

Steering Committee Agenda MINUTES

Monday, October 20, 2025

1:00 pm to 3:00 pm

Mt. SAC SCE Bldg. 40 – Room 140

Baldwin Park <input checked="" type="checkbox"/> Veronica Valenzuela <input checked="" type="checkbox"/> Andrew Stager	Covina Valley <input checked="" type="checkbox"/> Ryan Maddox <input checked="" type="checkbox"/> Sita Rampershad	Pomona <input checked="" type="checkbox"/> Miguel Hurtado <input checked="" type="checkbox"/> Luis Rodriguez <input checked="" type="checkbox"/> Jennifer Ramos	Consortium <input checked="" type="checkbox"/> Tischel Diaz <input type="checkbox"/> Ana Ramos
Bassett <input checked="" type="checkbox"/> Adder Argueta <input type="checkbox"/> Angel Villalon	Hacienda-La Puente <input checked="" type="checkbox"/> Elbia Sarabia <input checked="" type="checkbox"/> Micah Goins	Rowland <input checked="" type="checkbox"/> Mitchell Brunyer <input type="checkbox"/> Ivette Alvarado Valeriano <input type="checkbox"/> Stephani Garcia	Partners/guests present: <input checked="" type="checkbox"/> Marie Tyra (Mt. SAC) <input checked="" type="checkbox"/> Tammy Mazziotti (Mt. SAC)
Charter Oak <input checked="" type="checkbox"/> Ivan Ayro <input checked="" type="checkbox"/> Alayna Effinger	Mt. SAC <input type="checkbox"/> Tami Pearson <input type="checkbox"/> Madelyn Arballo <input checked="" type="checkbox"/> Laura Perez		

<input type="checkbox"/> Welcome & <input type="checkbox"/> Agenda Check <input type="checkbox"/> Public Comment	Approval of the minutes for 9/15/25 Motion to approve <u>VV</u> Second <u> </u> Vote. Approved
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Objectives for the day:

1. Consortium Updates	<p style="text-align: center;">Upcoming CAEP Due Dates</p> <p>October 2025</p> <ul style="list-style-type: none"> Oct 30: 25/26 Member Program Year Budget and Work Plan certified by Consortia in NOVA * Oct 31: Student data due in TOPSPro (Q1) Oct 31: Employment and Earnings Follow-up Survey <p>November 2025</p> <ul style="list-style-type: none"> Nov 14: <u>Soft Deadline:</u> 25/26 Member Expense Report Due in NOVA (Q1) Nov 14: <u>Soft Deadline:</u> July 1, 2024, to June 30, 2025, Instructional Hours and Expenses by Program Area due (actuals) in NOVA <p>December 2025</p> <ul style="list-style-type: none"> Dec 1: 25/26 Member Expense Report Due in NOVA (Q1) Dec 1: July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium Dec 31: 25/26 Member Expense Report certified by Consortia in NOVA (Q1) Dec 31: End of Q2
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	<p>January 2026</p> <ul style="list-style-type: none"> ● Jan 31: Student Data due in TOPSPro (Q2) ● Jan 31: Employment and Earnings Follow-up Survey
<p>2. Articulation Agreements</p>	<ul style="list-style-type: none"> ● Marie Tyra & Tammy Mazziotti (Mt. SAC) ● Discussed current articulations with adult school partners and Mt. SAC and the importance of timelines for agreement completion for credit receipt for students. ● Discussed possibilities of the expansion of articulation with consortium healthcare pathway courses and MEDI 90 at Mt. SAC. ● Members to report to their teachers about the articulation opportunities for MEDI 90. ● Potential for CTE-STV PLC spearheading a group to take this on for Fall 2026?
<p>3. Capital Expenditures Clarification</p>	<p>No specific CAEP guidance on a set threshold for reporting capital expenditure. Tischel will check with each agency to determine each district's threshold and report back to the steering committee later, aiming to identify a commonality that can be implemented for the consortium.</p>
<p>4. WIOA / Funding Discussion</p>	<p>GAN is still not released.</p>
<p>5. English Language Learner (ELL) Grant Update</p>	<ul style="list-style-type: none"> ● Final Report for R1 FINALLY released <ul style="list-style-type: none"> ○ Due to Tischel 11-6-2025 ○ 89% completion rate <ul style="list-style-type: none"> ▪ 331 enrollees ▪ 296 completers ▪ 99 job placements ▪ 120 transitions to credit ● Round 2 Results so far <ul style="list-style-type: none"> ○ Year 1: <ul style="list-style-type: none"> ▪ 500 enrollees ▪ 305 completers ▪ 162 confirmed job placements ▪ 69 transitions ● Round 3 - Updates <ul style="list-style-type: none"> ○ New Process <ul style="list-style-type: none"> ▪ \$50M available (up from \$40M in R2) ▪ Awards ranging between \$1-5M ▪ Up to 20 consortium awards (down from 44-50 in prior two rounds) ▪ Delayed start date of FY25-26 is now FY26-27 ▪ 36-month grant cycle ○ Review currently included programs ○ Any new pathways anticipated

