



Steering Committee Meeting Agenda

****Date:**** Monday, October 19, 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/1vAL_1CynRKwNEl1e7xQ3KZRjXz6wYj?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	☐ Elizabeth Casian	☐ Jillanne Thomas	☐
	☐	☐	☐

- 1.02: Introductions

- 1.03: Agenda Review

2. Approval of Minutes

- Approval of Minutes from September 21, 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

- 4.01: Vote to Adopt Consortium Bylaws

Recommendation:

That the Steering Committee vote to approve and adopt the final consortium bylaws to establish our official governance framework, clarify member responsibilities, and ensure structured decision-making moving forward.

Summary:

The proposed bylaws serve as the foundational governance framework for our consortium, establishing the structural rules, leadership roles, and operational procedures necessary to guide our collaborative efforts. Building on over a decade of operations, adopting these bylaws replaces our preliminary governance plan with a transparent, legally sound, and organized structure for decision-making, membership management, and our continued growth.

****Motion:**** _____

****Second:**** _____

****Discussion:**** _____

****Roll Call Vote:****

Member Agency	Yes	No	Absent	Abstain	Designee
Baldwin Park	☐	☐	☐	☐	_____
Bassett	☐	☐	☐	☐	_____
Charter Oak	☐	☐	☐	☐	_____
Covina Valley	☐	☐	☐	☐	_____
Hacienda-La Puente	☐	☐	☐	☐	_____
Mt. SAC	☐	☐	☐	☐	_____
Pomona	☐	☐	☐	☐	_____
Rowland	☐	☐	☐	☐	_____

5. Discussion Items

- 5.01: ESL to AMLA Pathway Presentation and Discussion

Elizabeth Casian, Department Chair of the American Language, Mt. SAC

Jillanne Thomas, Part-Time AMLA faculty, Mt. SAC

- 5.02: ELL Grant Updates:

ELL Grant, Round 2:

ELL Grant, Round 3:

- 5.03: CalFresh / HR1 Updates

6. Informational Items

- 6.01:

7. Reports

- 7.01: Manager Report

- L.E.A.P. into Adult Education Registration Update

- 7.02: Attended Workshops/Conferences Debrief

- 7.03: Member Updates

8. Closing Items

- 8.01: Next Steps / Assignments

- Finish filling out the July 1, 2025 to June 30, 2026 Instructional Hours and Expenses by Program Area due (actuals). Due October 31, 2026.
 - Don't forget to add ELL grant funds

- 8.02: Future Meeting Dates

Steering Committee Meetings 2026-2027		
<i>3rd Monday of the Month 1:00 PM – 3:00 PM</i>		
Month	Date	Location
November	11-16-2026	Mt. SAC 40-140
~~December~~	~~No Meeting~~	~~Winter Break~~
~~January~~	~~No Meeting~~	~~MLK Holiday~~
February Retreat	2-10-2027	Mt. SAC 40-126
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

October 2026:

- **Oct 30:** 26/27 Member Program Year Budget and Workplan certified by Consortia in NOVA * (DONE)
- **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

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) CAEP Summit

October 28-30, Santa Clara, CA

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

2) 2026 ACCE Fall Zoom-In Conference

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

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

3) CCAE Southern-South Coast Regional Conference

November 5-7, 2026, Palm Springs, CA

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

4) OTAN Regional Canvas Summit | Southern California

November 12, 2026, 8:00 AM to 3:30 PM, Hacienda La Puente-Willow Center

<https://caadulthoodtraining.org/Home/OTAN/504?Type=16>

5) Mt. SAC Consortium L.E.A.P. into Adult Education Professional Development Conference

(Registration Open)

December 4, 2026, Embassy Suites by Hilton Brea-North Orange County

6) CAEAA State Conference 2027

February 3-5, 2027, Sacramento, CA

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

7) Mt. SAC Consortium Adult Ed Day (Save the Date)

March 4, 2027, 9:00 AM to 2:00 PM, Mt. SAC

8) OTAN Technology and Digital Learning Symposium 2027

March 5-6, 2027 Torrance Adult School/Online Hybrid

<https://tdls.otan.us/registration>

- 9.05: Adjournment

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

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Walnut, CA 91789