

## Steering Committee Minutes

Monday, August 18, 2025

1:00 pm to 3:00 pm

Mt. SAC SCE Bldg. 40 – Room 140

**Approved**

Meeting Folder:

<b>Baldwin Park</b> <u>X</u> Veronica Valenzuela <u>X</u> Andrew Stager	<b>Covina Valley</b> <u>X</u> Ryan Maddox ___Sita Rampershad	<b>Pomona</b> <u>X</u> Miguel Hurtado ___Luis Rodriguez ___Monique Cardenas	<b>Consortium</b> <u>X</u> Tischel Diaz ___Ana Ramos
<b>Bassett</b> <u>X</u> Adder Argueta ___Angel Villalon	<b>Hacienda-La Puente</b> <u>X</u> Gregory Buckner <u>X</u> Micah Goins	<b>Rowland</b> <u>X</u> Ivette Alvarado Valeriano <u>X</u> Stephani Garcia	<b>Partners/guests present:</b> <u>X</u> Mitchell Brunyer (RACE) <u>X</u> Laura Perez (Mt. SAC)
<b>Charter Oak</b> <u>X</u> Ivan Ayro <u>X</u> Alayna Effinger	<b>Mt. SAC</b> ___Tami Pearson ___Madelyn Arballo		
<u>1:05pm</u> <b>Welcome &amp; Agenda Check</b> <u>NO</u> Public Comment	<b>Approval of the Minutes for 7/21/25</b> <b>Motion to approve by Greg Buckner, Seconded by Ivan Ayro</b> <b>Motion Approved Unanimously.</b>		
<b>Objectives for the day:</b>	INTRODUCTION		
<b>1. Consortium Updates</b>	<div>Upcoming CAEP Due Dates</div> <div>August 2025</div> <ul style="list-style-type: none"><li><del>Aug 15: Annual Plan for 2025-26 due in NOVA *</del></li><li><del>Aug 15: Reimbursement documents for ELL Grant, R2 due (done)</del></li><li>Aug 15: <u>Soft Deadline</u> 23/24- and 24/25-Member Expense Report due in NOVA (Q4)</li><li>Aug 15: ELL Grant Outcomes Templates (R1 &amp; R2) due</li><li>Aug 18: Vote to approve Allocation Amendment</li></ul> <div>September 2025</div> <ul style="list-style-type: none"><li>Sep 1: 23/24 and 24/25-Member Expense Report due in NOVA (Q4)</li><li>Sep 1: 25/26 Certification of Allocation Amendment due in NOVA</li><li>Sep 15: <u>Soft Deadline</u> 25/26 Member Program Year Budget and Work Plan due in NOVA</li><li>Sep 30: 23/24- and 24/25-Member Expense Report certified by Consortia in NOVA (Q4) *</li><li>Sep 30: 25/26 Member Program Year Budget and Work Plan due in NOVA</li><li>Sep 30: End of Q1</li></ul>		

## 2. Review of Allocation Amendment

### Motion to Approve Allocation Amendment (2025-2026)

Tischel presented the final numbers for the updated allocations, which include a 2.3% cost-of-living adjustment (COLA) from the May revise. This is a slight decrease from the previously anticipated 2.43% COLA.

These are the final numbers, and no further adjustments are needed. They were reviewed in preparation for a vote to approve the amendment at today's August meeting.

A motion to bring the Allocation Amendment for 2025-2026 to a vote was moved by Veronica Valenzuela and seconded by Miguel Hurtado.

