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**AB 104 Consortium Meeting Agenda**

**January 23rd, 2023**

**10:00 a.m.**

**Hybrid Meeting: Zoom/Room HU106**

1. Call to Order: 10:07AM
   1. Roll Call: Rosio Pedroso, Consortium Director; Susan Sweeney, Dean Career Education, Workforce and Educational Partnerships (Gavilan College); Lelannie Mann, Interim Director of Community Education and Career Pathways (Gavilan College), Victor de Reza, Assessment Specialist (Gavilan College); Claire Grissom, Coordinator of College and Career Readiness (San Benito HSD); Lisa Martin, Principal Morgan Hill Adult School (MHUSD); Greg Camacho-Light, Administrator of Adult Education and Career Technical ED (Gilroy USD)
   2. Public Comments: no public comments
2. Discussion Items
   1. Approve prior meeting minutes (December)
      1. *Dean Sweeney motioned to approve the December meeting minutes, Ms. Grissom seconds*
   2. Year one activities update
      1. Common Intake Tool/Survey Google (Ms. Grissom)
         1. Ms. Grissom created a Google form
            1. Ms. Pedroso indicated we should include barriers to education and barriers to employment, which are not currently part of intake form, so need to formalize that first before accepting it
            2. Victor mentioned we can collect this information via CASAs/TopsPro. He will look into this and report back.
      2. Counselor meeting
         1. Scheduling a meeting for March
            1. Lisa and Claire have communicated who their counselors are, and will talk to Bianca about a potential date
            2. Rosio needs to reach out to Greg for availability
            3. Agreed that meeting cannot move forward until intake form is agreed upon.
      3. Outreach (see presentation below)
      4. Increasing partner engagement
         1. List of prior partners needed by site; Rosio will be sending out an email to get that list.
      5. Assessment gains
         1. Members will present at next meeting the assessment tools they use and how they measure gains.
      6. Employment data
         1. Discussed the importance of gathering this data as one of the goals is to see if our programs are going to provide them with skills that will impact their actual earnings and employment
         2. Discussion included:
            1. Introducing surveys during orientation
            2. Reminding them via text that survey is coming, and start sending out easy surveys so that they can start getting used to responding
            3. Members concerned about SSN and Ms. Pedroso/Mr. de Reza shared that SSN can be collected during pre-assessment process as they enter it and there is no need to “store” this information.
            4. It’s possible only 15-25% of students will respond with their SSN, so should there be a supplemental question on the form to ask about their earnings?
            5. Developing an alternative system for collection of employment information via Google forms (link to CASAS).
         3. Action Item: Mr. de Reza mentioned he could look into accessing CASAS to deliver modified intake and earning and employment surveys (Spanish translation available?).
            1. Once this has been settled, we either train on CASAS or jump right into implementation with a google and aim for March dissemination.
   3. MOU signature status
      1. San Benito and Morgan Hill scheduled for February Gavilan Board Meeting approval
      2. Greg says the MOU has not been sent back from Gavilan. Rosio says it has been signed, and that she will send it to him.
   4. Quarterly Reporting Upcoming Deadlines
      1. Jan 31st: Student data due in Tops Pro
      2. Jan 31st: Employment and Earnings Follow-up Survey
      3. March 1: Expense Report due
         1. Start pulling expense report figures
      4. March 31: Expense Report Certified
   5. Dual enrollment update (Ms. Mann)
      1. Starting first dual enrollment class this month with San Benito: 2 kinesiology classes
      2. Working with Morgan Hill, Gilroy, and San Bernardino throughout this year
   6. Short term certifications development. These certifications can assist adults with employment and potentially lead into post-secondary. However, we need to understand what types of certificates students want and mentioned that if certificates were offered in Spanish, would get more adults enrolled
      * 1. Labor market review that examines different regions of San Benito/Santa Clara/Monterey will be reviewed during next meeting to help inform development of certifications.
        2. Requested we examine what other consortiums are doing in regard to short-term vocational programs.
        3. Dean Sweeney mentioned Welding certification existed in prior years and has reached to Christopher High school (use their facilities) to start conversations for the coming year.
      1. Action Item: Ms. Grissom will develop a first draft of a survey
   7. Reexamine Funding Distribution
      1. Greg suggested we need to look at where we are with spending down budgets as new law has passed that limits carryover. The law went into effect this year and we should be prepared to understand it’s impact.
      2. He also suggested we re-examine criteria we should use for the funding distribution.
      3. The new law and proposed funding structure changes will be reviewed at the next meeting.
3. Schedule next meeting dates and times and will keep current location for the time being but a different location is available if needed; time of meeting 10 am to 12 pm.
   1. February 27th
   2. March 13th
   3. April 24th
   4. May 15th
   5. June 12th
4. Member Updates
   1. Member updates
      1. Dean Sweeney and Mr. de Reza: Assessed 300 ESL students and have waiting lists for courses.
      2. Lisa Martin: ESL students transitioning over, still doing hiSET
      3. Claire Grissom: Nothing exciting to report
      4. Greg Camacho-Light: no report
   2. Other upcoming agenda times-none
5. Outreach Presentation-Aidee Farias
   1. Presented proposal to conduct assessment and outreach to community to increase enrollment.
   2. Consortium members agreed not to move forward with outreach at this time as current issue is insufficient faculty to teach students. Instead, the consortium would like to gather proposals to conduct a recruitment effort to hire faculty.
6. Meeting adjourned at 11:57 AM
   1. *Claire Grissom motioned to end the meeting; Lelannie Mann seconds*