

Steering Committee Minutes Approved

Monday, July 21, 2025

1:00 pm to 3:00 pm

Mt. SAC SCE Bldg. 40 – Room 140

Meeting Folder: https://drive.google.com/drive/folders/1gcP4MZQaoAk0Emt3cpo_MUhROhHN5Gw8?usp=sharing

Baldwin Park <u>X</u> Veronica Valenzuela <u>X</u> Andrew Stager	Covina Valley <u> </u> Ryan Maddox <u>X</u> Sita Rampershad	Pomona <u>X</u> Miguel Hurtado <u> </u> Luis Rodriguez <u> </u> Monique Cardenas	Consortium <u>X</u> Tischel Diaz <u>X</u> Ana Ramos
Bassett <u>X</u> Adder Argueta <u> </u> Angel Villalon	Hacienda-La Puente <u>X</u> Gregory Buckner <u>X</u> Micah Goins	Rowland <u>X</u> Ivette Alvarado Valeriano <u>X</u> Stephani Garcia	Partners/guests present: <u>X</u> Mitchell Brunyer (RACE)
Charter Oak <u>X</u> Ivan Ayro <u> </u> Alayna Effinger	Mt. SAC <u>X</u> Tami Pearson <u>X</u> Madelyn Arballo		
<u>1:05pm</u> Welcome & Agenda Check <u>NO</u> Public Comment	Approval of the Minutes for 6/16/25 Motion to approve by Tami Pearson, Seconded by Miguel Hurtado Motion Approved Unanimously.		
Objectives for the day:	INTRODUCTION		
1. Consortium Updates	<div>Upcoming CAEP Due Dates</div> <div>July 2025<ul style="list-style-type: none">Jul 15: Student Data due in TOPSPro (Q4) FINALJul 21: Vote Approval for 2025-26 Annual Plan</div> <div>August 2025<ul style="list-style-type: none">Aug 15: Annual Plan for 2025-26 due in NOVA *Aug 15: <u>Soft Deadline</u> 23/24- and 24/25-Member Expense Report due in NOVA (Q4)Aug 15: ELL Grant Outcomes Templates (R1 & R2) dueAug 15: Reimbursement documents for ELL Grant, R2 dueAug 18: Vote to approve Allocation Amendment</div> <div>September 2025<ul style="list-style-type: none">Sep 1: 23/24 and 24/25-Member Expense Report due in NOVA (Q4)Sep 1: 25/26 Certification of Allocation Amendment due in NOVASep 15: <u>Soft Deadline</u> 25/26 Member Program Year Budget and Work Plan due in NOVASep 30: 23/24- and 24/25-Member Expense Report certified by Consortia in NOVA (Q4) *Sep 30: 25/26 Member Program Year Budget and Work Plan due in NOVASep 30: End of Q1</div>		

