



Steering Committee Meeting Agenda

****Date:**** Monday, April 20, 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/1v36UI3wNbARSEpaaEH_WIWbyPM79j-yu?usp=sharing

1. Welcome

- 1.01: Call to Order
- 1.02: Introductions
- 1.03: Agenda Review

2. Approval of Minutes

- Approval of Minutes from March 16, 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. Reports

- 4.01: Fiscal / Budget Report: No Items
- 4.02: Grant Updates: No Items

5. Action Items

- 5.01: Vote to approve and submit the 2026-27 Consortium Fiscal Administration Declarations for the Mt. SAC Regional Adult Education Consortium

****Motion:**** _____

****Second:**** _____

****Discussion:**** _____

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

6. Discussion Items

- 6.01: Discussion and Consensus on whether to request a twelve-month extension for the English Language Learner (ELL) Healthcare Pathways Grant, Round 2.
- 6.02: Consortium Map Draft (Adder Argueta)
- 6.03: Continued Discussion on the working draft of the proposed mission statement for the Consortium
- 6.04: Public Comment process
- 6.05: Discussion on proposed Capital Outlay/Improvement Project threshold for the consortium
- 6.06: Continued discussion on the working draft of the proposed bylaws for the Consortium
- 6.07: Transition Counselors Summer Dates by agency

7. Informational Items

- 7.01:

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?

- 8.02: Attended Workshops/Conferences Debrief

1. COABE?
2. Any Others?

- 8.02: Member Updates

9. Closing Items

- 9.01: Next Steps / Assignments

1. Review Three Year Plan Year 1 Goals and come prepared to discuss any adjustments to those for the 26-27 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		
<i>3rd Monday of the Month 1:00 PM – 3:00 PM</i>		
Month	Date	Location
May	5/18/2026	Mt. SAC 40-140
June	6/15/2026	Mt. SAC 40-140

- 9.03: CAEP Due Dates

April 2026

- **Apr 20:** Vote to Approve and Submit CFAD
- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

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
- **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.caadultedtraining.org/>

1) Allied Health Collaborative *(Cancelled due to LAUSD Strike)*

April 18, 2026, Los Angeles, CA

<https://laraec.org/>

2) CCAE State Conference

April 30-May 2, 2026, San Diego, CA

<https://www.ccaestate.org/2026-conference.html>

3) Admin Forum: Forecast: Unknown. Strategy: Strong. Budget Planning When Answers Are TBD

May 14, 2026, 1:00 PM – 2:00 PM

<https://www.caadultedtraining.org/CALPRO/759?Type=%20%20>

4) CASAS Summer Institute

June 15-18, 2026, Garden Grove, CA

<https://www.casas.org/training-and-support/SI>

5) 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=001004000000aORqmDkfU7iyMDLVrLc\\$ksnxNsjkBk9qtY4P2e](https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=5856&eventID=13&CSPCHD=001004000000aORqmDkfU7iyMDLVrLc$ksnxNsjkBk9qtY4P2e)

- 9.05: Adjournment

Next Meeting: May 18, 2026, 1:00PM – 3:00PM

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