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**AB 104 Consortium Meeting Notes**

**October 17, 2022**

**10:00 a.m.**

**Hybrid Meeting: Zoom/Room HU106**

1. The meeting opened at 10:18 a.m.
   1. Roll Call: Claire Grissom (San Benito County) Susan Sweeney, Dean Career Education & Workforce Pathways (Gavilan College), Rosio Pedroso (Consortium Director) Leilani Mann, Senior Program Services Specialist (Gavilan College) Lisa Martin, Principal Morgan Hill Adult School, Greg Camacho-Light, Administrator of Alternative Educational Programs (Gilroy)
   2. Did not receive public comments.
2. Approval of prior meeting minutes.
   1. *Dean Sweeney motioned to approve; Ms. Grissom seconded*
3. Review of reporting updates
   1. They are all up, these were estimates and not final, the state will review them and in December they will be submitted.
4. Work plan updates and review
   1. Mr. Camacho-Light will work on Gilroy’s plan in the afternoon
   2. Ms. Pedroso will assist Gavilan, San Benito and Morgan Hill complete their workplans and budgets
      1. To support consortium members, an excel budget example was provided to the consortium and reviewed during the meeting.
   3. Consortium members were reminded that draft work plans and budgets are due at the end of October
5. MOU signatures
   1. Ms. Grissom says the MOU will be up for discussion at their next board meeting
   2. Lisa sent it over to the school district, not signed yet but will follow up.
6. Data
   1. Mr. Camacho-Light submitted his and will hopefully be approved at the next Gavilan board meeting. Ms. Pedroso will confirm and communicate the approval to Mr. Camacho-Light.
   2. Ms. Pedroso reminded consortium members that after their school districts approve the MOU, Gavilan College must go through a similar process. Receipt of funds may not occur until next year.
7. Move December 12th meeting to December 5th.
   1. Verbal approval from those in attendance, Rosio will inform Gr Mr. Camacho-Light and Principal Martin.
8. Employment Data
   1. Ms. Grissom had mentioned having more access to employment data to understand impact on students
   2. If the institution collects social security numbers (SSNs) when enrolling a student, that number goes into TopsPro. They can pull wage data two quarters after completion. If SSNs are not collected, self-reporting emails need to be sent out to all students to report their wages. When examining dashboard data, this may explain why the consortium has a low number.
   3. Employment survey data is due at the end of October
   4. Collecting data on barrier to short term and long-term goals.
   5. Ms. Grissom will re-send a list of questions.
   6. Every organization part of the consortium needs a staff member to go through two trainings before January.
9. Ms. Farias will be submitting a proposal for the next meeting.
10. Mr. brought up he has a huge waiting list, but there are hiring and funding issues, so he would like to see if funds could be reallocated to allow him to serve more students next year
    1. He is wondering if his position is no longer funded through Adult Education maybe that would open more funding
11. Other agendas
    1. Gavilan College and San Benito School District discussed the possibility of establishing dual enrollment pathways program.
12. Member Updates
    1. San Benito School District
       1. Potentially coordinating with Gavilan to offer GED classes on site in Hollister high school
          1. Question: Should they have path to citizenship courses or similar courses that would benefit the community on their site
       2. Discussed offering childcare and dinner to students for the evening classes in the adult program, would like to know specifics
    2. Gavilan College
       1. ESL classes have a waitlist
       2. Calling students to see why they dropped classes for data purposes
    3. Morgan Hill Adult School
       1. Would like to streamline registration for adult education
       2. Unable to hire a HI-Set teacher for the mornings, can they be referred to Gilroy? Follow up with Mr. Camacho-Light.
       3. All ESL classes have a waitlist
       4. A Morgan Hill Family Community Engagement Center will be opening up.
       5. Discussion with consortium members that Morgan Hill needs to provide adequate administrative support at the adult school, or a 50% principal.
13. Meeting adjourned at 11:34 a.m.
    1. *Ms. Grissom motioned to end the meeting; Dean Sweeney seconded*