2. Review of Allocation Amendment	<p>Tischel shared the updated allocations based on the May revision, which included a 2.3% COLA, down from the previously published COLA of 2.43%. COLAs must follow the same % formula used for regular allocation, so there are no current adjustments to be made. These are the final numbers, and she shared and reviewed them so we can vote to approve the amendment at the August meeting.</p> <div><h3>Allocation Amendment</h3><table><tr><th></th><th>2024-25</th><th>2025-26</th><th>Increase</th></tr><tr><td>BPACE</td><td>\$7,291,514</td><td>\$7,459,217</td><td>\$167,703</td></tr><tr><td>BAS</td><td>\$3,094,521</td><td>\$3,165,695</td><td>\$71,174</td></tr><tr><td>C.O.</td><td>\$2,047,047</td><td>\$2,094,129</td><td>\$47,082</td></tr><tr><td>C.V.</td><td>\$4,242,059</td><td>\$4,339,626</td><td>\$97,567</td></tr><tr><td>HLPAGE</td><td>\$20,965,877</td><td>\$21,448,087</td><td>\$482,210</td></tr><tr><td>Mt. SAC SCE</td><td>\$1,066,984</td><td>\$1,091,523</td><td>\$24,539</td></tr><tr><td>PACE</td><td>\$2,487,231</td><td>\$2,544,437</td><td>\$57,206</td></tr><tr><td>RACE</td><td>\$2,120,553</td><td>\$2,169,326</td><td>\$48,773</td></tr><tr><td></td><td>\$43,315,786</td><td>\$44,312,040</td><td>\$999,254</td></tr></table></div>		2024-25	2025-26	Increase	BPACE	\$7,291,514	\$7,459,217	\$167,703	BAS	\$3,094,521	\$3,165,695	\$71,174	C.O.	\$2,047,047	\$2,094,129	\$47,082	C.V.	\$4,242,059	\$4,339,626	\$97,567	HLPAGE	\$20,965,877	\$21,448,087	\$482,210	Mt. SAC SCE	\$1,066,984	\$1,091,523	\$24,539	PACE	\$2,487,231	\$2,544,437	\$57,206	RACE	\$2,120,553	\$2,169,326	\$48,773		\$43,315,786	\$44,312,040	\$999,254
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3. Member Expense Report	<ul style="list-style-type: none">Corrective Action Plan required if member carryover is above 40%<ul style="list-style-type: none">Due in NOVA August 15th <p>Tischel reminded members about the member expense reports and their August 15th deadline into NOVA.</p> <p>She requested that you please send all your documentation to Ana and herself by that same deadline. A reminder that if an agency has an individual carryover of 40% or more of their 24-25 allocation, they will need to put in a corrective action plan narrative into NOVA in order to submit and that this will be year one regarding member carryover per our CFAD.</p>																																								
4. Annual Plan	<p>Tischel reviewed the Annual Plan and opened for discussion as to whether they wanted all of the strategies/goals listed for this year from the # Year Plan (3YP), or if they wanted to choose only a select number.</p> <p>She opened it for discussion if members. Members noticed a lot of repetition in the goals and came to a consensus on which goals were most aligned with the consortium’s vision and were within their scope.</p> <p>The annual plan is derived directly from the 3-year plan, which was already voted and approved at the June 2025 meeting. In the three-year plan, we denoted the activities we would be doing at individual agencies within the overall consortium each year.</p> <p>Tischel thanked them for their comments on the posted draft.</p> <p>Vote to approve the Annual Plan for the Year 2025-2026.</p> <p>Motion to bring the Annual Plan to a vote as read, moved by Greg Buckner and seconded by Tami Pearson.</p> <p>Unanimously approved for submission today, 7/21/25.</p>																																								

Vote to approve the 2025-26 Annual Plan is as follow:

Agency	Member	VOTE
BASSET	Adder Argueta	YES
BPACE	Veronica Valenzuela	YES
Charter Oak	Ivan Ayro	YES
Covina Valley	Sita Rampershad	YES
HLP AE	Greg Buckner	YES
Mt. SAC SCE	Tami Pearson	YES
PACE	Miguel Hurtado	YES
RACE	Ivette Alvarado-Valeriano	YES

**5. Consortium
Counselors Fall 2025**

- Start Dates for each school. Schedule changes?

Last year, transition counselors returned to in-person appointments on their campuses in September to allow campuses time to adjust to the fall. A couple of months ago, some members suggested that they may want them to return the first week of classes instead.

Tischel asked who wants them to come back earlier than September.

And if so, what date would that be?

All schools except for Charter Oak requested September start dates. Charter Oak runs on a quarter system and is in the middle of Summer, so it could use the counselor presence starting in August.

As far as the schedule, all schools except for RACE and BPACE will continue with the schedule below. BPACE and RACE have requested one evening, if possible.

Consortium Counselors: Fall 2025

BAS: <ul style="list-style-type: none"> • 1st Wednesdays: 830a-430p / • 3rd Mondays: 830a-430p 	BPACE: <ul style="list-style-type: none"> • 2nd Mondays: 830a-430p / • 4th Mondays: 830a-430p 	C.O.: <ul style="list-style-type: none"> • 2nd Tuesdays: 830a-430p / • 4th Wednesdays: 11a-7pm 	C.V.: <ul style="list-style-type: none"> • 1st Mondays: 830a-430p / • 3rd Wednesdays: 830a-430p
HLP AE: <ul style="list-style-type: none"> • 1st Tuesdays: 830a-430p / • 3rd Mondays: 830a-430p 	PACE: <ul style="list-style-type: none"> • 1st Mondays: 830a-430p / • 3rd Wednesdays: 11a-7pm 	RACE: <ul style="list-style-type: none"> • 2nd Mondays: 830a-430p / • 4th Tuesdays: 830a-430p 	

