**Consortium Meeting Agenda: November 6th, 2023**

9:00 a.m.  to 12:00 p.m.

**Hybrid Meeting:** Gavilan College Room HU106

**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 (October meeting notes) **5 minutes**
   2. CAEP Summit review **5 minutes**
   3. 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
      4. Determine date to transfer funds
   4. 2022-23 Overage- Expenditure Plans Preliminary discussion **postponed**
      1. Plan review
         1. Morgan Hill ($176,814 or 31%)
         2. San Benito ($42,674 or 38%)
   5. Members annual budget and workplan (due October 30) **5 minutes**
      1. Update on certification
      2. Provide pass through to cover half of director’s salary to Gavilan. Need to discuss pass through process.
      3. Determine how consortium level expenses will be allocated for next year 2023-24
   6. Director Annual Review **10 minutes**
      1. Review proposed template
      2. Annual salary increase/cost of living adjustment
   7. Health Care Grant proposal ([google folder](https://drive.google.com/file/d/1tQBNTDgriGKH1l_mnAEK2dP14KDFricJ/view?usp=drive_link))-Update **10 minutes**
      1. Update on submission to state and progress towards activities in the workplan
   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 4-11
      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 -continued **15 minutes**
       1. Review data by consortium member
   11. Three-year plan-Overview **15** **minutes**
       1. Update on year 1 annual plan
   12. Morgan Hill community needs assessment report **15** **minutes**
3. Informational **10 minutes**
   1. MOU-Board Approval 10/6/2023
   2. Quarterly Reporting: Upcoming Deadlines
      1. **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 \*
      2. **Dec 1:** 21/22, 22/23 & 23/24 Member Expense Report Due in NOVA (Q1)
      3. **Dec 31:** 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)
      4. **Dec 31:** End of Q2
      5. **Jan 31:** Student Data due in TOPSPro (Q2)
      6. **Jan 31:** Employment and Earnings Follow-up Survey
      7. **Feb 28:** Preliminary allocations for 2024-25 and 2025-26 released by this date.
      8. **Mar 1:** 21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)\*
      9. **Mar 31:** 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) \*
      10. **Mar 31:** End of Q
      11. **Apr 30:** Student Data due in TOPSPro (Q3)
      12. **Apr 30:** Employment and Earnings Follow-up Survey
      13. **May 2:** CFAD for 2024-25 due in NOVA \*
      14. **Jun 1:** 21/23 and 23/24 Member Expense Report due in NOVA (Q3)
      15. **Jun 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) \*
      16. **Jun 30:** End of Q4
      17. **Jul 15:** Student Data due in TOPSPro (Q4) FINAL
      18. **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
      19. **Aug 15:** Annual Plan for 2024-25 due in NOVA **\* (3-year Plan?)**
4. Member Updates **10 minutes**
   1. Member updates
   2. Other upcoming agenda times
      1. Members report out enrollment and TopsPro data/numbers
   3. Upcoming meetings 9 am to 12pm
      1. December 4that Face Center, Morgan Hill
      2. January 8th at Gavilan College
      3. February 5th at Face Center, Morgan Hill
      4. March 4th at Gavilan College
      5. April 8th at Face Center, Morgan Hill
      6. May 6th at Gavilan College
      7. June 3rd at Face Center, Morgan Hill
      8. (no meeting in July)
   4. Other items to consider.
5. Adjournment

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