The motion was passed. (Vote date: 8/18/25)

#### Allocation Amendment

	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
PAGE	\$2,487,231	\$2,544,437	\$57,206
RAGE	\$2,120,553	\$2,169,326	\$48,773
	\$43,315,786	\$44,312,040	\$999,254

AGENCY	MEMBER	VOTE
BPAGE	Veronica Valenzuela	YES
BASS	Adder Argueta	YES
CHARTER OAK	Ivan Ayro	YES
COVINA VALLEY	Ryan Maddox	YES
HLPAGE	Greg Buckner	YES
MT. SAC SCE	Madelyn Arballo	Absent
PAGE	Miguel Hurtado	YES
RAGE	Yvette Valeriano	YES

## 3. Member Expense Report/Carryover Discussion

### 2024-25 Consortium Carryover Projections

- Required to annually spend 80% of the current year's allocation as a consortium.
- If out of compliance 1<sup>st</sup> year, a written expenditure plan is required for the following year (24-25).
- If out of compliance two consecutive years (starting 2023-24), then additional measures may and can be made (including the reallocation of funds to other members of the consortium).
- Through Q4, spent almost 800K over our estimates

### 2024-25 Total Budget (Current Allocation Carryover)

- Anticipated Carryover 14%
- Actual Carryover 12%

### 2024-25 Allocation Budget

- Anticipated Carryover 17%
- Actual Carryover 14.5%

**We are on track and back in compliance!!!**

<b>4.</b> WIOA / Federal Budget Discussion	<b>Federal Budget Discussion</b> The committee continued its discussion of the federal budget. Members shared their thoughts and concerns regarding the potential impact of the budget on students. Strategies for navigating these challenges were also discussed.
<b>5.</b> Brown Act	<ul style="list-style-type: none"> <li>• A training session has been scheduled for <b>Monday, September 15, 2025</b>.</li> <li>• Tischel asked the members for any specific topics they would like to have covered or clarified during the training. She is currently preparing a list of possible topics and items to share.</li> </ul>
<b>6.</b> Annual Plan and 3YP Closeout	<ul style="list-style-type: none"> <li>• Tischel provided an update on the completed submission process</li> </ul>
<b>7.</b> ELL Healthcare Pathway	<b>Round 1:</b> <ul style="list-style-type: none"> <li>• Q4 Outcomes were due August 15<sup>th</sup></li> <li>• Final Report TBD</li> </ul> <b>Round 2:</b> <ul style="list-style-type: none"> <li>• All schools have begun spending as of Q4</li> <li>• Reimbursement Checks are all sent out. All received?</li> <li>• Q4 Outcomes were due August 15<sup>th</sup>.</li> </ul> <b>Round 3: TBD</b> <ul style="list-style-type: none"> <li>• No information released yet.</li> <li>• New Pathways? <ul style="list-style-type: none"> <li>○ Mt. SAC Possibly RBT</li> </ul> </li> <li>• Thoughts on the funding formula?</li> </ul>
<b>8.</b> Consortium Event Dates	<ul style="list-style-type: none"> <li>• <b>Fall PD Conference</b> <ul style="list-style-type: none"> <li>○ Friday, December 5, 2025, 8 am to 2 pm, Kellogg West Conference Center</li> <li>○ Per SC consensus, registration link will be sent to SC and they will decide who can attend.</li> </ul> </li> <li>• <b>Adult Ed Day</b> <ul style="list-style-type: none"> <li>○ Tuesday, March 10, 2026, 9 am to 2 pm, Mt. SAC Summit Event Center</li> </ul> </li> </ul>
<b>9.</b> Spring Retreat Date Discussion	<ul style="list-style-type: none"> <li>• Date was set for the upcoming Steering Committee Retreat</li> <li>• February 18, 2025</li> </ul>
<b>10.</b> Governance Plan/Bylaws Draft	<b>Bylaws Review and Discussion</b> <ul style="list-style-type: none"> <li>• Previous Version (approved April 2023)</li> <li>• Converted to Bylaws Draft</li> </ul> <p>Tischel will continue to edit the draft, and the draft will remain open for comment online in between meetings.</p>
<b>11.</b> Member Updates	<ul style="list-style-type: none"> <li>• Around the Room <ul style="list-style-type: none"> <li>○ Fall Term</li> <li>○ SC Retreat? February.</li> </ul> </li> </ul>

