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

9:00 a.m.  to 12:00 p.m.

**Hybrid Meeting:** Morgan Hill FACE Center

**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:
   1. Roll Call: Rosio Pedroso, Consortium Director; Susan Sweeney, Dean Career Education, Workforce and Educational Partnerships (Gavilan College); Greg Camacho-Light (Gilroy Unified School District); Claire Grissom, Coordinator of College and Career Readiness (San Benito HSD); Corina Sapien, Director of Family and Community Engagement (MHUSD), Abelardo De Leon, Coordinator of Equity Programs (MHUSD).
   2. Public Comments: No Public Comments
2. Discussion Items
   1. Approve prior meeting minutes (September meeting notes) **Approved**
      1. *Mr. Camacho-Light motions to approve and Mr. De Leon seconds. Motion passes unanimously.*
   2. 2021-22 Overage -Expenditure Plan Updates (modifications) **Reviewed**
      1. Morgan Hill-update and pass through process: Morgan Hill indicated all information has been routed to their finance department.
      2. San Benito- update and pass through process: Ms. Grissom mentioned that there is about $50K left to spend which includes conference and welding class expenditures.
      3. Amendment process-Ms. Pedroso suggested that members decide at the next meeting what day to state no further funding can be spent by the member with carryover and that remaining amounts be transferred to members who can receive funding. Members will find out how long it takes process a check to determine what day in November or December checks can be issued to consortium members to expend remaining carryover funds.
   3. 2022-23 Overage- Expenditure Plans Preliminary discussion **Reviewed**
      1. Morgan Hill provided a document outlining the costs and will review progress in December. Ms. Grissom will send the document outlining how they will spend funds prior to the next meeting.
         1. Morgan Hill (estimated to be $176,814 or 31%)
         2. San Benito (estimated $42,674 or 38%)
   4. 2023-24- Consortia exceeding 20% carryover annually will be monitored by the Chancellors’ Office and CDE
      1. Ms. Pedroso reviewed that individual member carryover impacts the consortium. Starting in 2023-24, any consortium with 20% or more carryover will receive TA from the state and be monitored to ensure the consortium is able to spend funds allocated.
   5. Members annual budget and workplan (due October 30) **Reviewed**
      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 **Reviewed/Approval**
      1. Ms. Pedroso reviewed an evaluation template for the consortium director. Members indicated they liked the template but needed to have a job description or list of responsibilities before the evaluation could be implemented. Members decided to review the section in the bylaws that describes the directors’ job description. discuss modifications and implementation. The duties and responsibilities were modified, and a motion was made to accept this section of the bylaws.
         1. *Dean Sweeney motions to approve and Mr. De Leon seconds. Motion passes unanimously.*
   7. Health Care Grant proposal ([google folder](https://drive.google.com/file/d/1tQBNTDgriGKH1l_mnAEK2dP14KDFricJ/view?usp=drive_link))-Update **Reviewed**
      1. Ms. Pedroso reported that according to the state director’s conference, ELL Pathways funds will be made available 3 to 4 weeks after approval the grant in November.
      2. Ms. Grissom made final changes to the grant and requested Ms. Pedroso certify it.
      3. Ms. Pedroso suggested consortium members who will receive EL grant funds meet in October. She will send out a meeting invite.
   8. CAEP funding allowable only for those 18 and older **Reviewed**
      1. Ms. Pedroso reviewed CAEP criteria for use of funds and informed members that districts may have their own definition of adult, but CAEP funding is strictly to be used for those 18 and older. Ms. Pedroso suggested keeping a different funding source for those who are younger than 18 who are using adult education services. Mr. Greg-Camacho-Light suggested he will determine how much cost per student is and determine on a yearly basis so that when a district defined adult (younger than 18) needs adult education he will know how much funding is needed to provide services.
   9. Bylaws ([google document](https://docs.google.com/document/d/1J-DOogXLTVDOgPGR3IoGcAUAo_f4Um4C/edit?usp=sharing&ouid=116650776564384616714&rtpof=true&sd=true)) **Reviewed/Partial Approval**
      1. Articles 1-3 were reviewed and agreed by members.
         1. *Dean Sweeney motions to approve and Mr. De Leon seconds. Motion passes unanimously.*
      2. Discuss annual funding structure/system to include in bylaws
         1. Members agreed to postpone redefining the funding allocation. Members who need funding and members who have carryover agreed to have discussions about how to best use carryover funding.
         2. Members agreed to review Articles 4-10. Ms. Pedroso will address any questions or comments prior to next meeting and will resend the google link.
   10. Launchboard data **Reviewed**
       1. Ms. Pedroso presented launchboard data by member. Members found it useful and would like to add current data to the graphics provided by Ms. Pedroso (lauchboard data was only available from 2016 to 2021). Members will send Ms. Pedroso updated numbers a week prior to the next meeting so she may add it to the graphics.
       2. Ms. Pedroso suggested creating MOUs to share data to make the data more timely. Members suggested placing this item in the parking lot for a later discussion.
3. Informational **Reviewed**
   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 **Reviewed**
   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.**