**Consortium Meeting Notes: 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:
   1. Roll Call: Rosio Pedroso, Consortium Director; Greg Camacho-Light (Gilroy Unified School District); Corina Sapien, Director of Family and Community Engagement (FACE) (MHUSD), Claire Grissom, Coordinator of College and Career Readiness (San Benito HSD); Abelardo De Leon, Adult Education and FACE Administrator (MHUSD).
      1. Quorum present
   2. Public Comments: No public comments
2. Discussion Items
   1. Approve prior meeting minutes (October meeting notes) **Approved**
      1. *Ms. Grissom motions to approve and Mr. Camacho-Light seconds. Motion passes.*
   2. CAEP Summit review **Discussed**
      1. Take aways from conference include:
         1. Mr. De Leon liked the opportunity to make connections and some sections provided a global overview which was helpful. He liked the marketing app but realized it is more applicable to Orange County. He would have liked more sessions that were hands-on demonstrating how to implement.
         2. Ms. Sapien shared that things still seem very new to her in the world of adult education. She thought sessions could include time on how what was covered could be applied locally, nonetheless the conference was a great opportunity to meet people.
         3. Ms. Grissom mentioned that the teacher that joined her at the conference liked it and Ms. Pedroso suggested members should think about additional staff they would like to bring to the conference next year next.
   3. 2021-22 Overage -Expenditure Plan Updates (modifications)
      1. Morgan Hill: Mr. De Leon shared they are finalizing all items and expect furniture to arrive by the 17th of November and payment should be sent within a week. The catalog invoice has also been submitted and postage on that activity has been paid.
      2. San Benito: Ms. Grissom indicated she hope to have everything expensed or incumbered by the end of the month.
      3. Ms. Pedroso shared that the best way to note the funds to Gilroy and Gavilan is through a budget amendment. Ms. Pedroso will initiate the amendment and members will need to approve it. Once that happens, Ms. Pedroso will send an email indicating the amount of the check and to whom it should be sent with the meeting notes approving these funds attached. Ms. Pedroso asked Gavilan and Gilroy to send the name and contact details of the person whom the check should go to.
      4. Members agreed that December 1st would be the internal deadline to share if any 2021-22 funds have not been expended and agree to send unexpended funds to Gilroy.
   4. 2022-23 Overage- Expenditure Plans
      1. Morgan Hill: Mr. De Leon indicated his focus has been on 2021-22 funds but some internal discussions have been occurring which may lead to some shifts in the 2022-23 expenditure plan.
      2. San Benito: Ms. Grissom indicated they too have been focusing on 2021-22 funds but will have a better idea of progress towards her 2022-23 expenditure plan at the next meeting.
   5. Members annual budget and workplan
      1. Ms. Pedroso reviewed that members will need to update the budgets with new amounts based on the amendments. Ms. Pedroso will certify and after plans have been certified, quarterly reporting will be available for them to access.
   6. Director Annual Review
      1. Ms. Grissom mentioned they discussed this item in the previous meeting. She reviewed the evaluation form Ms. Pedroso had shared. Ms. Pedroso suggested that a member modify the form and identify goals, core values and competencies. Mr. Camacho-Light suggested Ms. Pedroso transfer this document to a google one where members can make initial decision about what sections should be included and a timeframe be placed by which comments should be included. Members agreed. Ms. Sapien also requested the following.
         1. Examples of core values from another consortium
         2. Additional evaluation frameworks
      2. Ms. Pedroso mentioned the current director position is classified as “professional expert” and as such is not eligible for cost-of-living adjustments. In addition, Ms. Pedroso has been in the position for over a year and an hourly increase in pay should be considered. Mr. Camacho-Light believes a cost-of-living adjustment should be included in the salary of the director to be competitive.
      3. Ms. Pedroso indicated that she does not see herself in this position for more than a year as it does not pay benefits or has salary increase. Ms. Grissom asked if Dean Sweeney would be interested in having a director position that is ¾ for the consortium and ¼ for another program in Gavilan. Ms. Pedroso explained why the current director position is labeled as a professional expert.
      4. Members indicated they need time to discuss this item without Ms. Pedroso present. Ms. Pedroso suggested a closed session be included in the next meeting so members could speak freely. In addition, Ms. Grissom suggested having several closed sessions discussions to come to some agreement or decision by April. Members agreed and Ms. Pedroso will add a closed session to each monthly board meeting.
   7. Health Care Grant proposal ([google folder](https://drive.google.com/file/d/1tQBNTDgriGKH1l_mnAEK2dP14KDFricJ/view?usp=drive_link))-Update
      1. Ms. Grissom shared that CAEP requested additional budget narrative before approving. Ms. Sapien asked if the monies were still guaranteed. Ms. Grissom confirmed. Ms. Pedroso clarified that while the funds could be spent over two years, the grant application needed to state how funds would be spent in one year’s time.
