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**AB 104 Consortium Meeting Agenda**

**February 27th, 2023**

**10:00 a.m.**

**Hybrid Meeting: Zoom/Room HU106**

<https://gavilan-edu.zoom.us/j/89205374164?pwd=MC8xQWZ0N1JMci90MHQzbWdFVk9aQT09>

1. Call to Order: 10:13AM
   1. Rosio Pedroso, Consortium Director; Susan Sweeney, Dean Career Education, Workforce and Educational Partnerships (Gavilan College); Victor de Reza, Assessment Specialist (Gavilan College); Debra A. Casella, Program Services Specialist (Gavilan College); Lisa Martin, Principal Morgan Hill Adult School (MHUSD); Greg Camacho-Light, Administrator of Adult Education and Career Technical ED (Gilroy USD); William Cerdan, Secretary at Morgan Hill Adult School; Lelannie Mann, Interim Director of Community Education and Career Pathways (Gavilan College).
   2. Public Comments: no public comment
2. Discussion Items
   1. Approve prior meeting minutes (January)
      1. Lisa Martin motioned to approved January meeting minutes, Mr. DeReza seconds. Motion passed unanimously.
   2. Year one activities update
      1. Common intake form
         1. Pending CASA review by Mr. de Reza

a. Mr. DeReza gave a presentation on CASAS (E-Test). He gave examples of how to create templets for all subjects. How we can retrieve the testing results and how to search for students using two methods. He is going to put together some information on the uses of TopsPro so that he can present on it and what the differences are between the two.

* + 1. Counselor meeting
       1. To be scheduled once intake form is finalized
    2. Outreach -postponed and focusing on faculty recruitment
    3. Increasing partner engagement
       1. Ms. Pedroso suggests this objective be tabled as additional courses at partner agencies is not feasible at this time due to lack of instructors and focus on establishing industry partners.
    4. Assessment: Member presentations
       1. Gavilan College: Mr. DeReza

Mr. DeReza gave a presentation of CASAS (E-Test) and the capabilities.

* + - 1. Morgan Hill Adult School: Mr. Cerdan

Mr. Cerdan provided information on how they test at Morgan Hill Adult School.

* + - 1. Gilroy Unified School District: Mr. Greg Camacho-Light,

Mr. Camacho Light explained that they are not using CASAS for assessment.

* + - 1. San Benito Unified School District: Ms. Grissom on behalf of instructors. Ms Grissom was not present at this meeting.
    1. Employment data
       1. Pending CASAS review by Mr. de Reza
       2. Develop an alternative system for collection of employment information via google forms (link to CASAS) was discussed but given that CASAS can create a form, this option was tabled.
       3. CDE update—state seeks to increase SSN from about 22%  
           to 45% or student response from 36% to 60% (by June 2024)
    2. Short term certifications
       1. Survey has been drafted and translated and will be sent out in the next few days.
  1. Funding Structure
     1. Assembly Bill No. 149; Approved September 25, 2022
        1. Ms. Pedroso provided of the bill: No more than 20% carryover for two years starting 2022-23.
     2. Potential Changes to funding structure: Redesigning California’s Adult Education Funding Model, December 2022
        1. Ms. Pedroso summary a document providing an overview of potential funding structure changes.
     3. Current distribution calculations were presented by Ms. Pedroso.

1. Informational
   1. MOU signature status
      1. San Benito and Morgan Hill scheduled approved at February’s meeting. MOUs will be sent as soon as copies are received by Ms. Pedroso.
   2. CASAs Summer Institute: June 12-15, Hyatt in Orange County
      1. Agenda: https://www.casas.org/training-and-support/SI/Agenda
      2. Registration: <https://www.casas.org/training-and-support/SI>
   3. Quarterly Reporting Upcoming Deadlines
      1. March 1: Q2 due in NOVA (need to indicate use of carryover)
2. Member Updates
   1. Member updates (Dual enrollment)
   2. Other upcoming agenda times
   3. Schedule of next meeting dates and times (10 am to 12 pm)
      * 1. March 13th
        2. April 24th
        3. May 15th
        4. June 12th (may need to reschedule)
3. Meeting Adjourned at 11:58AM.
   1. Dean Susan Sweeney motion to end the meeting, and Mr. Greg Camacho Light seconds

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