**Consortium Meeting Agenda: September 1st, 2023**

9:00 a.m.  to 12:00 p.m.

**Hybrid Meeting:** Gavilan College Room HU106

**Zoom link**: https://gavilan-edu.zoom.us/j/81060099181?pwd=ejI3K0tUSjE4WVVwVUk1ZHIvWGNEUT09

(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 (August meeting notes) **5 minutes**
   2. 2021-22 Overage -Expenditure Plan Updates **5 minutes**
      1. Morgan Hill-update
      2. San Benito- update
   3. 2022-23 Overage- Expenditure Plans Preliminary discussion **10 minutes**
      1. Plan review and vote needed
         1. Gavilan College (estimated $142,712.00 or 22%)
         2. Morgan Hill (estimated to be $176,814 or 31%)
         3. San Benito (estimated $42,674 or 38%)
   4. 2023-24 Allocation amounts (Ms. Pedroso) **5 minutes**
      1. MOU updates from members
         1. Gavilan $689,803 or 39% (5% for director)
         2. Gilroy $336,058 or 19%
         3. Morgan Hill $61,054 or 35%
   5. Members annual budget and workplan (due Sept 30) **30 minutes**
      1. Discuss consortium wide expenses by priority area
      2. Estimate: $304,000 or 17% of annual consortium allotment
         1. Director, part-time no benefits $64,000
            1. Comparison salaries report during August meeting
            2. August of last year, Ms. Pedroso asked Gavilan to increase part-time from 10 hours to 20 hours. This was not an item that was presented to the board.
            3. Update on research for 2.5% director allocation
         2. Supplies/food/printing/mtgs $10,000
         3. Promotional materials/catalog/radio/etc. $30,000
         4. Countywide counselor $200,000
         5. Other budget items discussed included: tbd
            1. Website update and maintenance
            2. Summer programs/workshops
            3. Professional development
            4. Consultants (CTE/short-term vocational)
         6. Process for allocation needed (ie. Off the top or intra member redistribution via budget amendment)
   6. Health Care Grant proposal ([google folder](https://drive.google.com/file/d/1tQBNTDgriGKH1l_mnAEK2dP14KDFricJ/view?usp=drive_link)) **5 minutes**
      1. Extension request
      2. Discussion/update
   7. Bylaws ([google document](https://docs.google.com/document/d/1J-DOogXLTVDOgPGR3IoGcAUAo_f4Um4C/edit?usp=sharing&ouid=116650776564384616714&rtpof=true&sd=true)) **5 minutes**
      1. Vote on Articles 1-3
      2. Discuss annual funding structure/system to include in bylaws
   8. Morgan Hill needs assessment update  **10 minutes**
      1. Mr. De Leon to present report
   9. Director Annual Review **5 minutes**
      1. Proposed process/discuss
   10. Regular data reporting-discuss and vote **5 minutes**
       1. Suggest 3 times a year
       2. 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. Informational **10 minutes**
   1. Quarterly Reporting: Upcoming Deadlines
      1. Sept 8: Healthcare Pathway Grant Due
      2. **Sep 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) \*
      3. **Sep 30:** 23/24 Member Program Year Budget and Work Plan due in NOVA
      4. **Sep 30:** End of Q1
      5. **Oct 30:** 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
      6. **Oct 31:** Student data due in TOPSPro (Q1)
      7. **Oct 31:** Employment and Earnings Follow-up Survey
   2. CAEP Summit October 24-26, Universal City. [Register here](https://summit.caladulted.org/Registration/) 
      1. $450 Early Bird (8/25/2023) $550 after
   3. 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
   3. Upcoming meetings 9 am to 12pm
      1. October 2nd at Face Center, Morgan Hill
      2. November 6th at Gavilan College
      3. December 4that Face Center, Morgan Hill
      4. January 8th at Gavilan College
      5. February 5th at Face Center, Morgan Hill
      6. May 4th at Gavilan College
      7. April 8th at Face Center, Morgan Hill
      8. May 6th at Gavilan College
      9. June 3rd at Face Center, Morgan Hill
      10. (no meeting in July)
   4. Other items to consider.
5. Adjournment

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