**Consortium Meeting Agenda: December 4th, 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.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

1. Call to Order:
   1. Roll Call: Roll Call: Rosio Pedroso, Consortium Director; Greg Camacho-Light (Gilroy Unified School District); Corina Sapien, Director of Family and Community Engagement (MHUSD); Abelardo De Leon, Adult Education and FACE Center Administrator (MHUSD); Dean Career Education, Workforce and Educational Partnerships (Gavilan College).
   2. Quorum Present
   3. Public Comments: No Comments
2. Discussion Items
   1. Approve prior meeting minutes (December meeting notes) **Approved**
      1. *Dean Sweeney motions to approve and Mr. De Leon seconds. Motion passes unanimously.*
   2. 2021-22 Overage -Expenditure Plan Updates **Discussed**

Ms. Pedroso reviewed the NOVA reporting to demonstrate the new 20% carryover tracker in the fiscal reporting category. Ms. Pedroso thanked Morgan Hill and San Benito for meeting their 20-21 carryover plans and reiterated the need to enact their 22-23 carryover funds. Mr. Camacho reminded members that in the short term, purchasing equipment and furniture is helpful, in the long term, the investment should be in personnel to serve to students. Mr. DeLeon agreed and indicated they are going to revisit the paraprofessionals, the wellness counselor and part-time counselor.

* + 1. Morgan Hill-Mr. De Leon shared that everything in the initial was purchased and will make sure invoices came through with one exception ($40,000 in chairs).
    2. San Benito- Ms. Pedroso reviewed the update in expenditures provided by Ms. Grissom as noted in NOVA.
    3. Amendment process and determine reallocation if any. None at this moment but will revisit in April.
  1. Review NOVA **Discussed**
     1. Q1 and Instructional hours. Ms. Pedroso reviewed the information that needed to be submitted and noted that Gavilan received an extension to submit their information. Gilroy Unified was used as an example and Ms. Sapien asked how many instructors Gilroy’s program had. Mr. Camacho-Light indicated 5 instructors that vary from hourly to part-time. Ms. Pedroso will review enrollment data with projections for quarter two to demonstrate how important is to note progress or lack of progress in enrollment. Ms. Pedroso will also create a document that lists instructional hours overtime.
  2. Launchboard data **Discussed**
     1. Ms. Pedroso review data by consortium member (excel spreadsheet)
     2. Ms. Pedroso will revisit the data in February and will meet with members in January.
  3. Health Care Grant proposal ([google folder](https://drive.google.com/file/d/1tQBNTDgriGKH1l_mnAEK2dP14KDFricJ/view?usp=drive_link)) **Reviewed**
     1. Ms. Pedroso reviewed the updated budget which included funding for a grant manager. Funding will arrive on December 15th.
     2. Member updates
        1. Morgan Hill (Medial Terminology): Mr. DeLeon shared he will be exploring the medical terminology development with his instructors in January.
        2. Gavilan (CMA): Met with counselor who spoke with a former ELL CMA student and asked what would have been helpful to complete the class. Next steps are to meet with the instructor and the two identified ELL students in the class which has started to determine exactly which interventions and supports to provide such as tutors and test preparation. The two ELL students will be provided with financial support to offset the course fee. Ms. Pedroso noted that as a CMA student, they are not classified as a Gavilan student, and it would be helpful to have them enrolled in a course such as medical terminology that is offered as a non-credit course and not a not for credit course. Doing so will allow these students to be classified as Gavilan College students and access the supports offered by the college. Gavilan has a for credit 3-unit medical terminology course but it is fully in English.
        3. San Benito (EMT): Update provided at the next meeting.
        4. Mr. Camacho-Light asked how AB540 could help his students connect with ELL Healthcare program at Gavilan. Ms. Pedroso clarified that any of his students can take a for credit class at Gavilan but not the CMA course as it is a not for credit class. They could qualify if they are an ELL student.
        5. Ms. Sapien and Mr. DeLeon asked about the potential to use as a foundation Gavilan’s for credit medical terminology. Ms. Pedroso shared this could be a possibility and reminded them to think about their long-term strategic plans for Morgan Hill’s programming.
        6. Ms. Pedroso will schedule a meeting in January to discuss the grant’s details further.
  4. Director Annual Review **Discussed**
     1. Consortium members agreed to rate the six different evaluation forms Ms. Pedroso found by January ([google folder](https://docs.google.com/document/d/1pTKyLNyrBgssatdQ1MGC1Y_DvnlAt_NNlhPY_VEx2KE/edit?usp=sharing)). Ms. Pedroso sent a survey link asking members to rate the evaluation forms from 1 to 5.

1. Closed session **Discussed**
   1. Members discussed the Director Position, Salary and Evaluation and shared they need additional time to discuss. This item will be placed on next month’s agenda.
2. Informational **Reviewed**
   1. 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. Member Updates **Shared**
   1. Member updates:
      1. Gilroy: Mr. Camacho-Light shared that their program will continue to grow and expect approximately 70 students from Mount Madona to become adult education students this spring. He notes most are coming in with only 20 or 30 graduation credits and there is no other place for them to go. Ms. Sapien wonders if Morgan Hill is experiencing a similar occurrence. Mr. Camacho-Light is seeking LCAP funds to make this a program where students who will become 18 within 6 months are identified and communicated with to inform them of adult education process while they are either at Mount Madonna or receiving GED support through LCAP funding (if received). He also shared the following:
         1. Will be hiring a couple more part-time staff.
         2. Continued contract with Edmentum for three more years. He provided an overview of the application for consortium members and how it is used in their program.
         3. Counselor has
      2. Morgan Hill: They are undergoing WASC accreditation. Mr. DeLeon is setting up a focus group with staff and has been meeting with students and inviting them to participate in a focus group as well. A community focus group will also be conducted. March 25th is the official visit. He also shared they the following activities:
         1. Contracted with Hannover, a consulting firm, to conduct a comprehensive needs assessment which will encompass the whole consortium. They will do a survey and focus groups. They will share at the next meeting.
         2. They are in discussions about offering a computer literacy class.
         3. They are also considering offering online courses.
      3. Gavilan: Dean Sweeney shared how wonderful it is to see Mr. Camacho-Light excited about his program. She shared that a six-month interim director position has been approved until the college completes their restructuring process which will include an additional Dean and two director positions to assist Dean Sweeney. She mentioned that their enrollment numbers look good and she enjoyed the CAEP conference and spending time with consortium members. She also shared that:
         1. Ms. Pedroso and Dean Sweeney will be attending a conference in Santa Barbara on adult dual enrollment. A follow-up conference will be held in April. She and Ms. Pedroso will report back to the consortium in February.
   2. Other upcoming agenda times: Ms. Pedroso reviewed the following:
      1. 2022-23 Overage
      2. Determine meeting dates for 2024-25 year
      3. Core values of other consortia
      4. CalPro training
      5. Counselor meeting for the spring (Mr. Camacho-Light shared that his part-time counselor left for a full-time position in San Jose.)
   3. Upcoming meetings 9 am to 12pm
      1. January 8th at Gavilan College
      2. February 5th at Face Center, Morgan Hill
      3. March 4th at Gavilan College
      4. April 8th at Face Center, Morgan Hill
      5. May 6th at Gavilan College
      6. June 3rd at Face Center, Morgan Hill
      7. (July tbd)
   4. Other items to consider.
4. Adjournment

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