**Consortium Meeting Agenda: August 14th, 2023**

9:00 a.m.  to 12:00 p.m.

**Hybrid Meeting:** FACE Center, Morgan Hill

**Zoom link**: https://gavilan-edu.zoom.us/j/85465309719?pwd=QWYrUUhnZ2Y0djF4UUdMeEIvMXY5QT09

(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: no public comments
2. Presentation by
   1. Ms. Jimenez, CAP Specialist (Career Specialist) **10 minutes**
   2. WDB (tbd)
3. Discussion Items
   1. Approve prior meeting minutes (July meeting notes) **5 minutes**
   2. 2021-22 Overage -Expenditure Plan Updates **5 minutes**
      1. Morgan Hill-update
      2. San Benito- update
   3. 2022-23 Overage- Expenditure Plans Preliminary discussion **10 minutes**
      1. Plan due to Board September
         1. Gavilan College ($142,712.00 or 22%)
         2. Morgan Hill (estimated to be $176,814 or 31%)
         3. San Benito (estimated $42,674 or 38%)
   4. 2023-24 Allocation amounts (Ms. Pedroso) -MOU update **5 minutes**
      1. Gavilan $689,803 or 39% (5% for director)
      2. Gilroy $336,058 or 19%
      3. Morgan Hill $61,054 or 35%
      4. San Benito $123,811 or 7%
   5. Annual Plan available in NOVA **30 minutes**
      1. Link to google doc [here](https://docs.google.com/document/d/1omhnLvjBvlsqBY3WPlJ605i_Q7XayaM9O2pxH4EtkDw/edit?usp=sharing)
      2. Review draft plan and finalize plan. **Need vote**
   6. Members annual budget and workplan (due Sept 30) **20 minutes**
      1. Discuss consortium wide expenses by priority area
      2. Estimate: $304,000 or 17% of annual consortium allotment
         1. Director, part-time no benefits $64,000
            1. Ms. Pedroso to provide summary of salaries.
         2. Supplies/food/printing/mtgs $10,000
         3. Promotional materials/catalog/radio/etc. $30,000
         4. Countywide counselor $200,000
         5. Other budget items discussed included: tbd
            1. Website update and maintenance
            2. Summer programs/workshops
            3. Professional development
            4. Consultants (CTE/short-term vocational)
         6. Process for allocation needed (ie. Off the top or intra member redistribution via budget amendment)
   7. Health Care Grant proposal ([google folder](https://drive.google.com/file/d/1tQBNTDgriGKH1l_mnAEK2dP14KDFricJ/view?usp=drive_link)) **5 minutes**
      1. Discussion/update (next meeting tbd)
   8. Bylaws ([google document](https://docs.google.com/document/d/1J-DOogXLTVDOgPGR3IoGcAUAo_f4Um4C/edit?usp=sharing&ouid=116650776564384616714&rtpof=true&sd=true)) **5 minutes**
      1. Any additional edits/approved during September meeting
      2. Discuss annual funding structure/system to include in bylaws
   9. Morgan Hill needs assessment update  **10 minutes**
      1. Ms. Sapien to present
4. Informational **10 minutes**
   1. Quarterly Reporting: Upcoming Deadlines
      1. **Aug 15:** Annual Plan for 2023-24 due in NOVA \*
      2. **Sep 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q4)
      3. **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA
      4. **Sep 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) \*
      5. **Sep 30:** 23/24 Member Program Year Budget and Work Plan due in NOVA
      6. **Sep 30:** End of Q1
      7. **Oct 30:** 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
      8. **Oct 31:** Student data due in TOPSPro (Q1)
      9. **Oct 31:** Employment and Earnings Follow-up Survey
   2. CAEP Summit October 24-26, Universal City. [Register here](https://summit.caladulted.org/Registration/) 
      1. $450 Early Bird (8/25/2023) $550 after
   3. 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
5. Member Updates **10 minutes**
   1. Member updates
   2. Other upcoming agenda times
      1. Members report out enrollment and TopsPro data/numbers
   3. Upcoming meetings 9 am to 12pm
      1. September 1st at Gavilan College
      2. January 8th at FACE Center, Morgan Hill
      3. February 5th at Gavilan College
      4. May 4th at FACE Center, Morgan Hill
      5. April 8th at Gavilan College
      6. May 6th at FACE Center, Morgan Hill
      7. June 3rd at Gavilan College
      8. (no meeting in July)
   4. Other items to consider.
6. Adjournment

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