

California Adult Education Program : CFAD : 2022-23 Produced: May 2, 2022, 08:50 PM UTC Jennifer Recillas

## 34 Mt. San Antonio Regional Consortium for Adult Education

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 34 Mt. San Antonio Regional Consortium for Adult Education

**Funding Channel:** Direct Funded

**Narrative:** The Mt. San Antonio Regional Consortium is committed to aligning the allocation and spending on the annual plan and the 3 Year Plan. Consortium members are drafting the 3 Year Plan to account for the needs of current students as well as prospective students in an educational environment largely shaped by the statewide COVID-19 response and current protocols. Given that California has pivoted in its approach to treating COVID-19 as an 'endemic' risk, there are broader opportunities to revisit the goals from the June 2019 3 Year Plan that had been effectively paused by the Steering Committee. There is also the opportunity to reflect upon how the Consortium can aide in enabling people in our region to respond to the employment shifts that have resulted from the COVID-19 era. While unemployment has dropped from the peak of nineteen percent in May 2020 to 4.9 percent in March 2022, this shift requires reexamination of adult education priorities in the region to target areas where there are forecasted and growing gaps in skilled workers. The 2022 3 Year Plan is focused largely on developing stronger healthcare programs, growing CTE opportunities, and designing comprehensive marketing systems to inform prospective students of our programs and modalities. For example, there is an evident need for more skilled nurses and healthcare workers given increased rates of retirement among nurses due, in large part, to COVID-19. The Consortium will work to reconnect with students who did not complete their courses as well as recruit new adult learners via marketing efforts and direct outreach. Online learning has also increased student outcomes among Consortium members, in particular among employed students, parents, and individuals with unreliable access to transportation. The 3 Year Plan includes instructional strategies to ensure that students can access high-quality instruction from their homes, if that is their preference. This includes expenditures related to expanded technology for distance learning for students and staff. There is a continued focus on interaction and engagement with AJCC's and related student support agencies, which will include increased opportunities for co-locations at member sites as per the June 2019 3 Year Plan. The 2022 Plan will also include another paused goal from the June 2019 plan, which is the establishment of integrated transition counseling across adult schools and college programs. The Mt. SAC Adult Education Day in May 2022 will kick-off Consortium-wide efforts to provide students with pathways to college programs and services. Continued focus on education and services to adults with disabilities remains a priority of the Consortium. Member expenses and budgets should also reflect an emphasis on these stated areas. The specter of COVID-19 still impacts the Consortium's approach to fiscal planning as members move out of "hold harmless" and emergency conditions. Concerns regarding future funding continue surrounding the pandemic impact on the state economy, response procedure implementation, rising staff and operational costs, and local school employee union contract potential financial obligations. Budget cuts remain a looming issue related to sustained planning. However, Consortium goals are focused squarely on economic recovery for our students and the region.

**Changes:** No Changes

### Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Baldwin Park Unified	\$6,589,385	\$6,102,619	\$6,150,116
Bassett Unified	\$2,796,537	\$2,589,953	\$2,610,110
Charter Oak Unified	\$1,849,928	\$1,713,271	\$1,726,606
Covina-Valley Unified	\$3,833,575	\$3,550,384	\$3,578,017
East San Gabriel Valley ROP	n/a	\$0	\$113,111
Hacienda la Puente Unified	\$18,946,987	\$17,547,350	\$17,683,922
Mt. San Antonio CCD	\$964,253	\$893,026	\$786,895
Pomona Unified	\$2,247,725	\$2,081,683	\$2,097,885
Rowland Unified	\$1,916,356	\$1,774,793	\$1,788,607
<b>Total Allocated to Members</b>	<b>\$39,144,746</b>	<b>\$36,253,079</b>	<b>\$36,535,269</b>
<b>Total CAEP Funds</b>	<b>\$39,144,746</b>	<b>\$37,163,912</b>	<b>\$35,717,349</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$910,833</b>	<b>\$-817,920</b>

### Consortia Report on Governance Compliance of Rules and Procedures v.1

1. Have all community college districts, school districts, county offices of education, or any joint powers authority, located within the boundaries of the adult education region been allowed to join the consortium as a member? \*

Yes

2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? \*

Yes

3. How will the available funds be reported and evaluated? \*

All members are required to submit their budgets and planned expenditures through the NOVA system. The consortium is direct funded, but Mt. SAC is the fiscal certifier. This includes collecting a copy of each member's school fiscal reports to ensure that this report matches expenditures and to provide technical assistance. Each member certifies their own expenditures and integrity of their fiscal data.

4. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member? \*

Each member has one voting and one alternate representative. These representatives gain approval by their governing board and provide a copy of this official approval to the Steering Committee co-chairs.

5. How will you assure that each member of the consortium participates in any decision made by the consortium? \*

Voting takes place either in a virtual environment (Zoom) or in person. Members need to be present for the vote. If it is a vote relating to allocations or funding, then there needs to be discussion at one meeting and voting at subsequent meeting. All members have been informed that their presence or the presence of their alternate is necessary for the upcoming vote. Steering Committee meeting minutes record all votes.

#### **6. What will be the relative voting power of each member? \***

1 member = 1 vote

#### **7. How will decisions be approved? \***

by majority vote of 51%

#### **8. How did you arrive at that decision-making model? \***

The decision-making model was determined initially at the inception of the consortium, with input from all member institution representatives voting on the model. Over the past several years, as the consortium developed and grew in depth and scope for activities, the decision-making model changed to meet the changing needs of the students in the consortium. Some of the decision-making changes that have been made in the governance plan include a two-meeting voting process and limiting chairs to a three-year term. Steering committee member representatives have determined the current decision-making model changes through consensus and a majority vote.