      2. Ms. Pedroso provided an update regarding the CMA class at Gavilan. At least one ELL student has been identified and the class starts the 10th of this month. The counselor will reach out to students to find out what is needed to support them.
   8. CAEP funding allowable only for those 18 and older
      1. Mr. Camacho-light shared that the only metric he can use to estimate the cost of supporting GED programs for those under 18 is using the total number of students in the GED program divided by the CAEP budget which results in approximately $1,000 per student. He would then have the school district transfer funds to pay for the number of students who are under 18. Ms. Pedroso will follow up with CAEP to ensure this is the correct approach.
      2. Ms. Sapien shared that she hopes everyone is looking at each individual student to ensure they are receiving the best possible option and doing the best for them. Ms. Grissom appreciated the comment and added that this perspective is front of mind for her as she believes, as with her prior experience overseeing counseling, that schools need to make sure students feel welcomed. For teen students it may be that they need to be a parent first and a student second, thus making adult education a better choice for them (if they are 18 or older).
   9. Bylaws ([google document](https://docs.google.com/document/d/1J-DOogXLTVDOgPGR3IoGcAUAo_f4Um4C/edit?usp=sharing&ouid=116650776564384616714&rtpof=true&sd=true))
      1. Members reviewed the final comments on the bylaws.
      2. Ms. Sapien brought to the board’s attention that there are two times when funding will be reallocated and that a process for how those funds are reallocated should be developed. Members discussed that data measures need to be developed.
      3. Members discussed possible guidelines for determining the process to reallocate funds. Members agreed to discuss this topic further at the next meeting.
         1. *Ms. Grissom motions to approve the last sections of the bylaws and Mr. De Leon seconds. Motion passes.*
   10. Launchboard data -continued
       1. Ms. Pedroso informed the group that members are working to provide the data and that will be reviewed at a later date. Mr. DeLeon suggested Ms. Pedroso send an email detailing the requested data. Ms. Pedroso will do so.
   11. Three-year plan-Overview
       1. Ms. Pedroso informed members that the three-year plan template has not been released. Once it is, she will bring it back to the board to review.
   12. Morgan Hill community needs assessment report
       1. Mr. DeLeon indicated that there have been conversations about bringing in a consultant to improve the needs assessment they implemented. Mr. DeLeon will get back to us at a later time with an update on this activity.
       2. Ms. Pedroso reminded members that next year, they will need to do a needs assessment for the entire consortium and keep that in mind as they think about carryover funding and reallocations. Further, Ms. Pedroso mentioned that if Morgan Hill is not using the data to inform their instruction, then it may not be worth presenting anything beyond the prior presentation that was shared. Members agreed.
3. Informational
   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). December 14 internal deadline)
      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
      1. Ms. Pedroso informed members that CalPro invited members to host trainings. Members believe it is a good idea and San Benito is willing to host. Ms. Pedroso suggested the topic be IET and asked if there were any additional training topics of interest. Ms. Pedroso will follow up with CalPro and share at the next meeting.
      2. Gilroy: Mr. Camacho-Light shared that everything is going well this year. The new office support has been fantastic. In terms of numbers, in October they have 85 new students which is where they were last year in November indicating enrollment continues to grow for Gilroy. Including students who were enrolled last year and continued this year, total enrollment for October was 139. Since July, 27 students have graduated. He also noted they are in negations with Gavilan Colelge to have their ESL classes at their adult education site, maybe HiSET as well, hopefully by spring. They recognize that while Gilroy will not claim those numbers for CAEP reporting it does support the goal of providing ESL services more locally.
         1. Ms. Pedroso informed members that students who are enrolled in a GED or diploma program can take up to 11 credit at a community college for free. Ms. Pedroso will share AB 540 dual enrollment legislation.
      3. Morgan Hill: Mr. De Leon shared they hired a new beginning ESL teacher and a high school diploma instructor. To date, they have 327 students enrolled with at least 1 hour of instruction, 174 in ESL (across 5 teachers), and 89 split between high set and diploma program. There were 68 enrolled but who have not returned for placement (i.e. no hours of instruction recorded for these students). He believes some of those are students on the ESL waiting list and hopes that with the new instructor that number will decrease. In addition, they hope to move their part-time counselor to a full-time position. This counselor could reach out to students who enrolled but have not come in. He also reached out to the Director of Wellness to provide mental health services to the students as the counselor has noted many of the students have had traumatic experiences and need support services. They hope to have a wellness counselor available to provide services during the week by spring.
      4. San Benito: Ms. Grissom mentioned that they have approximately 10 to 15 students coming consistently on Tuesdays and Thursdays and 30 in total have enrolled. Those who come on site are provided with meals and in spring their culinary program at the high school will provide this service.
      5. Gavilan College: Not present.
   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.**