**Consortium Meeting Agenda Notes: 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:
   1. 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 (August meeting notes) **Approved**
      1. *Dean Sweeney motions to approve and Mr. De Leon seconds. Greg Camacho-Light abstains. Motion passes*
   2. 2021-22 Overage -Expenditure Plan Updates **Approved**
      1. Morgan Hill-Hopes to have most of the items taken care of by end of September. However, modifications are needed. Mr. De Leon reviewed the changes. A revised budget will be provided at the next meeting.
         1. *Ms. Grissom motions to approve the amended 2021-22 carryover budget and Mr. Camacho-Light seconds. Motion passes unanimously.*
      2. San Benito-Chrome books have been purchased and they are set to attend the CAEP conference. Working on MOU and facilities costs for the welding course but it may need to be moved to Spring but will pay for materials in the fall.
   3. 2022-23 Overage- Expenditure Plans Preliminary discussion **Preliminary**
      1. Plan review and vote needed
         1. Morgan Hill (estimated to be $176,814 or 31%). Preliminary is buy additional furniture for lounge/eating areas, tutors, CAEP (4 members), marketing, field trips, capital outlay (server)
            1. *Ms. Grissom motions to approve the 2022-23 carryover budget for Morgan Hill and Mr. Camacho-Light seconds. Motion passes unanimously.*
         2. San Benito (estimated $42,674 or 38%). Staff to attend professional development and substitutes to cover them this includes Consortium Director professional development, as well as funds to cover materials for welding course with goal of making sustainable. For future, some machinery (welders) need to be updated.
            1. *Mr. Camacho-Light motions to approve the 2022-23 carryover budget for San Benito and Mr. De Leon. Motion passes unanimously.*
   4. 2023-24 Allocation amounts (Ms. Pedroso) **Update**
      1. MOU updates from members
         1. Morgan Hill – ($619,054) Working on getting it on the school board’s agenda.
         2. San Benito- ($123,811) Asked for the MOU to be resent.
         3. Gilroy- ($366,058) Should be approved this month. Will send a copy when it has been approved.
   5. Members annual budget and workplan (due Sept 30)
      1. Annual budget in Nova reviewed
         1. Ms. Pedroso reviewed how to enter budget and workplan on NOVA and reminded members about the due date.
      2. Director position salary for $64,000 to be distributed across member as follows:
         1. Gavilan to pay 50% of total or $32,000
         2. Morgan Hill to pay 50% of remaining $32,000 or $16,000
         3. Gilroy to pay 0% as no carryover funding exists
         4. San Benito to pay 50% of remaining $32,000 or $16,000
            1. *Mr. Camacho-Light motions to redistribute the remaining 2.5% or $32,000 as noted above for this year’s workplan. Ms. Grissom seconds. Motion passes unanimously.*
         5. Gilroy 2022-23 deficit. Morgan Hill and San Benito discussed transferring funds to Gilroy to cover the 2022-23 deficit in the amount of $22,000 with each sending $11,000 to Gilroy
            1. *Ms. Claire motions to transfer funds to Gilroy as noted above. Mr. De Leon seconds. Motion passes unanimously.*
      3. Members discussed the following:
         1. Part-time director position is necessary at $64,000.
         2. Supplies/food/printing is necessary at $10,000.
         3. Promotional materials/catalog at a consortium member is needed and embedded it in Gavilan’s brochure. Dean Sweeney to find out estimate for additional pages.
         4. Consortium counselor- Members agreed this cost would not be at the consortium level as currently everyone except San Benito (SB) has one either full or part-time. Dean Sweeney indicated she knew of someone who might be able to assist San Benito. SB and Gavilan discussed the possibility of doing a pass through so that Gavilan hires them full-time. They will discuss this further on an individual basis.
         5. While most members did not want to change the percentage, each member received from the annual allocation, Gilroy noted they are in a point where they need to decide not to grow anymore because there is no CAEP funding for growth. Believes that when he retires (1 to 2 years), his position will have to be replaced by two people as he does a lot of other duties to reduce costs of the adult program. Proposed that allocation be based on how “we” are doing; when someone is growing (i.e. increased enrollment and certification completion etc.), then they should receive more funding. There is no investment funding. Ms. Grissom shared we would need to have rubric developed to accommodate for that growth. Maybe look at outcomes rather than enrollment.
         6. Ms. Pedroso reviewed the launchboard to examine outcome data.
         7. Dean Sweeney reviewed the college’s ability to have growth funds with categorical grants.
   6. Health Care Grant proposal ([google folder](https://drive.google.com/file/d/1tQBNTDgriGKH1l_mnAEK2dP14KDFricJ/view?usp=drive_link)) **Update**
      1. Ms. Pedroso shared that the state granted an extension for the grant workplan to November 6th. Ms. Grissom will upload and submit the overall proposal that is due September 8th.
      2. Two meeting dates were reviewed to finalize the grant: Tuesday September 5th at 9:30 and Friday September 8th at 1 pm.
      3. Discussed supporting certified medical assistant vs medical assistant as the former has phlebotomy. Dean Sweeney indicated that no one was hiring medical as they needed some phlebotomy experience.
      4. Also discussed that young people are not passing drug test as many are using cannabis to manage anxiety or depression and that may impact testing needed when start their internship.
   7. Bylaws ([google document](https://docs.google.com/document/d/1J-DOogXLTVDOgPGR3IoGcAUAo_f4Um4C/edit?usp=sharing&ouid=116650776564384616714&rtpof=true&sd=true)) **Update**
      1. Members agreed to review the bylaws and be prepared to vote on the next meeting.
   8. Morgan Hill needs assessment update  **Postponed** 
      1. Will be presented during the November meeting
   9. Director Annual Review **Update**
      1. Ms. Pedroso suggested the director position undergo a yearly performance review. She will put together some materials for the next meeting.
   10. Regular data reporting **Approved**
       1. Ms. Pedroso will provide a list of data items and a cycle by member of items.
       2. Members discussed that some students may start the process but not enroll. Members asked who is counted and what time period. Clarification is needed and Ms. Pedroso will provide.
       3. Members agreed to review data in October, February and May
          * 1. *Mr. Camacho-Light motions to review data during monthly meeting in October, February and May. Mr. De Leon seconds. Motion passes unanimously.*
3. Informational **Reviewed**
   1. Parking lot items
      1. Create a calendar for CAEP events and deadline
   2. 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
   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: no member updates were provided
   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.**