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**AB 104 Consortium Meeting Notes**

**November 28, 2022**

**10:00 a.m.**

**Hybrid Meeting: Zoom/Room HU106**

1. Call to Order: 10:15 AM
   1. Roll Call: In attendance: Claire Grissom (San Benito County) Susan Sweeney, Dean Career Education & Workforce Pathways (Gavilan College), Rosio Pedroso (Consortium Director) Leilani Mann, Senior Program Services Specialist (Gavilan College) Lisa Martin, Principal Morgan Hill Adult School, Victor De Reza, Assessment Specialist (Gavilan College), Blanca Melchor, Counselor (Gavilan College)
   2. Public Comments: no public comments
2. Discussion Items
   1. Approve prior meeting minutes: Not prepared, will be ready by next meeting
   2. One year plan activities
      1. Transition to College-presentation by Counselor Melchor (15-20 minutes)
         1. Counselor Melchor reviewed how Gavilan helps adult students with registration and offers citizenship classes, naturalization application and interview, and help with US history content and application, as well as HI SET prep, basic computer skills, ESL classes.
         2. Gavilan’s outreach summary
            1. Pre-Covid, Mr. De Reza and peer mentors were going out into the community passing out flyers and attending college/career fairs
            2. Now, not so much outreach because classes are online and students started recruiting their friends and family, especially though social media
         3. Transitions to post-secondary to connect with Gavilan
            1. Ms. Melchor explained that prior to covid, there were three people assigned to different counties, and would go in and have walk-in appointments or presentations in class
3. Budget Review
   1. Dean Sweeney shared her budget which included funding for eight peer mentors, counselor, assessment specialist and salary for consortium director, as well as funds for materials and supplies including computers.
   2. Principal Martin shared her budget which included instructional salaries and benefits, non-instructional salaries and benefits for the counselor and two full time office staff as well as materials and supplies
      1. Consortium members suggested hiring peer mentors to assist with spending carry-over funds
   3. Ms. Grissom shared her budget which included funding for one full-time instructor and administrative staff.
   4. It was suggested by Mr. De Reza that the consortium hire a counselor that services the entire consortium to assist students with adult education enrollment and transition to postsecondary.
4. MOU
   1. San Benito and Morgan Hill: Gavilan College has not received MOUs. Both members will check the status of the MOUs and report back
5. Quarterly Reporting
   1. Due December 15th
6. Next Meeting: Monday, December 5th
7. Meeting adjourned at 11:35 AM
   1. *Dean Sweeney motioned to end the meeting, Ms. Mann seconds*