**AB 104 Consortium Meeting Agenda**

**July 24th, 2023**

**9:00 a.m.  to 12:00 p.m.**

<https://gavilan-edu.zoom.us/j/81535950710?pwd=YWIvZVYzREd0M2JRSk9XRVNKZmFsUT09>

**Hybrid Meeting: Gavilan College, Room HU106**

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: Rosio Pedroso, Consortium Director; Susan Sweeney, Dean Career Education, Workforce and Educational Partnerships (Gavilan College); Victor de la Reza, Assessment Specialist (Gavilan College); 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. Quorum present- 3 of 4 members present (Mr. CamachoLight-absent)
	3. Public Comments: no public comments
2. Discussion Items
	1. Approve prior meeting minutes (**May**) **Approved**
		1. *Dean Sweeney motions to approve and Mr. De Leon seconds. Motion passes unanimously.*
	2. 2021-22 Overage -Expenditure Plan Updates
		1. Gavilan (computers purchased and expensed)-no update needed.
		2. Morgan Hill- Ms. Sapien indicated they are engaging in the following:
			1. Meeting with furniture vendor next week
			2. Meeting with HR to start paraprofessional hiring process.
			3. Registered for CAEP conference.
			4. Will meet with Mr. Moya who will provide art activities for adult learning and families in the coming weeks.
			5. Working with vendor in Salinas to produce marketing materials.
		3. San Benito: Ms, Grissom shared they are doing the following:
			1. Finalizing adult welding course with Gavilan where they will use overage funds to purchase supplies
			2. Ordered computers and waiting for them to be shipped
			3. Registered for CAEP conference
	3. 2022-23 Carryover- Ms. Pedroso reviewed the estimated 2022-23 carryover funds by members. Finalized numbers will be reviewed in August and for those who have 20% or more carryover, members agreed to submit an expenditure plan to the board at September’s board meeting.
		1. Gavilan (carryover estimated to be $120,000 or 19%.)
		2. Morgan Hill (estimated to be $176,814 or 31%)
		3. San Benito (estimated $42,674 or 38%)
		4. Gilroy (carryover estimated to be 2%)
	4. 2023-24 Allocation amounts were reviewed by Ms. Pedroso. The additional $1,472 will be distributed to members according to the percentages identified below.
		1. Gavilan $689,231 or 39% (5% for director)
		2. Gilroy $335,778 or 19%
		3. Morgan Hill $618,538 or 35%
		4. San Benito $123,707 or 7%
	5. Members discussed setting aside consortium wide funding. Discussions included the following items and estimated amounts. Members asked to see how much full-time/part-time directors are paid in the surrounding areas.
		* 1. Director, part-time no benefits $64,000
			2. Supplies/food/mtgs $10,000
			3. Promotional materials/catalog $30,000
				1. Members agreed to promote for their specific community but also promote their offering in the Gavilan College promotional booklet that goes to the entire consortium area three times a year. Dean Sweeney will share the additional costs to include members in this promotional material.
			4. Consortium wide counselor $200,000 w/ benefits
				1. The need for a counselor that will serves the consortium was discussed and agreed upon.
			5. Other items discussed
				1. Website update and maintenance-Ms. Pedroso noted that currently, Gavilan maintains the website and Ms. Pedroso updates dates, agendas and meeting notes. Ms. Pedroso will provide comments to correct items on member websites via email.
				2. Summer programs/workshops-no discussion
				3. Professional development (for director?)- no discussion about what professional development might be needed.
				4. Consultants-no discussion about what consultants may be needed.
				5. CTE programming-Morgan Hill would like to know more about CTE and what could be offered.
	6. Meeting protocol and procedures  **15 minutes**
		1. Ms. Grissom to presented the roles members will take
			1. Facilitator: Claire Grissom
			2. Timekeeper: Greg CamachoLight
			3. Equitable Voices Monitor: Abel DeLeon
			4. Process Observer/Parking lot: Dean Sweeney
		2. *Dean Sweeney motioned to approve the roles and Mr. De Leon seconded. Motion passed unanimously.*
	7. Bylaws **10 minutes**
		1. Ms. Pedroso indicated the bylaws had been shared via google doc and asked everyone to make final comments by next month’s meeting where we would discuss annual funding structure/system to include in bylaws.
	8. Needs assessment update (Morgan Hill)  **10 minutes**
		1. Ms. Sapien indicated that the survey has not been closed yet but they have received responses. Ms. Sapien provided a brief summary of the responses to date. The survey will close in the coming weeks and they will provide a more detailed at the next meeting.
	9. Annual Plan available in NOVA **30 minutes**
		1. Ms. Pedroso indicated a draft of the plan would be provided in the coming weeks for members to review and comment with final approval during the next meeting.
3. Informational **20 minutes**
	1. Health Care Letter of Interest to come out by end of the month. Gavilan has been asked to submit a plan and budget by September 8th to expend approximately $248,000. Consortium members will meet to discuss a plan on August 3rd from 11 to 12.
	2. 2023-24 budget allocations MOU’s sent by 7/30
	3. Quarterly Reporting: Upcoming Deadlines
		1. **Aug 15:** Annual Plan for 2023-24 due in NOVA \*
	4. CAEP Summit October 24-26, Universal City. [Register here](https://summit.caladulted.org/Registration/)
		1. $450 Early Bird (8/25/2023) $550 after
4. Member Updates **10 minutes**
	1. Member updates -will be provided at next meeting
	2. Conference update- Mr. Deleon shared the CASAS conference was informative and advised that other members participate in next year’s conference.
	3. Other upcoming agenda times
		1. Presentation by Ms. Jimenez, CAP Specialist (Career Specialist)
		2. Members report out enrollment and TopsPro data/numbers
		3. Finalize annual plan
	4. Upcoming meetings 9 am to 12pm
		1. August 14th, at FACE Center, Morgan Hill
		2. September 1st at Gavilan College
		3. January 8th at FACE Center, Morgan Hill
		4. February 5th at Gavilan College
		5. May 4th at FACE Center, Morgan Hill
		6. April 8th at Gavilan College
		7. May 6th at FACE Center, Morgan Hill
		8. June 3rd at Gavilan College
		9. (no meeting in July)
5. Adjournment-Meeting was adjourned at 12:00 pm.

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