



**Consortium Meeting Agenda: March 5th, 2024**

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

**Hybrid Meeting:** FACE Center

**Zoom link:** <https://gavilan->

[edu.zoom.us/j/84396175463?pwd=WGZjSGZhYUdrWWNaMzZ5bkgxS2p5dz09](https://gavilan-edu.zoom.us/j/84396175463?pwd=WGZjSGZhYUdrWWNaMzZ5bkgxS2p5dz09)

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

**Roles:**

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

**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:  | <b>5 minutes</b>  |
|     | a. Roll Call:   |                   |
|     | b. Public Comments:                                       |                   |
| II. | Discussion Items  |                   |
|     | a. Approve prior meeting minutes (February meeting notes) | <b>5 minutes</b>  |
|     | b. Presenter- Dr. De La Cerda                             | <b>20 minutes</b> |
|     | i. Get Focused-Stay focused for Adult Learners            |                   |
|     | c. 2022-23 Overage plans                                  | <b>15 minutes</b> |
|     | i. Morgan Hill presentation                               |                   |
|     | ii. San Benito presentation                               |                   |
|     | d. Discussion on MHUSD needs assessment survey            | <b>5 minutes</b>  |
|     | i. Update   |                   |
|     | e. Health Care Grant                                      | <b>10 minutes</b> |
|     | i. Member updates   |                   |
|     | f. Counselor Meeting -update                              | <b>5 minutes</b>  |



- g. Quarter 2 Reporting due March 30<sup>th</sup> **5 minutes**
- h. Data Review-update **5 minutes**
- i. Director Position **10 minutes**
  - i. Contract vs hourly update
  
- III. Closed session **15 minutes**
  - a. Discuss Director Evaluation:
  
- IV. Informational **10 minutes**
  - a. Quarterly Reporting: Upcoming Deadlines
    - i. **Feb 28:** Preliminary allocations for 2024-25 and 2025-26 released by this date.
    - ii. **Mar 1:** 21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)\*
    - iii. **Mar 31:** 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) \*
    - iv. **Mar 31:** End of Q3
    - v. **Apr 30:** Student Data due in TOPSPro (Q3)
    - vi. **Apr 30:** Employment and Earnings Follow-up Survey
    - vii. **May 2:** CFAD for 2024-25 due in NOVA
    - viii. **Jun 1:** 21/23 and 23/24 Member Expense Report due in NOVA (Q3)
    - ix. **Jun 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) \*
    - x. **Jun 30:** End of Q4
    - xi. **Jul 15:** Student Data due in TOPSPro (Q4) FINAL
    - xii. **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
    - xiii. **Aug 15:** Annual Plan for 2024-25 due in NOVA \*
  - b. Allocation 2024-25: Additional \$132,874 (cola) for a total of \$1,767,254 in 23-24. For 24-25, preliminary allocation is \$13,442 (cola) for a total of \$1,782,168.



V. Member Updates

**15 minutes**

- a. Member updates
  - i. Gavilan
  - ii. Morgan Hill
  - iii. San Benito
  - iv. Gilroy
  
- b. Other upcoming agenda times
  - i. CASAS summer institute- June 17-20 Hyatt Regency Orange County, California. Registration open: <https://www.casas.org/training-and-support/SI>.
  - ii. Annual Plan due August 15; review at next meeting
    1. In April, guidance comes out for annual plan.
  - iii. Three-year Strategic Plan
    1. Waiting for guidance from state
  - iv. Core values of other consortium



c. Upcoming meetings

	Monthly Meeting Location and Time	Working session (online)
	<ul style="list-style-type: none"> <li>• 9 am to 11 am</li> <li>• 1<sup>st</sup> Monday of the month except as noted with an asterisk</li> </ul>	<ul style="list-style-type: none"> <li>• 9 am to 10 am</li> <li>• 2<sup>nd</sup> Monday of the month except as noted with asterisk</li> </ul>
April 2024	8 <sup>th</sup> at FACE Center, Morgan Hill	15 <sup>th</sup>
May 2024	6 <sup>th</sup> at Gavilan College	13 <sup>th</sup>
June 2024	3 <sup>rd</sup> at FACE Center, Morgan Hill	10 <sup>th</sup>
July 2024	8 <sup>th</sup> at Gavilan College	15 <sup>th</sup>
August 2024	5 <sup>th</sup> at FACE Center, Morgan Hill	12 <sup>th</sup>
September 2024	9 <sup>th</sup> at Gavilan College	16 <sup>th</sup>
October 2024	7 <sup>th</sup> at FACE Center, Morgan Hill	14 <sup>th</sup>
November 2024	4 <sup>th</sup> at Gavilan College	15 <sup>th</sup> *
December 2024	2 <sup>nd</sup> at FACE Center, Morgan Hill	9 <sup>th</sup>
January 2025	6 <sup>th</sup> at Gavilan College	13 <sup>th</sup>
February 2025	3 <sup>rd</sup> at FACE Center, Morgan Hill	10 <sup>th</sup>
March 2025	3 <sup>rd</sup> at Gavilan College	10 <sup>th</sup>
April 2025	14 <sup>th</sup> at FACE Center, Morgan Hill *	21 <sup>st</sup> *
May 2025	5 <sup>th</sup> at Gavilan College	12 <sup>th</sup>
June 2025	2 <sup>nd</sup> at FACE Center, Morgan Hill	9 <sup>th</sup>
	Individual zoom links to be posted on agenda	<a href="https://gavilan-edu.zoom.us/j/8182311634">https://gavilan-edu.zoom.us/j/8182311634</a>

d. Other items to consider.

VI. Adjournment

**Direct public comments to Rosio Pedroso at [rpedroso@gavilan.edu](mailto:rpedroso@gavilan.edu).**