type="checkbox"/>
Bassett	<input type="checkbox"/> 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	<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	X Madelyn Arballo	X Laura Perez
Pomona	X 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
Consortium	X Tischel Diaz	X 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

>>> Next meeting 06/15/2026; File corrupted, No vote

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. Reports

- 4.01: Fiscal / Budget Report: CAEP Quarter 3

Tischel shared Consortium budget standing through Qtr. 3 which ended 03/31/2026. Reviewed the Consortium-Level budget and adherence to AB1491 (carryover). For current year: Qtr. 1, exceeded estimation for expenditures; Qtrs. 2 & 3, we underspent compared to projections. Gave a Qtr 4 estimate breakdown for individual agencies of their goal to spend between 04/01 – 06/30, and, if we do, our estimated consortium-level carryover for the year will be 15.27%, which is under the 20% threshold mandated by AB 1491.

- 4.02: ELL Grant Updates:

ROUND 2: ELL Healthcare Grant, we submitted our extension for Round 2 and expected a response within two weeks from the Chancellors Office. No response yet and Tischel will send a response once we get confirmation.

ROUND 3: At CCAE State, CCCCO still says the results from the applications submitted stand at May 19 (*), meaning it expected on time, but MIGHT be a little later.

5. Action Items

- 5.01: Ratification of Submission Request for ELL Grant, Round 2 Grant Extension (No-Cost)

****Motion:**** Laura Perez

****Second:**** Veronica Valenzuela

****Discussion:**** None

****Roll Call Vote:**** 7 – 0 – 1. Motion Carried

Member Agency	Yes	No	Absent	Abstain	Designee
Baldwin Park	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u> VV </u>
Bassett	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<u> </u>
Charter Oak	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u> IA </u>
Covina Valley	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u> RM </u>
Hacienda-La Puente	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u> ES </u>
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> MH </u>
Rowland	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u> MB </u>

6. Discussion Items

- 6.01: Annual Plan Discussion

Address Educational Needs

Strategy #1: Flexible HSD/HSE Options

Rowland: All activities have begun and will be ongoing through 26-27.

Covina-Valley: All activities have begun and will be ongoing through 26-27.

Strategy #2: Increase EFL Attainment

HLP: Orientation for ESL & online created. Still need orientation for our ABE/ASE students.

Refinements to the activities for 26/27 school year: ASE orientation. Keep data chats as a goal for next year as well.

All – As a consortium. Workshops on two key CASAS Reports in the workgroup and Consortium PD Conference: PD reports through the TE portal with ESL & ABE workgroups along with two sessions at annual PD conference. Will continue to track EFL's annually by comparing baseline and will have by the end of the year.

Strategy #3: Increase Digital Literacy

Rowland: Pilot digital literacy embedded in ESL/CTE instruction did not happen, move to 26/27. Launch student digital portfolios, did not happen. Working on infrastructure to support. Will follow-up with Tischel this week to adjust 26-27 activities. PD for staff on contextualized digital literacy instruction will happen in 26/27.

BP: Expanded digital literacy offering by adding an additional class. Able to expand what curriculum is being offered, establishing a stronger launch pad for students. OTAN free licensing & ASE Programs ongoing goals for next year 26/27. Move for 27/28: Create a digital literacy skills assessment.

Strategy #4: Growth of CTE & Healthcare Programs

Bassett: Absent. Tischel to follow up.

Rowland: Expand wraparound services: rough going but happening Launch Community Partnership: never established, not happening, move to next year 26-27. Host biannual advisory meetings move to 27/28. Track student referrals in 26/27.

Mt. SAC: 25/26: Expanded partnerships with local healthcare players. Move to 26/27, Launch of Phlebotomy program. Medical Assistant added additional cohort, Pharmacy Technician cohort addition, move to 26/27. Collaboration with credit & new Community Health worker program move to 27/28

BP: We completed the New Electrician Building & Expanded Food Service & Hospitality. Working on securing a coordinator, continue in 26/27. Expand trade offerings (roofing and plumbing), ongoing. Goals for 26/27 are on track.

PACE: Move to 26/27: open two new programs (ongoing/securing space) & partnership with local Carpenters & Electrician unions. Outreach is happening.

Move to 27/28: funding for instructional materials & On-board instructors.

CO: Move to 26/27: host advisory committee meetings but ongoing. Review & update all CTE curriculum & staff training, ongoing. For 26/27: In progress: Expand career pathways, hands-on experiences & develop articulation agreements. Some of these are done.

Improve Integration of Services & Transitions

Strategy #1: Establish & implement AWD certificate pathways

AWD: Mt. SAC: Y1: develop pathways did happen and will continue in 26/27. Y2: Certificates on track.

Strategy #2: Improve transitions from ADP to SEP:

HLP: Meet all 25/26 goals. 25/26 goals are still ongoing and can be moved to 26/27

Strategy #3: Increase the number of 1st-time noncredit students entering credit programs

1st time noncredit students: Mt. SAC: all of the listed items are happening with the exception of Ability to Benefit, move to 26/27.

Strategy #4: Increase adult school student credit program entry

All: Several workshops at the various schools. La Quirshia going to Willow Campus in the Fall, speak to Rosie Sandoval.

Strategy #5: Increase IET offerings:

PACE and RACE (added) applied to and completed IET Implementation Clinic. BAS Absent and Tischel will follow up on progress.

RACE & CV: Design curriculum with team of CTE & ESL Faculty: working on it.

BPACE: Ongoing and for 26/27: extend collaboration and Work with teachers. For listed items for 26/27: all are happening right now.