<p>6. CSS and CTE Workgroup Meetings</p>	<ul style="list-style-type: none"> • CSS volunteer for September meeting (Need Location) <ul style="list-style-type: none"> ○ PACE has volunteered to host September. • CTE volunteer for September meeting (Need Location) <ul style="list-style-type: none"> ○ Mt. SAC volunteered to host September • Tischel will go ahead and send out the calendar invites <div> <div>ABE/ASE</div> <ul style="list-style-type: none"> • 1st Wednesdays, 2:30-4 PM (BPACE) </div> <div> <div>CSS</div> <ul style="list-style-type: none"> • 3rd Tuesdays, 1-2:30 PM (ROTATE) </div> <div> <div>ESL</div> <ul style="list-style-type: none"> • 2nd Fridays, 2:30-4PM (Mt. SAC) </div> <div> <div>DATA</div> <ul style="list-style-type: none"> • 3rd Thursdays, 2:30-4 PM (Tri-Community) </div> <div> <div>CTE</div> <ul style="list-style-type: none"> • 2nd Tuesdays, 2:30-4 PM (ROTATE) </div>
<p>7. WIOA / Funding Discussion</p>	<ul style="list-style-type: none"> • Federal budget – discussion: shared thoughts, concerns • Shared potential strategies, challenges, and impact on students
<p>8. Co-Chairs Term Discussion</p>	<ul style="list-style-type: none"> • Interim: As part of the Government Plan, we have two co-chairs, one representing the college, one representing our adult schools. And the terms are set to align with the Three-Year Plan terms, which ended June 30th. By looking at the governance plan, there is no real process about how we appoint future Consortium Co-chairs. As of right now, the chairs are Veronica Valenzuela (adult school) and Madelyn Arballo (college chair). • Need to determine how to proceed in the future and place that process in the bylaws that are being drafted. This would require an interim co-chair until the Bylaws take place, hopefully in October, after a reading and a vote. • Consensus reached to keep Veronica Valenzuela and Madelyn Arballo as Interim Co-chairs until the bylaws have been passed. • What would that process look like? Would we call for... individuals who nominate themselves (voluntell), they should be nominated by other individuals
<p>9. Governance Plan Updates</p>	<ul style="list-style-type: none"> • Previous Version (approved April 2023) <ul style="list-style-type: none"> ○ https://drive.google.com/file/d/1Yk24btlaJTf5u4gXGAQsNRpFppi5s6kA/view?usp=sharing • Converted to Bylaws Draft <ul style="list-style-type: none"> ○ https://docs.google.com/document/d/1ZwDx7yOBLwAireP8UmMgXGRvcJ7F4YIMWSP3kyZan1c/edit?usp=sharing ○ Consensus was reached to direct the bylaws to expand and define • Opened for discussion <ul style="list-style-type: none"> ○ Co-Chair Selection Process <ul style="list-style-type: none"> ▪ Aligned with 3YP ▪ Need 1 College Representative / 1 Adult School Representative. ▪ Repetition clause? (yes). Would just need to put themselves forward again.

	<ul style="list-style-type: none"> ▪ Process for volunteer (in progress) <ul style="list-style-type: none"> ○ Rewording of the alternate representative statement (to not limit to only one alternate) ○ Confirmation of Brown Act Compliance ○ Motion to Vote and Vote within the same meeting in emergency situations (still in discussion)
10. ELL Grant Update	<ul style="list-style-type: none"> • Request for Budget Changes R1 and R2 <ul style="list-style-type: none"> ○ Sent out July 14 ○ Due back July 23 • Reimbursement for R2, Q4 due August 15, 2025 • Budget and Outcomes Template for R1 and R2 <ul style="list-style-type: none"> ○ Will be sent out July 31, 2025 ○ Due August 15, 2025 • Final Report for R1 TBD • Round 3: What do we want to use as criteria for allocating the funds for R3? <ul style="list-style-type: none"> ○ Any new pathways anticipated? Be prepared for the discussion • The outcomes will include students' success stories • If there are no revisions, just send an email stating there are No Revisions for round # at this time • Tischel asked who began spending R2 as of Q4? Potentially all schools.
11. Member Updates	<ul style="list-style-type: none"> • Around the Room <ul style="list-style-type: none"> ○ Summer Term ○ Expanding programs ○ Attending SC meeting on Dec. 15th? Discussion for next meeting ○ SC Retreat? February. Discussion for next meeting/Revisiting Calendar

