Steering Committee Meeting Agenda

Date: Monday, November 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/1Jk6ZmrSjdVl78ADiQSGM48yclE2gSl9U?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 October 19, 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:

Recommendation:

Summary:

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: ELL Grant Updates:

ELL Grant, Round 2:

ELL Grant, Round 3:

- 5.02: CalFresh / HR1 Updates

- 5.03: Consortium Professional Development Conference Update

- 5.04: Steering Committee Retreat,

Mt. SAC-Heritage Hall
February 10, 2026
8:30 AM – 2:00 PM

Topics:
https://forms.gle/J4YhrQv3UFcFDWBk7

6. Informational Items

- 6.01:

7. Reports

- 7.01: Manager Report

- 7.02: Attended Workshops/Conferences Debrief

    - CAEP Director's Event & Summit
    - CCAE South Coast – Southern Regional Conference
    - ACCE Zoom In
    - ACSA Conference
    - OTAN Canvas Summit Regional Conference
    - COE Conference

- 7.03: Member Updates

8. Closing Items

- 8.01: Next Steps / Assignments

    - Retreat Topics
        - Annual Plan Check-in
        - Link for suggestions

- 8.02: Future Meeting Dates

Steering Committee Meetings 2026-2027		
3rd Monday of the Month 1:00 PM – 3:00 PM		
Month	**Date**	**Location**
~~December~~	~~No Meeting~~	~~Winter Break~~
~~January~~	~~No Meeting~~	~~MLK Holiday~~
February Retreat	2-10-2027	Mt. SAC 40-Heritage Hall
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

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.caadultedtraining.org/

1) **WIOA II Network Meeting**
   November 17, 2026, 1:00 PM – 2:00 PM, San Bernadino
   https://www.caadultedtraining.org/OTAN/524?Type=10

2) **Mt. SAC Consortium L.E.A.P. into Adult Education Professional Development Conference**
   December 4, 2026, Embassy Suites by Hilton Brea-North Orange County

3) **ELL Healthcare Pathways Virtual Open Office Hours**
   December 9, 2026, 12:00 PM – 1:00 PM
   https://www.caadultedtraining.org/CAEP/827?Type=12

4) **California Statewide WIOA II Network Meeting**
   January 05, 2027, 1:00 PM – 2:30PM
   https://www.caadultedtraining.org/CASAS/9408?Type=12

5) **California Statewide WIOA II Network Meeting**
   February 02, 2027, 1:00 PM – 2:30PM
   https://www.caadultedtraining.org/CASAS/9409?Type=12

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 (RETREAT): February 10, 2027
Mt. SAC School of Continuing Education
1100 Grand Ave. Heritage Hall
Walnut, CA 91789