 A picture containing text, clipart

Description automatically generated

**AB 104 Consortium Meeting Agenda**

**March 13th, 2023**

**10:00 a.m.**

**Hybrid Meeting: Zoom/Room HU106**

<https://gavilan-edu.zoom.us/j/81864548535?pwd=cDV6anFnNER1cW9hSW0zZFAxWVBGdz09>

1. Call to Order:
   1. Roll Call:
   2. Public Comments:
2. Discussion Items
   1. Approve prior meeting minutes (February)
   2. Year one activities update
      1. Develop integrated needs assessment tools.
         1. Hire Consultant (pending)-Morgan Hill interested in needs assessment
         2. Development of common intake form (through CASAS)
            1. Mr. Victor de Reza presentation
            2. Meeting with counselors postponed until intake form is complete.
      2. Increase enrollment by
         1. reconnecting with past community partners to re-establish what is needed to bring back course offerings withing community.
            1. Postponed until next meeting.
         2. Increase enrollment by increasing community outreach efforts by examining marketing and communication to identify gaps in messaging.
            1. Need to identify contractor who can assist with this effort.
            2. Members report on capacity and review plan outcomes.

Gilroy

Gavilan

Morgan Hill

San Benito

* + 1. Assessment Gains-Year One Outcomes: Increase in functional educational level gains.
       - 1. San Benito Unified School District: Ms. Grissom on behalf of instructors
         2. All other members shared use of CASAs during last meeting.
    2. Assess current and short-term vocational programs:
       1. Activities include a landscape study (pending survey), consulting with regional businesses and workforce agencies as well as students.
       2. Developed a survey to assess student needs. Need to develop timeframe for delivery of survey and reporting of results. Can this be completed by the next meeting?
    3. Improve tracking of transitions to postsecondary
       1. Gavilan tracking on application (completed per Dean Sweeney)
       2. Member counselors will share and provide information about postsecondary (meeting pending common intake form development and hiring of counselor at Gilroy)
    4. Career Services Staff
       1. Build capacity for career services at Gavilan by hiring a position that will extend career services across the college; Dean Sweeney to provide update.
    5. Employment data (consortium measure); need accurate data

1. Mr. de Reza presentation
   1. Funding Structure
      1. : Preliminary 2023-24 allocation for Gavilan Regional ACES is $1,767,254.00. New funding distribution percentages requested by members.
         1. Items that will impact distribution percentages include:
            1. Funding for Director
            2. Partner enrollment needs
            3. Current distribution

4%-Director Position

35%-Gavilan College

35%-Morgan Hill

19%-Gilroy

7%-San Benito

* + - * 1. Potential allocation scenarios need to be developed for next meeting.

1. Informational
   1. 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>
   2. California Adult Education Students Succeed Nomination January 2, 2023 – April 1, 2023
      1. [Nomination Information - CA Adult ED Students Succeed (adultedlearners.org)](https://adultedlearners.org/Nomination/)
   3. Using Data to Explore and Improve Equity and Impact in Adult Education\_ March 24th 10-3
      1. [Session Detail - CAEP TAP (caladulted.org)](https://register.caladulted.org/Home/EventDetail/603)
   4. Tops Pro Enterprise Overivew
      1. [Confirmation - CAEP TAP (caladulted.org)](https://register.caladulted.org/Home/RegistrationConfirmation/599?userid=9808)
   5. Adult Education: A Gateway to College and Living Wage Employment- March 31st, 10 to 3
      1. [Confirmation - CAEP TAP (caladulted.org)](https://register.caladulted.org/Home/RegistrationConfirmation/605?userid=9808)
   6. Quarterly Reporting Upcoming Deadlines
      1. March 30: Certified Q2 due in NOVA
      2. Apr 30: Student Data due in TOPSPro (Q3)
      3. Apr 30: Employment and Earnings Follow-up Survey
      4. May 2: CFAD for 2023-24 due in NOVA
2. Member Updates
   1. Member updates
   2. Other upcoming agenda times
      1. Review year one outcome measures and develop new timeline.
      2. Morgan Hill request to visit other Adult Education Consortia
   3. Schedule of next meeting dates and times (10 am to 12 pm)
      * 1. April 24th
        2. May 15th
        3. June 12th (may need to reschedule)
3. Adjournment

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