



Consortium Meeting Notes: February 5th, 2024

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

Hybrid Meeting: FACE Center

Zoom link: <https://gavilan->

[edu.zoom.us/j/84009398244?pwd=V0dyUOaMP8MLt3uk5enW9wVhLFcpe5.1](https://gavilan-edu.zoom.us/j/84009398244?pwd=V0dyUOaMP8MLt3uk5enW9wVhLFcpe5.1)

(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:

- a. Roll Call: Roll Call: Roll Call: Rosio Pedroso, Consortium Director; Greg Camacho-Light (GUSD); Corina Sapien, Director of Family and Community Engagement (MHUSD); Abelardo De Leon, Adult Education and FACE Administrator (MHUSD); Dean Sweeney Dean Career Education, Workforce and Educational Partnerships, Claire Grissom, Coordinator of Career and College Readiness (SBHSD).
- b. Quorum present
- c. Public Comments: None

II. Discussion Items

- a. Approve prior meeting minutes (February meeting notes) **Approved**
 - i. *Greg Camacho-Light motions to approve the meetings as amended. Mr. De Leon seconds. Motion passes.*
- b. 2022-23 Overage plans **Discussed**
 - i. Mr. De Leon reviewed expenditure plans from 2021-22 and noted that of the \$185,000 they spent all but \$5,337.
 1. Ms. Pedroso reminded Mr. Camcho-Light to invoice Morgan Hill. Ms. Pedroso will help facilitate it.



2. Ms. Pedroso suggested that unspent funds not be redistributed. Members agreed. Morgan Hill hopes to be more thoughtful and strategic in the next round of carryover as they move forward.
 - ii. Ms. Grissom indicated she did not have a visual to share but did indicate that a large part of the carryover for 21-22 will be used to contribute to the director's salary and transfer funds to Gilroy. She indicated she also will be paying a counselor to work extra hours to support the adult education students. She asked Mr. De Leon to share his template.
 - iii. The 30-month extension opportunity and the 20% carryover response from CAEP was reviewed and discussed by members. Ms. Pedroso requested that if members ask for extension that they submit it for next meeting.
- c. Vote on Director salary and evaluation. **Discussed**
 - i. Ms. Pedroso reviewed the evaluation rubric that received the most votes and asked that members provide edits by the next meeting.
 - ii. Link:
https://docs.google.com/document/d/12gkUqafwM38CZ7LqHFMyziiiVG_RnpZt/edit?usp=sharing&oid=116650776564384616714&rtpof=true&sd=true
- d. Discussion on MHUSD needs assessment survey **Discussed**
 - i. Ms. Grissom summarized the working sessions takeaway that the needs assessment was Morgan Hill centered and we need to discuss who the audience is for the survey. Mr. De Leon shared the latest version of the survey and members discussed the screener questions and agreed to discuss in greater detail during the next working session.
- e. Health Care Grant **Postponed**
 - i. Member updates
- f. Enrollment and outcomes data **Discussed**
 - i. Ms. Pedroso shared current enrollment numbers which demonstrated a general upward trend and will share the excel file with members.
- g. Counselor Meeting **Discussed**
 - i. Ms. Pedroso hopes to schedule a meeting with member counselors by the end of the year.
- h. Core values of other consortium **Discussed**
 - i. Ms. Pedroso reviewed the core values of 20 of 70 consortium and will provide the remaining at the next meeting.
- III. Closed session **Discussed**
 - a. Discuss Director Evaluation:



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 *

V. Member Updates

15 minutes

a. Member updates

- i. Morgan Hill- Mr. De Leon shared they hired a Hi-Set teacher and is in the process of finalizing the WASC report which is due Monday and the visit is six weeks later.
- ii. San Benito- Ms. Grissom reported that the welding class is up and running and full. She is coordinating with HR to set up the extra counseling hours to support their students and hopes to continue to spend down their funds.
- iii. Gilroy- Mr. Camacho-Light has been working with Gavilan College to utilize their adult education facility to bring an ESL class onsite. Starting tomorrow, they will have an ESL class in the evening on Tuesday and Thursday and a Hi-Set class Friday mornings. He would like to thank Gavilan College for working so quickly.
- iv. Gavilan-Dean Sweeney did not have any additional updates.



b. Other upcoming agenda times

- i. Annual plan preparation (year 2 outcomes discussed at next meeting and review upcoming annual plan template)
- ii. Get Focused Stay Focused-Conference
 1. Update and potential guest speaker, Dr. Paul de la Cerda
 - a. <https://www.academicinnovations.com/videos/vimeo/325760256>
 - b. Three adults schools using curriculum: Kern, Antelope and Alvord
 2. Follow-up conference April 29-30 @ UC Santa Barbara, register at: <https://www.academicinnovations.com/gfsf-conference-spring-2024/>
- iii. CASAS summer institute- June 17-20 Hyatt Regency Orange County, California. Registration open: <https://www.casas.org/training-and-support/SI>.



c. 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
March 2024	4 th at Gavilan College	12 th
April 2024	8 th at FACE Center, Morgan Hill	15 th
May 2024	6 th at Gavilan College	13 th
June 2024	3 rd at FACE Center, Morgan Hill	10 th
July 2024	8 th at Gavilan College	15 th
August 2024	5 th at FACE Center, Morgan Hill	12 th
September 2024	9 th at Gavilan College	16 th
October 2024	7 th at FACE Center, Morgan Hill	14 th
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

d. Other items to consider.

VI. Adjournment

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