



Consortium Agenda: November 4, 2024

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

Hybrid Meeting: Gavilan College,,Room HU106

Zoom link:

https://us06web.zoom.us/join/83707225279?occurrence=1730739600000&device_id=26c9479d-6984-4084-9471-52df6480c43c&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.

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|---|---|
| <p>I. Call to Order:</p> <p style="padding-left: 20px;">a. Roll Call:</p> <p style="padding-left: 20px;">b. Public Comments:</p> <p>II. Discussion Items</p> <p style="padding-left: 20px;">a. Approve prior meeting minutes (October)</p> <p style="padding-left: 20px;">b. Review meeting procedures</p> <p style="padding-left: 20px;">c. Request from San Benito Unified for welding equipment</p> <p style="padding-left: 40px;">i. Motion needed to transfer funds from Gavilan College to San Benito in the amount of \$26,013.43.</p> <p style="padding-left: 20px;">d. January Retreat</p> <p style="padding-left: 40px;">i. Suggested location: Hollister High School</p> <p style="padding-left: 40px;">ii. Confirm date: January 6th (9 to 2 or 3 pm)</p> <p style="padding-left: 40px;">iii. Motion needed to agree to have retreat.</p> <p style="padding-left: 20px;">e. