



Consortium Agenda: October 14, 2024

9:00 a.m. to 11:00 p.m.

Hybrid Meeting: FACE Center, Morgan Hill

Zoom link:

https://us06web.zoom.us/join/83707225279?occurrence=1728316800000&device_id=26c9479d-6984-4084-9471-52df6480c43c

(Link to role description [here](#))

Roles:

Facilitator: Greg CamachoLight
 Timekeeper: Corina Sapien
 Equitable Voices Monitor: Dean Sweeney
 Process Observer/Parking lot: Claire Grissom

Meeting Norms:

1. Keep student success at the forefront of the decision making and focus.
2. Come prepared for the meeting.
3. Begin and end on time.
4. Be fully present, engaged and solution focused.
5. Conversation is a natural way humans think together, and we expect it to be messy at times.
6. Treat each other with respect and assume noble intentions.

- | | | |
|-----|--|-------------------|
| I. | Call to Order: | 5 minutes |
| | a. Roll Call: | |
| | b. Public Comments: | |
| II. | Discussion Items | |
| | a. Approve prior meeting minutes (May & September) | 10 minutes |
| | b. 2024-25 CAEP Allocations | 5 minutes |
| | i. MOUs submitted for October Update | |
| | 1. Gavilan: \$697,184 (\$60,000 for consortium director) 39% | |
| | 2. Morgan Hill: \$625,678 35% | |
| | 3. Gilroy: \$339,656 19% | |
| | 4. San Benito: \$125,135 7% | |
| | ii. Carryover plans per bylaws | 10 minutes |
| | 1. Consortium-16% | |
| | 2. Gavilan-29% | |
| | 3. San Benito-24% | |



c. Health Care Grant updates

25 minutes

- i. Year 2 Award-pending
- ii. EMT program-Meeting September update
- iii. CMA program-Gavilan update
- iv. Get Focused Stay Focused
 - 1. Morgan Hill-update
 - 2. Gilroy (waiting for year 2 funding to be approved)
- v. ELL Funding allocation-

	Year 2	Year 1
	\$308,097	\$248,773
1. Gavilan Regional ACES	\$113,050	---
2. Gavilan College	\$49,250	\$148,680
3. Gilroy Unified	\$50,000	----
4. Morgan Hill Unified	\$70,097	\$50,652
5. San Benito Unified	\$25,200	\$49,441

vi. Discuss potential full-time position

- 1. Job description update, salary range: \$97,984.60 to \$127,557.06
- 2. Fiscal Agent-Dean Sweeney to provide an update on Gavilan's protocol for the temporary position.
- 3. Funding position discussion:
 - a. \$113,000 from ELL Grant and \$60,000 from CAEP (\$173,000); \$3k can come from carry over funding from year 1 if needed.
 - b. Total cost estimate: \$178,000
 - i. Base Salary: \$115,000
 - ii. Retirement/taxes: \$39,410
 - iii. Medical: \$23,150

III. Informational

30 minutes

a. Three-year plan

i. Review data

- 1. Needs Assessment: input needed from



- a. Student
 - b. Faculty
 - c. Stakeholder
2. Launchboard
 3. CAEP fact sheets
- ii. Review prior year's plans
 - iii. Develop timeline to write plan
- b. Quarterly Reporting: Upcoming Deadlines
- i. **Oct 30:** 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
 - ii. **Oct 31:** Student data due in TOPSPro (Q1)
 - iii. **Oct 31:** Employment and Earnings Follow-up Survey
 - iv. **Dec 1:** July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
 - v. **Dec 1:** 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
 - vi. **Dec 31:** 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
 - vii. **Dec 31:** End of Q2
 - viii. **Jan 31:** Student Data due in TOPSPro (Q2)
 - ix. **Jan 31:** Employment and Earnings Follow-up Survey
 - x. **Feb 28:** Preliminary allocations for 2025-26 and 2026-27 released by this date.
 - xi. **Mar 1:** 22/23 and 23/24 and 24/25 Member expense report is due in NOVA. (Q2)*
 - xii. **Mar 31:** End of Q3
 - xiii. **Mar 31:** 22/23 and 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q2) *
 - xiv. **Apr 30:** Student Data due in TOPSPro (Q3)
 - xv. **Apr 30:** Employment and Earnings Follow-up Survey
 - xvi. **May 2:** CFAD for 2025-26 due in NOVA *
 - xvii. **Jun 1:** 24/25 Member Expense Report due in NOVA (Q3)
 - xviii. **Jun 20:** CAEP Three-Year Plan Due
 - xix. **Jun 30:** 24/25 Member Expense Report certified by Consortia in NOVA (Q3) *
 - xx. **Jun 30:** End of Q4



30 minutes

IV. Member Updates

a. Member updates

- i. Gavilan
- ii. Morgan Hill
- iii. San Benito
- iv. Gilroy

V. Other upcoming agenda times

- i. Counselor presentations
- ii. CAEP Summit October 28-30th Oakland
- iii. Other items to consider

VI. Upcoming meetings

	Monthly Meeting Location and Time	Working session (online)
	<ul style="list-style-type: none"> • 9 am to 11 am • 1st Monday of the month except as noted with an asterisk 	<ul style="list-style-type: none"> • 9 am to 10 am • 2nd Monday of the month except as noted with asterisk
October 2024	14 th at FACE Center, Morgan Hill	Pending reschedule
November 2024	4 th at Gavilan College	15 th *
December 2024	2 nd at FACE Center, Morgan Hill	9 th
January 2025	6 th at Gavilan College	13 th
February 2025	3 rd at FACE Center, Morgan Hill	10 th
March 2025	3 rd at Gavilan College	10 th
April 2025	14 th at FACE Center, Morgan Hill *	21 st *
May 2025	5 th at Gavilan College	12 th
June 2025	2 nd at FACE Center, Morgan Hill	9 th
	Individual zoom links to be posted on agenda	https://gavilan-edu.zoom.us/j/8182311634

VII. Adjournment

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