Improve Effectiveness of Services

Strategy #1: Promote, Coordinate, and Offer PD Activities

Workgroup effectiveness survey will be out next month. PD opportunities occurred within the workgroups and at the PD conference and continue to increase. All on track

Ongoing and on track.

Strategy #2: Increase Attendance at Consortium Events

Planning Committee formed for Adult Ed Day. Adult Ed Day had a 94% attendance rate, higher than 24-25. Committee has been approached to collaborate with credit's Preview Day activities.

Ongoing survey for workgroup effectiveness.

Anonymous forms created for all workgroups.

Submitted topics are primarily from ESL & ABE.

>> Discussing Annual Plan in the June meeting. Vote to approve and submit at July meeting in order to meet 08/2 submission deadline for the annual plan.

- 6.02: Consortium Map Draft (Adder Argueta)

>>> Absent

- 6.03: Continued discussion on the working draft of the proposed mission statement for the Consortium

>>> Add ..build academic & career skills. Stakeholders identified and Tischel will create a survey for members to send to gather feedback: AJCC, Business/Workforce partners, CEO (Mt. SAC) workgroups. Will send the link to the group.

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

>>> Section 2.03.2: removed reporting from it, because it was covered in the CAEP assurances directly. Added: as requested, the 75% attendance rate for steering committee. Change 75% to 80%. #2 & #3 combine, #2 add ...institutions **consistent** ...

>>> Section 2.03.4:Approved

>>> Section 4.04:Approved

>>> Section 6.03:Approved

>>> Section 6.05.3: Approved

- 6.05: Discussion on the initial draft of subaward contracts for ELL Healthcare Grant, Round 3

>>> Didn't discuss

- 6.06: Co-Chair Transition Discussion

>>> 6.06: Starting in August 2026, Tami Pearson will take over as college representative co-chair (per our current governance) as Madelyn retires.

- 6.07: State Budget Discussion

>>> There is a proposed 2.87% COLA, increase from February proposed COLA of 2.41%. Should be confirmed in May 2026 revise due this week.

-6.08: Transition Counselors Fall Dates by agency

>>> BPACE: 09-2026, BAS: not present, CO: ongoing, CV: 09-2026, HLPAC: 09-2026, PACE: 09-2026, RACE: 09-2026

7. Informational Items

- 7.01: >>> none

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.

26-27 PLC schedule

	Day of the Week	Time	Location
CTE	1 st Mondays	2:30 PM-4:00 PM	ROTATE
CSS	1 st Tuesdays	1:00 PM-2:30 PM	ROTATE
ABE	1 st Wednesdays	2:30 PM-4:00 PM	BPACE
ESL	2 nd Thursdays	2:30 PM-4:00 PM	BPACE
Data	4 th Thursdays	2:30 PM-4:00 PM	Tri-Community

>>> Reviewed with the group. List of PLC topics, updated group list.

- 8.02: Attended Workshops/Conferences Debrief

1. CCAE State
2. California Statewide WIOA Meeting
 - a. CASAS secured the rights for TopsProEnterprise to be the reporting vehicle for Adult K12 Perkins.
 - b. In preparation, Adult K12 Perkins agencies should mark Perkins for all Perkins classes in TE starting with the 25-26 program year. Tischel will also mention this to Data Workgroup.

- 8.03: Member Updates >> went around the room

9. Closing Items

- 9.01: Next Steps / Assignments

1. Review Draft of Annual Plan for 26-27 and come prepared to discuss any adjustments. 1st Reading of the 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		
3rd Monday of the Month 1:00 PM – 3:00 PM		
Month	Date	Location
May	5/18/2026	Mt. SAC 40-140
June	6/15/2026	Mt. SAC 40-140

Steering Committee Meetings 2026-2027		
3rd Monday of the Month 1:00 PM – 3:00 PM		
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

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 (submitted)
- **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.caadulthoodtraining.org/>

- 1) **Admin Forum: Forecast: Unknown. Strategy: Strong. Budget Planning When Answers Are TBD**
May 14, 2026, 1:00 PM – 2:00 PM
<https://www.caadulthoodtraining.org/CALPRO/759?Type=%20%20>
- 2) **California WIOA, Title II: AEFLA Network Meeting - LA, Orange County, San Diego & Imperial**
May 22, 2026, 9:30 AM – 11:00 AM
<https://www.caadulthoodtraining.org/CASAS/9145?Type=12>
- 3) **Using Generative Artificial Intelligence (AI) in Adult Education for ESL Teachers**
May 22, 2026, 1:00 PM – 4:00 PM
<https://www.caadulthoodtraining.org/OTAN/445?Type=16>
- 4) **California Statewide WIOA II Network Meeting**
June 2, 2026, 1:00 PM – 4:00 PM
<https://www.caadulthoodtraining.org/CASAS/9247?Type=12>
- 5) **CASAS Summer Institute**
June 15-18, 2026, Garden Grove, CA
<https://www.casas.org/training-and-support/SI>
- 6) **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)
- 7) **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
- 8) **CAEP Summit (Save the Date)**
October 28-30, Santa Clara, CA
<https://summit.caladulthood.org/>
- 9) **CCAIE Southern-South Coast Regional Conference**
November 5-7, 2026, Palm Springs, CA

- 9.05: Adjournment >> 2:27 pm

Next Meeting: June 15, 2026, 1:00PM – 3:00PM
Mt. SAC School of Continuing Education
1100 Grand Ave. Building 40, Room 140
Walnut, CA 91789