**Consortium Meeting Agenda: October 2nd, 2023**

9:00 a.m.  to 12:00 p.m.

**Hybrid Meeting:** Morgan Hill FACE Center

**Zoom link**: https://gavilan-edu.zoom.us/j/89078520888?pwd=cHp0ZHJEOVQxNkxudGNaanVZNktMUT09

(Link to role description [here](https://docs.google.com/document/d/1wCeM5A7xM_3Oxv1o_3L1_Kv5CanmZaDhrGSsFP91eng/edit))

**Roles:**

 Facilitator: Claire Grissom

 Timekeeper: Greg CamachoLight

 Equitable Voices Monitor: Abel DeLeon

 Process Observer/Parking lot: Dean Sweeney

**Meeting Norms:**

* 1. Keep student success at the forefront of the decision making and focus.
	2. Come prepared for the meeting.
	3. Begin and end on time.
	4. Be fully present, engaged and solution focused.
	5. Conversation is a natural way humans think together, and we expect it to be messy at times.
	6. Treat each other with respect and assume noble intentions.

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1. Call to Order: **5 minutes**
	1. Roll Call
	2. Public Comments:
2. Discussion Items
	1. Approve prior meeting minutes (September meeting notes) **5 minutes**
	2. 2021-22 Overage -Expenditure Plan Updates (modifications) **10 minutes**
		1. Morgan Hill-update and pass through process
		2. San Benito- update and pass through process
		3. Amendment process-review
	3. 2022-23 Overage- Expenditure Plans Preliminary discussion **10 minutes**
		1. Plan review
			1. Gavilan College (estimated $142,712.00)
			2. Morgan Hill (estimated to be $176,814 or 31%)
			3. San Benito (estimated $42,674 or 38%)
			4. Morgan Hill ($61,054 or 35%)
	4. 2023-24- Consortia exceeding 20% carryover annually will be monitored by the Chancellors’ Office and CDE
		1. Individual member carryover impacts the consortium.
	5. Members annual budget and workplan (due October 30) **20 minutes**
		1. Provide pass through to cover half of director’s salary to Gavilan. Need to discuss pass through process.
		2. Determine how consortium level expenses will be allocated for next year 2023-24
	6. Director Annual Review **20 minutes**
		1. Review proposed template, discuss modifications and implementation.
	7. Health Care Grant proposal ([google folder](https://drive.google.com/file/d/1tQBNTDgriGKH1l_mnAEK2dP14KDFricJ/view?usp=drive_link))-Update **10 minutes**
		1. Finalize grant for November 6 submission
		2. Report from Conference-funds available 3 to 4 weeks after approval
	8. CAEP funding allowable only for those 18 and older **10 minutes**
		1. Districts may have their own definition of adult but CAEP funding is strictly to be used for those 18 and older
	9. Bylaws ([google document](https://docs.google.com/document/d/1J-DOogXLTVDOgPGR3IoGcAUAo_f4Um4C/edit?usp=sharing&ouid=116650776564384616714&rtpof=true&sd=true)) **30 minutes**
		1. Vote on Articles 1-3
		2. Discuss annual funding structure/system to include in bylaws
			1. Determine reduction of allocation by ineffective member for the following year after two years of 20% carryover prior to certifying the CFAD in May.
	10. Launchboard data **15 minutes**
		1. Review data by consortium member
3. Informational **10 minutes**
	1. MOU update: San Benito and Morgan Hill will be added to Gavilan Board’s November agenda. Morgan Hill is working on completing their MOU.
	2. Quarterly Reporting: Upcoming Deadlines
		1. **Oct 30:** 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
		2. **Oct 31:** Student data due in TOPSPro (Q1)
		3. **Oct 31:** Employment and Earnings Follow-up Survey
		4. **Dec 1:** Program Area Report: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium \*
		5. **Dec 1:** 21/22, 22/23 & 23/24 Member Expense Report Due in NOVA (Q1)
		6. **Dec 31:** 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)
		7. **Dec 31:** End of Q2
		8. **Jan 31:** Student Data due in TOPSPro (Q2)
		9. **Jan 31:** Employment and Earnings Follow-up Survey
		10. **Feb 28:** Preliminary allocations for 2024-25 and 2025-26 released by this date.
		11. **Mar 1:** 21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)\*
		12. **Mar 31:** 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) \*
		13. **Mar 31:** End of Q
		14. **Apr 30:** Student Data due in TOPSPro (Q3)
		15. **Apr 30:** Employment and Earnings Follow-up Survey
		16. **May 2:** CFAD for 2024-25 due in NOVA \*
		17. **Jun 1:** 21/23 and 23/24 Member Expense Report due in NOVA (Q3)
		18. **Jun 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) \*
		19. **Jun 30:** End of Q4
		20. **Jul 15:** Student Data due in TOPSPro (Q4) FINAL
		21. **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
		22. **Aug 15:** Annual Plan for 2024-25 due in NOVA \*
	3. CAEP Summit October 24-26, Universal City. [Register here](https://summit.caladulted.org/Registration/)
		1. $450 Early Bird (8/25/2023) $550 after
	4. HSE convenings: Registration link: [2023 High School Equivalency and Proficiency Summer Convenings (eventsforce.net)](https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=375&eventID=3&traceRedir=2)
		1. Sacramento—Monday, August 7
		2. Red Bluff—Tuesday, August 8
		3. Contra Costa—Wednesday, August 9
		4. Fresno—Thursday, August 10
		5. Ventura—Tuesday, August 15
		6. Pomona—Wednesday, August 16
		7. Riverside—Thursday, August 17
		8. San Diego—Friday, August 18
4. Member Updates **10 minutes**
	1. Member updates
	2. Other upcoming agenda times
		1. Members report out enrollment and TopsPro data/numbers
		2. Morgan Hill needs assessment presentation
		3. Regular data reporting-moved to next meeting
			1. Suggest 3 times a year -Ms. Pedroso will provide a list of items needed and suggests the following months for reporting:
				1. October (fall semester enrollment numbers)
				2. February (ending semester 1 numbers and semester 2 enrollment numbers
				3. May/June (end of year)
	3. Upcoming meetings 9 am to 12pm
		1. November 6th at Gavilan College
		2. December 4that Face Center, Morgan Hill
		3. January 8th at Gavilan College
		4. February 5th at Face Center, Morgan Hill
		5. March 4th at Gavilan College
		6. April 8th at Face Center, Morgan Hill
		7. May 6th at Gavilan College
		8. June 3rd at Face Center, Morgan Hill
		9. (no meeting in July)
	4. Other items to consider.
5. Adjournment

**Direct public comments to Rosio Pedroso at rpedroso@gavilan.edu.**