**Consortium Meeting Agenda: February 5th, 2024**

9:00 a.m.  to 11:00 p.m.

**Hybrid Meeting:** FACE Center

**Zoom link**: https://gavilan-edu.zoom.us/j/84009398244?pwd=V0dyUOaMP8MLt3uk5enW9wVhLFcpe5.1

(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: **5 minutes**
	1. Roll Call:
	2. Public Comments:
2. Discussion Items
	1. Approve prior meeting minutes (January meeting notes) **5 minutes**
	2. 2022-23 Overage plans **15 minutes**
		1. According to the bylaws, by the 18th month members need to present a new plan to spend funds-February is the 20th month.
		2. By the 22nd month the consortium will vote whether to reallocate remaining funds.
		3. Extensions for 30-month period clarification
	3. Vote on Director salary and evaluation. **10 minutes**
		1. Evaluation document update
		2. Link: <https://docs.google.com/document/d/12gkUqafwM38CZ7LqHFMyziiIVG_RnpZt/edit?usp=sharing&ouid=116650776564384616714&rtpof=true&sd=true>
	4. Discussion on MHUSD needs assessment survey **20 minutes**
		1. Review line by line survey and determine audience
	5. Health Care Grant **10 minutes**
		1. Member updates
	6. Enrollment and outcomes data **10 minutes**
		1. Member data presentation
		2. Discussion
	7. Counselor Meeting -update **5 minutes**
	8. Core values of other consortium- update **5 minutes**
3. Closed session **15 minutes**
	1. Discuss Director Evaluation:
4. Informational **10 minutes**
	1. Quarterly Reporting: Upcoming Deadlines
		1. **Feb 28:** Preliminary allocations for 2024-25 and 2025-26 released by this date.
		2. **Mar 1:** 21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)\*
		3. **Mar 31:** 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) \*
		4. **Mar 31:** End of Q3
		5. **Apr 30:** Student Data due in TOPSPro (Q3)
		6. **Apr 30:** Employment and Earnings Follow-up Survey
		7. **May 2:** CFAD for 2024-25 due in NOVA
		8. **Jun 1:** 21/23 and 23/24 Member Expense Report due in NOVA (Q3)
		9. **Jun 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) \*
		10. **Jun 30:** End of Q4
		11. **Jul 15:** Student Data due in TOPSPro (Q4) FINAL
		12. **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
		13. **Aug 15:** Annual Plan for 2024-25 due in NOVA \*
5. Member Updates **15 minutes**
	1. Member updates
		1. Gavilan
		2. Morgan Hill
		3. San Benito
		4. Gilroy
	2. Other upcoming agenda times
		1. Annual plan preparation (year 2 outcomes discussed at next meeting and review upcoming annual plan template)
		2. Get Focused Stay Focused-Conference
			1. Update and potential guest speaker, Dr. Paul de la Cerda
				1. <https://www.academicinnovations.com/videos/vimeo/325760256>
				2. Three adults schools using curriculum: Kern, Antelope and Alvord
			2. Follow-up conference April 29-30 @ UC Santa Barbara, register at: https://www.academicinnovations.com/gfsf-conference-spring-2024/
		3. CASAS summer institute- June 17-20 Hyatt Regency Orange County, California. Registration open: https://www.casas.org/training-and-support/SI.
	3. Upcoming meetings

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|  | Monthly Meeting Location and Time* 9 am to 11 am
* 1st Monday of the month except as noted with an asterisk
 | Working session (online)* 9 am to 10 am
* 2nd Monday of the month except as noted with asterisk
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| March 2024 | 4th at Gavilan College | 12th |
| April 2024 | 8th at FACE Center, Morgan Hill | 15th |
| May 2024 | 6th at Gavilan College | 13th |
| June 2024 | 3rd at FACE Center, Morgan Hill | 10th |
| July 2024 | 8th at Gavilan College | 15th |
| August 2024 | 5th at FACE Center, Morgan Hill | 12th |
| September 2024 | 9th at Gavilan College | 16th |
| October 2024 | 7th at FACE Center, Morgan Hill | 14th |
| November 2024 | 4th at Gavilan College | 15th\* |
| December 2024 | 2nd at FACE Center, Morgan Hill | 9th |
| January 2025 | 6th at Gavilan College | 13th |
| February 2025 | 3rd at FACE Center, Morgan Hill | 10th |
| March 2025 | 3rd at Gavilan College | 10th |
| April 2025 | 14th at FACE Center, Morgan Hill \* | 21st \* |
| May 2025 | 5th at Gavilan College | 12th |
| June 2025 | 2nd at FACE Center, Morgan Hill | 9th |
|  | Individual zoom links to be posted on agenda | https://gavilan-edu.zoom.us/j/8182311634 |

* 1. Other items to consider.
1. Adjournment

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