**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.

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1. Call to Order: **5 minutes**
   1. Roll Call
   2. Public Comments:
2. Discussion Items
   1. Approve prior meeting minutes (November meeting notes) **5 minutes**
   2. 2021-22 Overage -Expenditure Plan Updates (final) **10 minutes**
      1. Morgan Hill-update
      2. San Benito- update
      3. Amendment process and determine reallocation if any.
   3. Review NOVA **15 minutes**
      1. Q1 and Instructional hours (due Nov 30)
   4. Launchboard data **15 minutes**
      1. Review data by consortium member (excel spreadsheet)
      2. February revisit data (Ms. Pedroso to provide/reach out for TA)
   5. Health Care Grant proposal ([google folder](https://drive.google.com/file/d/1tQBNTDgriGKH1l_mnAEK2dP14KDFricJ/view?usp=drive_link)) **10 minutes**
      1. Update (revised budget narrative submitted- review on NOVA)
      2. Member updates
         1. Morgan Hill (Medial Terminology)
         2. Gilroy (CMA)
         3. San Benito (EMT)
   6. Director Annual Review **20 minutes**
      1. Review template(s) provided ([google folder](https://docs.google.com/document/d/1pTKyLNyrBgssatdQ1MGC1Y_DvnlAt_NNlhPY_VEx2KE/edit?usp=sharing))
3. Closed session **30 minutes**
   1. Discuss Director Position, Salary and Evaluation
4. Informational **10 minutes**
   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 \*
5. Member Updates **15 minutes**
   1. Member updates
   2. Other upcoming agenda times
      1. 2022-23 Overage
      2. Determine meeting dates for 2024-25 year
      3. Core values of other consortium
      4. CalPro training
   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.
6. Adjournment

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