<p><b>12. Upcoming Events</b></p>	<p>Please share any upcoming events you have:</p> <p><a href="https://www.caadultedtraining.org/">https://www.caadultedtraining.org/</a></p> <ol style="list-style-type: none"> <li> <p><b>1) California Statewide WIOA II Network Meeting</b>  August 26, 2025, 1:00PM – 2:30 PM  <a href="https://www.caadultedtraining.org/CASAS/9020?Type=12">https://www.caadultedtraining.org/CASAS/9020?Type=12</a></p> </li> <li> <p><b>2) HSE Convenings</b>  Orange (Aug 19), Los Angeles (Aug 20), Jurupa (Aug 21), 8:30AM - 12:30PM  <a href="https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=3133&amp;eventID=8">https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=3133&amp;eventID=8</a></p> </li> <li> <p><b>3) CWA: MEETING OF THE MINDS 2025</b>  September 2-4, 2025, Monterey, CA  <a href="https://web.cvent.com/event/3ef3e0b4-f7b6-466e-8d92-bd7d4a78f1b9/summary?RefId=CC%20Email">https://web.cvent.com/event/3ef3e0b4-f7b6-466e-8d92-bd7d4a78f1b9/summary?RefId=CC%20Email</a></p> </li> <li> <p><b>4) CAEP Summit 2025-Building Bridges to Success: Innovate, Integrate, Impact.</b>  September 24-26, 2025, Anaheim, CA  <a href="https://californiacommunitycolleges.cventevents.com/event/69dbe8ef-b4d0-47f1-bb3e-198767a8235d/home">https://californiacommunitycolleges.cventevents.com/event/69dbe8ef-b4d0-47f1-bb3e-198767a8235d/home</a></p> </li> <li> <p><b>5) Los Angeles Regional Adult Education Allied Health Collaborative</b>  October 4th, 2025, 9:00AM-1:00PM, Los Angeles, CA (date update)  <a href="https://docs.google.com/forms/d/e/1FAIpQLSeKiyaQmbDnBTjpVDJHyLfs158QFXP7BjHle9c-LxYi2r5JFQ/viewform">https://docs.google.com/forms/d/e/1FAIpQLSeKiyaQmbDnBTjpVDJHyLfs158QFXP7BjHle9c-LxYi2r5JFQ/viewform</a></p> </li> <li> <p><b>6) Advancing California Apprenticeship Summit</b>  October 7 - October 9, 2025, Riverside, CA  <a href="https://web.cvent.com/event/a9757f18-f68d-47c7-9c35-50eac1728f17/summary">https://web.cvent.com/event/a9757f18-f68d-47c7-9c35-50eac1728f17/summary</a></p> </li> <li> <p><b>7) CTE Conference</b>  November 19-21, 2025 Rancho Mirage, CA  <a href="https://www.cteconference.org/">https://www.cteconference.org/</a></p> </li> <li> <p><b>8) CCAE Southern-South Coast Region Conference (SAVE THE DATE)</b>  November 20-22, 2025, Palm Springs, CA  <a href="https://www.ccaestate.org/south-coast.html">https://www.ccaestate.org/south-coast.html</a></p> </li> <li> <p><b>9) LEAP into Adult Education, Mt. SAC Consortium Annual PD Conference (SAVE THE DATE)</b>  Friday, December 5, 2025, 8AM to 2PM, Kellogg West Conference Center</p> </li> <li> <p><b>10) Mt. SAC Consortium Adult Ed Day (SAVE THE DATE)</b>  Tuesday, March 10, 2026, 9AM to 2PM, Mt. SAC</p> </li> </ol>
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13. Future Meetings	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	We will keep in case ELL R3 is released and the meeting is needed.
	January	1/19/26	Holiday
	February	2/18/2026 2/16/26	Steering Committee Retreat Holiday
	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
14. Next Steps/Assignments	• Brown Act Training September 15th		
15. Adjourned: 2:00 PM	Next Meeting: September 15, 2025, 1:00 PM to 3:00 PM		