**AB 104 Consortium Meeting Agenda**

**April 24th, 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 (March)
   2. Year one activities update
      1. Develop integrated needs assessment tools.
         1. Morgan Hill needs assessment update
         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. Member updates
      3. Assessment Gains-Year One Outcomes: Increase in functional educational level gains.
         * 1. Member report out.
      4. Assess current and short-term vocational programs:
         1. Updated survey sent-New timeline needed
      5. Improve tracking of transitions to postsecondary
         1. Gavilan tracking on application (update by Dean Sweeney)
         2. Member counselors will share and provide information about postsecondary (meeting pending common intake form development and hiring of counselor at Gilroy)
      6. Employment data (consortium measure);
3. Mr. de Reza presentation
   * 1. Career Services Staff
        1. Presentation by Ms. Jimenez, CAP Specialist
   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

Overview of consortia structures

Options: Director vs no director

All members contribute to Director and consortium wide activities budget.

1. Hold consortium wide funding as separate line item at Gavilan.

Rotate holding the meetings with no Director position-funds return to members but all required to assist with meetings, reporting etc.

Option- Redistribution of funding

Reduce funding for “low performing” members. Percentage agreed upon by members. Funds redistributed to members.

* + - * 1. Bylaws need to be reviewed and or updated to reflect these decisions.
  1. Review year one outcome measures and develop new timeline.
     1. Update on Year 1 Reporting by Ms. Pedroso
  2. Morgan Hill request to visit other Adult Education Consortia
     1. CAEP office is providing a list of suggestions.
  3. 20% carryover
     1. Update by Ms. Pedroso
  4. Suggestion to rotate Consortium meeting
     1. Vote needed

1. Informational
   1. Morgan Hill request to visit other Adult Education Consortia
      1. Milpitas Adult Education (Giuliana Brahim)
         1. IET and CTE classes (small business and para educator classes)
      2. Salinas Adult School-Currently in process of expanding (Burr Guthrie)
   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. 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/)
   4. Tops Pro Enterprise Overivew
      1. [Confirmation - CAEP TAP (caladulted.org)](https://register.caladulted.org/Home/RegistrationConfirmation/599?userid=9808)
   5. Quarterly Reporting Upcoming Deadlines
      1. Apr 30: Student Data due in TOPSPro (Q3)
      2. Apr 30: Employment and Earnings Follow-up Survey
      3. 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. Adult Education: A Gateway to College and Living Wage Employment-
   3. Schedule of next meeting dates and times (10 am to 12 pm) and suggestion to rotate meeting.
      * 1. May 15th
        2. June 12th (need to reschedule)
        3. Need to schedule July through December meetings
3. Adjournment

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