



Steering Committee Meeting Minutes

****Date:**** Monday, June 15, 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/1SJQNVOSV_Jkse6Fg33aS6bdHzSRPEqD?usp=sharing

1. Welcome

- 1.01: Call to Order

>>>> 1:09 pm

Member Agency	Member Designee	Alternate	Alternate
Baldwin Park	X Veronica Valenzuela	X Andrew Stager	☐
Bassett	X Adder Argueta	☐ Angel Villalon	☐
Charter Oak	☐ Ivan Ayro	☐ Alayna Effinger	☐
Covina Valley	☐ Ryan Maddox	X Sita Rampershad	☐
Hacienda-La Puente	X Elbia Sarabia	☐ Micah Goins	☐
Mt. SAC	X Tami Pearson	X Madelyn Arballo	X Laura Perez
Pomona	☐ Miguel Hurtado	☐ Luis Rodriguez	X Jennifer Ramos
Rowland	X Mitchell Brunyer	☐ Stephani Garcia	☐ Ivette Alvarado Valeriano
Consortium	X Tischel Diaz	X Denise Lieu	☐ Ana Ramos
Guests/ Partners	☐	☐	☐
	☐	☐	☐

- 1.02: Introductions

- 1.03: Agenda Review

2. Approval of Minutes

- Approval of Minutes from April 20, 2026 & May 18, 2026

Motion: ____X____ Second: ____X____ Vote: ____7 votes, 1 absent____

Motion: ____X____ Second: ____X____ Vote: ____7 votes, 1 absent____

Not a roll call vote. All in favor? Count ayes. List in the minutes

Member Agency	Yes	No	Abstain	Absent	Designee Initials
Baldwin Park	☐ ☐	☐ ☐	☐ ☐	☐ ☐	__VV__

Bassett	☐ ☐	☐ ☐	☐ ☐	☐ ☐	<u>AA</u>
Charter Oak	☐ ☐	☐ ☐	☐ ☐	☐ ☐	<u>---</u>
Covina Valley	☐ ☐	☐ ☐	☐ ☐	☐ ☐	<u>SR</u>
Hacienda-La Puente	☐ ☐	☐ ☐	☐ ☐	☐ ☐	<u>ES</u>
Mt. SAC	☐ ☐	☐ ☐	☐ ☐	☐ ☐	<u>TP</u>
Pomona	☐ ☐	☐ ☐	☐ ☐	☐ ☐	<u>JR</u>
Rowland	☐ ☐	☐ ☐	☐ ☐	☐ ☐	<u>MB</u>

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:

- 4.02: Grant Updates:

1. Round 2: Extension officially received. Extension agreement set to go to Mt. SAC July board and contract signed by end of July.
 >>>> 1 year extension on round 2 grants outcomes and funding.
2. Round 3: We got it!
 >>>> We received formal notification of the award. Awaiting next steps.

5. Action Items

- 5.01:

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	☐	☐	☐	☐	_____

6. Discussion Items

- 6.01: Annual Plan Discussion

Review and Discuss Draft of 2026-2027 CAEP Annual Plan.

>>>> Due August 2. Discussing today and voting in the July meeting. Approve and submit into NOVA.

>>>> RACE: Ok

>>>> Covina Valley: Ok

>>>> Rowland: Ok

>>>> Baldwin Park: Ok

>>>> HLP: Ok / ADP to SEP: Good

>>>> Consortium Wide: updated email with PD conference and individual work groups

>>>> Bassett: Ok

>>>> Rowland: Community partnership advisory team will probably fall off. Per Tischel, haven't moved forward to the 3rd year of the plan. Revist next year.

>>>> Mt. SAC: Ok / AWD certificate pathways on track for Fall 2026

>>>> Pomona: Ok

>>>> Charter Oak: Tischel will check with them.

>>>> IET offerings: updated to show for this year that Pomona, Bassett, and Rowland all completed the IET clinic. Rowland & Covina Valley: designing curriculum and ongoing, next year's goal is to offer 1s Cohort of IET programming. Pomona & Bassett: designing curriculum in the Fall

>>>> Baldwin Park: HVAC & automotive pathways

>>>> Ongoing TE portal skills for tracking & working on getting all that going. Promote, Coordinate & offer PD activities: workshops in the workgroups. Keeping companion of topics requested by faculty still ongoing.

>>>> Original Needs assessment: Adding: resource looking at our regional populations when we're determining our programming. Mt. SAC: Tami will review workforce development piece and inform Tischel of any charges. Bassett: Digital Literacy: received a grant for \$25,000 to serve 150 students, give them 8 hours, and each a Kindle. Baldwin Park: will revise & inform Tischel

>>>> Move this from discussion item to action item for July board meeting in order to vote to approve.

- 6.02: Consortium Map Draft (Adder Argueta)

>>>> Hold – Table: Revision made and will discuss at the next meeting

- 6.03: Continued discussion on the working draft of the proposed mission statement for the Consortium. Review Stakeholder Feedback

>>> They liked our emphasis on collaboration as individual agencies working together collaboratively, brevity of it, good length, student-centered, important to them, and the outcomes were very explicitly stated.