#### **9. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment? \***

Official member representatives can request agenda items. They also get the agenda three days prior to the Steering Committee meeting, so they are aware of the topics. The agenda is posted on the Consortium website so any member of the public can prepare their comments. The public is able to come to the Steering Committee meeting and make comments by informing the SC before the meeting.

#### **10. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. \***

Proposed decisions are evident in the Steering Committee meeting agenda and previous meeting minutes, giving stakeholders and the public opportunity to make comments. These documents are made available to the public three days prior to the Steering Committee meetings.

#### **11. Describe how comments submitted by members of the public will be distributed publicly. \***

In the event that the public has comments for the consortium, they will be recorded in the meeting minutes. These minutes, once approved by the Steering Committee, will be placed on the website with comments included.

#### **12. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. \***

Currently, the Consortium is undergoing the development of the Three Year Plan. Once the plan is complete, there will be a period of input from partners. This will be done in writing. In other instances where decisions necessitate or would benefit from partner input, a similar process will exist.

#### **13. How will you determine approval of a distribution schedule pursuant to Section 84913? \***

Approval distribution of funds occurs by April of each year. The Steering Committee co-chairs calculate the distributions based on the their previous allocation and any state COLA. If any shared funds are available, the SC will determine if they are to be redistributed to members. Approval of member distributions are done over a series of two meetings.

**14. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule? \***

B) chosen to have funds flow directly to the member districts based upon the approved distribution schedule

**15. How will members join, leave, or be dismissed from the consortium? \***

Member institutions can join the consortium with a written request to the Consortium co-chairs and Steering Committee. The SC will determine through an agreed upon criteria whether the requesting agency will become a member. If approved, then the requesting institution would need to obtain official approval from the governing board or entity. If a member wishes to leave, then that institution will be required to submit an official notification from the governing board. The Steering Committee will ensure that all fiscal matters are reconciled prior to any changes with the statewide CAEP leadership. A process for dismissal has not yet been determined as this has never occurred. The Steering Committee will work to establish a process.

**16. How does the consortium monitor and administer carryover funds? \***

Currently, the consortium Steering Committee reviews the consortium shared fund carryover on a monthly basis. In the event where the carryover becomes excessive, then the consortium will discuss the carryover and determine what is best plan at the time for the expensing or saving of the funds. If necessary, the consortium may re-distribute shared funds.

At this time, the total carryover amount for consortium has never exceeded 10-15%, For member fund carryover funds, each member is responsible for ensuring responsible spending of their annual budget.

**17. What bylaws do you have that governs carryover? \***

Currently, there are no bylaws that govern carryover. The consortium has not determined this to be a concern since the member institutions and the consortium overall does not carryover large percentages each year.

**18. How does your consortium define member effectiveness? \***

In our consortium, member effectiveness is defined in the governance plan and consortium documents. Member effectiveness is defined by the following factors:

- Members institutions being part of workgroups
- Meeting attendance (steering committees and workgroups)
- Fiscal reporting and data reporting (quarterly and annual)

No other member effectiveness factors have been needed for our consortium.

**19. What bylaws does your consortium have addressing member effectiveness? \***

Our consortium does not have bylaws. The current definitions have been sufficient.

**20. Does the consortium have a formal document detailing its work beyond the questionnaire? \***

No

**20.1 (No) If no, could you please address why not? \***

There were plans to redo the governance plan and expand on the content. Due to the pandemic, this was not accomplished. There will be review of that plan and discussion on whether additional documentation outside of the expanded governance plan.

## Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Baldwin Park Unified</a>	Unified School District	Veronica Valenzuela	(626) 939-4456 ext: 4103
<a href="#">Bassett Unified</a>	Unified School District	Mr. Adder Argueta	(626) 931-3129
<a href="#">Charter Oak Unified</a>	Unified School District	Ivan Ayro Ed.D.	(626) 938-0280
<a href="#">Covina-Valley Unified</a>	Unified School District	Virginia Espana	(626) 974-6420
<a href="#">East San Gabriel Valley ROP</a>	Regional Occupation Center/Program (ROC/P)	Dr. Madelyn Arballo Dr.	(909) 274-5228
<a href="#">Hacienda la Puente Unified</a>	Unified School District	Dr. Greg Buckner Ed.D	(626) 933-3915
<a href="#">Mt. San Antonio CCD</a>	District	Dr. Madelyn Arballo Dr.	(909) 274-5228
<a href="#">Pomona Unified</a>	Unified School District	Susan Pua Gonzales	(909) 397-4800 ext: 23869
<a href="#">Rowland Unified</a>	Unified School District	Gale Lee	(626) 965-5975 ext: 1568

## Certification & Assurances



By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

### Assurances

#### Membership & Decision-Making

- I certify that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member (EC 84905 (a) (b)). (See Membership Box above).
- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.

- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1)(A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

## Public Meetings

- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly (EC 84905 (d)(1)(C)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any "local body created by state or federal statute." (Ed. Code, section 54952.)

## Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).
- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district's work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 8914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).
- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.
- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

### Baldwin Park Unified - Member Representative

**Veronica Valenzuela**

Director of Adult and Community Education

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Approved by Veronica Valenzuela

04/28/2022 08:46 AM PDT

**Bassett Unified - Member Representative**

**Adder Argueta**  
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Approved by Mr. Adder Argueta

05/02/2022 10:03 AM PDT

**Charter Oak Unified - Member Representative**

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04/28/2022 09:43 AM PDT

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04/29/2022 08:52 AM PDT

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05/02/2022 01:50 PM PDT

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05/02/2022 03:39 AM PDT

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**Miguel Hurtado**



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05/02/2022 11:12 AM PDT

**Rowland Unified - Member Representative**

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Approved by Gale Lee

05/02/2022 07:54 AM PDT



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