	<ul style="list-style-type: none"> ○ Review LMI Data <p>The group discussed job placement challenges and remediation strategies for various healthcare programs, including medical billing and coding, dental assistant, and EMT. Shared that the first cohort of medical billing and coding students had completed their year-long program, with plans to submit for COE approval by the end of next month. Discussed implementing remediation classes for students struggling with certifications, like their approach for EMT and medical assistant programs. The group also reviewed labor market assessments for different programs, noting concerns about job openings, living wages, and placement rates, particularly for dental assistants and EMTs in their area.</p> <p>Tischel discussed the challenges and opportunities in developing pathways for students to transition from CNA to LVN programs, highlighting the potential for additional certifications, such as HHA, to increase marketability. She emphasized the importance of collaboration between consortium members to support students in obtaining these credentials. Tischel also mentioned the role of consortium counselors in facilitating these transitions, pending administrator support.</p> <p>The group discussed student transitions between healthcare programs, with a particular focus on how students transition from CNA to HHA programs and beyond.</p> <p>The group discussed several key topics, including student transitions between programs, job placement services, and upcoming conferences. It was proposed to explore the idea of a consortium-level job developer position to help with student placements as part of the ELL grant application, with a focus on classified rather than certificated staffing. It was requested that Tischel bring a sample job description with estimated staffing costs for the next three years for discussion at the meeting.</p>
<p>6. Consortium Event Dates</p>	<ul style="list-style-type: none"> ● Fall PD Conference (Updates) <ul style="list-style-type: none"> ○ Friday, December 5, 2025, 8:30 am to 2 pm, Kellogg West Conference Center ○ Potential Speaker and Costs ● Adult Ed Day (Updates) <ul style="list-style-type: none"> ○ Tuesday, March 10, 2026, 9 am to 2 pm, Mt. SAC Summit Event Center
<p>7. Bylaws Review and Discussion</p>	<ul style="list-style-type: none"> ● Governance Plan (approved April 2023) <ul style="list-style-type: none"> ○ https://drive.google.com/file/d/1Yk24btlaJtF5u4gXGAQsNRpFppi5s6kA/view?usp=sharing ● Bylaws Draft (in progress) <ul style="list-style-type: none"> ○ https://docs.google.com/document/d/1ZwDx7yOBLwAjreP8UmMgXGRvcJ7F4YIMWSP3kyZan1c/edit?usp=sharing ● Open for comment
<p>8. Attended Events / Conferences</p>	<ul style="list-style-type: none"> ● CAEP Summit ● Allied Health Collaborative

<p>9. Member Updates</p>	<ul style="list-style-type: none"> ● Around the Room
<p>10. Upcoming Events</p>	<p>Please share any upcoming events you have: https://www.caadulthoodtraining.org/</p> <ol style="list-style-type: none"> <p>1) California Statewide WIOA II Network Meeting October 28, 2025, 1:00 PM – 2:30 PM https://www.caadulthoodtraining.org/CASAS/9010?Type=12</p> <p>2) ELL Healthcare Pathways Virtual Open Office Hours October 30, 2025, 12:00 PM – 1:00 PM https://www.caadulthoodtraining.org/CAEP/774?Type=12</p> <p>3) California (CA) Integrated EL Civis (IELCE) Network Meeting November 5, 2025, 1:00 PM-2:30 PM https://www.caadulthoodtraining.org/CASAS/9052?Type=12</p> <p>4) ACCE Fall 2025 Zoom-In Wednesday, November 12, 2025 http://www.acceonline.org/store/c3/Conference_Registration.html</p> <p>5) CTE Conference November 19-21, 2025, Rancho Mirage, CA https://www.cteconference.org/</p> <p>6) CCAE Southern-South Coast Region Conference (SAVE THE DATE) November 20-22, 2025, Palm Springs, CA https://www.ccaestate.org/south-coast.html</p> <p>7) LEAP into Adult Education, Mt. SAC Consortium Annual PD Conference (SAVE THE DATE) Friday, December 5, 2025, 8 AM to 2 PM, Kellogg West Conference Center</p> <p>8) 2026 CAEAA State Conference February 11–13, 2026, San Diego, CA http://bit.ly/4o8iIE4</p> <p>9) OTAN Technology & Digital Learning Symposium (SAVE THE DATE) March 6-7, 2026, Seaside, CA https://tdls.otan.us/</p> <p>10) Mt. SAC Consortium Adult Ed Day (SAVE THE DATE) Tuesday, March 10, 2026, 9 AM to 2 PM, Mt. SAC</p>

	<p>11) ACCE Spring 2026 Annual Conference (SAVE THE DATE) March 11-13, 2026 http://www.acceonline.org/events.html</p> <p>12) COABE National Conference (SAVE THE DATE) April 12-15, 2026, Indianapolis, IN https://www.coabe.org/coabe-2026</p> <p>13) Allied Health Collaborative (SAVE THE DATE) Friday, April 18, 2026 https://laraec.org/</p> <p>14) CCAE State Conference (SAVE THE DATE) April 30-May 2, 2026 https://www.ccaestate.org/2026-conference.html</p>
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11. Future Meetings	<table border="1" style="width: 100%; text-align: center;"> <tr> <th colspan="3">Steering Committee Meetings 2025-26</th> </tr> <tr style="background-color: yellow;"> <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>November</td> <td>11/17/2025</td> <td>Mt. SAC 40-140</td> </tr> <tr> <td>December</td> <td>12/15/2025</td> <td>We will keep in case of ELL deadline</td> </tr> <tr> <td>January</td> <td>1/19/26</td> <td>No Meeting - Holiday</td> </tr> <tr> <td>February</td> <td>2/18/2026 2/16/26</td> <td>Steering Committee Retreat</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	November	11/17/2025	Mt. SAC 40-140	December	12/15/2025	We will keep in case of ELL deadline	January	1/19/26	No Meeting - Holiday	February	2/18/2026 2/16/26	Steering Committee Retreat	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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12. Next Steps/Assignments	Complete ELL Final Reports by November 6, 2025																																	
13. Adjourn	Next Meeting: November 17, 2025, 1:00 PM to 3:00 PM																																	