>>>> Least liked: a lot of text, one person rewrote the mission statement, making sure we are focusing on the mission statement being very holistic, how it's affecting the students' quality of life, cross-institution might be a little narrow. How are you working towards this goal with your schools and within districts?

>>>> and diverse needs leads to transformative. Tischel is going to work on wording / break down the second sentence to a smaller one so it become two and three sentences.

>>>> towards the end, where it says to improve workforce outcomes ... transforming lives.

- 6.04: Discuss ELL Healthcare Grant, Round 3

- a) Discuss revised grant allocations (request motion to vote in July)
 - >>>>> Rowland has decided that, because we are moving focus from potential programs to actively offered programs, they are going to step back from the CNA program as part of Round 3 in the ELL grant. They are going to refocus their efforts on being a conduit to other healthcare pathways across the consortium.
 - >>>>> Shared the new revised allocations based on programs offered by each agent. Since these are a 3-yr allocation, your annual allocation would be 1/3 of the amounts listed.
- b) Discussed activities listed in application
- c) Discussion on the initial draft of subaward contracts for ELL Healthcare Grant, Round 3
 - >>>>> For your agency, who will be the project lead and the agency's authorized signatory. Going over all the expectations for the group.
 - Reminder about Round 3: every program needs to have at least one accelerated learning model attached to it. Examples include IET, work-based learning (externships, clinical hours), co-enrollment, or bridge programs that lead into one of the programs. Discussed expectations that each agency is to retain and be responsible for managing their programs. Consortium-wide shareable curriculum. Career navigators help get from one school to the next. Data collection: how many individuals passed, transitioned, etc. Collaboration: Faculty work groups intentionally around building collective AI literacy modules

7. Informational Items

- 7.01:

8. Reports

- 8.01: Manager Report

1. AI training for ESL faculty Debrief

>>>> 40 attendees registered and 28 attended. Feedback positive. Faculty engaged throughout.

- 8.02: Attended Workshops/Conferences Debrief

- 8.03: Member Updates

>>>> Went around the room and members gave updates.

9. Closing Items

- 9.01: Next Steps / Assignments

1. Come prepared to vote to approve and submit the 2026-2027 CAEP Annual Plan
2. Final Allocations for ELL Round 3 <<< Added

- 9.02: Future Meeting Dates

Steering Committee Meetings 2026-2027		
3rd Monday of the Month 1:00 PM – 3:00 PM		
Month	Date	Location
July	7-20-2026	Mt. SAC 40-140
August	8-17-2026	Mt. SAC 40-140
September	9-21-2026	Mt. SAC 40-140
October	10-19-2026	Mt. SAC 40-140
November	11-16-2026	Mt. SAC 40-140
REMOVE December	12-21-2026??	Mt. SAC 40-140
January	No Meeting	MLK Holiday
February	Ask in Sept 2026 >> Retreat? Choose Date	Mt. SAC 40-140
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

- 9.03: CAEP Due Dates

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 CAEP Annual Plan
- Jul 20: Vote to Approve New ELL Grant, Round 3 Allocations.

August 2026:

- Aug 15: Annual Plan for 2026-27 due in NOVA
- Aug 15: Tentative deadline for 25-26 outcomes report for ELL Grant, Round 3

September 2026:

- Sep 1: 25/26 Member Expense Report due in NOVA (Q4)

- **Sep 1:** 26/27 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 25/26 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 26/27 Member Program Year Budget and Workplan due in NOVA
- **Sep 30:** End of Q1; NOVA carryover compliance snapshot taken at 11:59 pm

- 9.04: Upcoming Workshops / Conferences / Trainings

Please share any upcoming events you have:

<https://www.caadulthoodtraining.org/>

1) CASAS Summer Institute

June 15-18, 2026, Garden Grove, CA

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

2) TOPSpro Enterprise (TE) Admin Portal

June 25, 2026, 11:00 AM – 12:30 PM

<https://www.caadulthoodtraining.org/CASAS/9215?Type=11>

3) 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\\$ksnxNsjsk9qtY4P2e](https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=5856&eventID=13&CSPCHD=001004000000aORqmDkfU7iyMDLVrLc$ksnxNsjsk9qtY4P2e)

4) 2026 English Language Learner Healthcare Pathways Convening, Pathways with Purpose: Advancing ELL Programs for Impact and Sustainability (Save the Date).

September 17, 2026, Irvine, CA

5) CAEP Summit (Save the Date)

October 28-30, Santa Clara, CA

<https://summit.caladulthood.org/>

6) CCAE Southern-South Coast Regional Conference (Save the Date/Change)

November 5-7, 2026, Palm Springs, CA

- 9.05: Adjournment >>>>> 2:10 pm

Next Meeting: July 20, 2026, 1:00PM – 3:00PM

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