12. Upcoming Events	<p>Please share any upcoming events you have: https://www.caadulthoodtraining.org/</p> <div><div>1) California Statewide WIOA II Network Meeting</div><div>July 29, 2025, 1:00PM – 2:30 PM</div><div>https://www.caadulthoodtraining.org/CASAS/8987?Type=12</div></div> <div><div>2) GED Conference</div><div>August 4-6, 2025, Chicago, IL</div><div>https://ged.cventevents.com/event/gedconference2025/overview</div></div> <div><div>3) 3rd Biennial Prison To University 2025 Conference</div><div>August 7, 2025, 8am to 3:30pm</div><div>https://PTU2025.eventbrite.com</div></div> <div><div>4) GED Convenings</div><div>Orange (Aug 19), Los Angeles (Aug 20), Jurupa (Aug 21), 8:30AM - 12:30PM</div><div>https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=3133&eventID=8</div></div> <div><div>5) Los Angeles Regional Adult Education Allied Health Collaborative</div><div>September 13th, 2025, 9:00AM-1:00PM, Los Angeles, CA</div><div>https://docs.google.com/forms/d/e/1FAIpQLSeKiyaQmbDnBTjpVDJHyLfs158QFXP7BjHle9c-LxYi2r5JFQ/viewform</div></div> <div><div>6) CAEP Summit 2025-Building Bridges to Success: Innovate, Integrate, Impact.</div><div>September 24-26, 2025, Anaheim, CA</div><div>https://californiacommunitycolleges.cventevents.com/event/69dbe8ef-b4d0-47f1-bb3e-198767a8235d/home</div></div>																																										
13. Future Meetings	<table><tr><th colspan="3">Steering Committee Meetings 2025-26</th></tr><tr><td colspan="3">3rd Monday of the Month 1:00 PM – 3:00 PM</td></tr><tr><th>Month</th><th>Dates</th><th>Location</th></tr><tr><td>August</td><td>8/18/2025</td><td>Mt. SAC 40-140</td></tr><tr><td>September</td><td>9/15/2025</td><td>Mt. SAC 40-140</td></tr><tr><td>October</td><td>10/20/2025</td><td>Mt. SAC 40-140</td></tr><tr><td>November</td><td>11/17/2025</td><td>Mt. SAC 40-140</td></tr><tr><td>December</td><td>12/15/2025</td><td>????</td></tr><tr><td>January</td><td>1/19/26</td><td>Holiday</td></tr><tr><td>February</td><td>2/16/26</td><td>Holiday (Schedule Retreat in February)</td></tr><tr><td>March</td><td>3/16/2026</td><td>Mt. SAC 40-140</td></tr><tr><td>April</td><td>4/20/2026</td><td>Mt. SAC 40-140</td></tr><tr><td>May</td><td>5/18/2026</td><td>Mt. SAC 40-140</td></tr><tr><td>June</td><td>6/15/2026</td><td>Mt. SAC 40-140</td></tr></table>	Steering Committee Meetings 2025-26			3rd Monday of the Month 1:00 PM – 3:00 PM			Month	Dates	Location	August	8/18/2025	Mt. SAC 40-140	September	9/15/2025	Mt. SAC 40-140	October	10/20/2025	Mt. SAC 40-140	November	11/17/2025	Mt. SAC 40-140	December	12/15/2025	????	January	1/19/26	Holiday	February	2/16/26	Holiday (Schedule Retreat in February)	March	3/16/2026	Mt. SAC 40-140	April	4/20/2026	Mt. SAC 40-140	May	5/18/2026	Mt. SAC 40-140	June	6/15/2026	Mt. SAC 40-140
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14. Next Steps/Assignments	<ul style="list-style-type: none"> • July 23: ELL Grant R1 & R2 Budget Adjustments due • Aug 15: Complete CAEP Member Expense Report (due in NOVA August 15) • Aug 15: ELL Grant Outcomes Templates (R1 & R2) due • Aug 15: Reimbursement documents for ELL Grant, R2 due • Brown Act Training September 15th
15. Adjourn	Next Meeting: August 18, 2025, 1:00 PM to 3:00 PM