**AB 104 Consortium Meeting Agenda**

**May 15th, 2023**

**10:00 a.m.**

**Hybrid Meeting: Zoom/Room CDC100**

<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 and April)
	2. Year one activities
		1. Develop integrated needs assessment tools.
			1. Update from Morgan Hill Needs Assessment
				1. Hire consultant or create request for proposals and ask for additional proposals
			2. Development of common intake form (through CASAS)
				1. Member updates
		2. Increase enrollment by
			1. Reconnecting with past community partners to re-establish what is needed to bring back course offerings withing community. **Postpone until next meeting.**
			2. Increasing community outreach efforts by examining marketing and communication to identify gaps in messaging. **Postpone until next meeting.**
		3. Assessment Gains-Year One Outcomes: Increase in functional educational level gains.
		4. Review enrollment and educational gain targets by member for year 1.
		5. Assess current and short-term vocational programs:
			1. Ms. Pedroso will create a new survey to send out next week.
			2. Starting in 2023-24 any new CTE courses offered through Adult Ed will need to have LMI or similar report to support decision to offer course.
		6. Improve tracking of transitions to postsecondary
			1. Requested information on adult learner enrollments in postsecondary from CAEP, waiting for response.
			2. First meeting with counselors and intake personnel held on May 5th.
		7. Employment data
3. Member updates as April 30th was due date for TOPSPro
	1. Funding Structure
		1. If funding has not been spent within 30 months of allocation and we do not reallocate then it will go back to state.
		2. Q2 progress towards expenditure commitments:

expected/committed actual

* + - 1. Gavilan 40% 35%
			2. Gilroy 50% 50%
			3. Morgan Hill 40% 25%
			4. San Benito 30% 11%
		1. Discuss how to allocate funding on a yearly basis
			1. Preliminary 2023-24 allocation for Gavilan Regional ACES is $1,767,254.00. New funding distribution percentages requested by members.
			2. Current distribution
				1. 4%-Director Position
				2. 35%-Gavilan College
				3. 35%-Morgan Hill
				4. 19%-Gilroy
				5. 7%-San Benito
	1. By Laws
		1. Review list of sections to include in By Laws
		2. Discuss definition of effective member
		3. Discus carryover as consortium and individual member
		4. Revisit consensus vs 50% plus one vote for decision making
	2. Suggestion to rotate consortium meeting
1. Informational
	1. Career Services Staff
		* 1. Presentation by Ms. Jimenez, CAP Specialist- postponed until next meeting
	2. Health Care Letter of Interest to come out by end of the month
	3. End of next week for any updates on 2023-24 budget allocations
	4. Update form 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)
	5. Annual Plan available in NOVA
	6. Quarterly Reporting: Upcoming Deadlines
		1. **Jun 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
		2. **Jun 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) \*
		3. **Jun 30:** End of Q4
		4. **Jul 15:** Student Data due in TOPSPro (Q4) FINAL
		5. **Aug 15:** Annual Plan for 2023-24 due in NOVA \*
2. Member Updates
	1. Member updates
	2. Other upcoming agenda times
	3. Schedule next meeting dates and times (10 am to 12 pm)
		* 1. May 15th
			2. June 12th (need to reschedule)
			3. Need to schedule July through December meetings
			4. Need to schedule additional working meetings to address annual plan, by laws and fund distribution. Suggest two a month for the next few months.
3. Adjournment

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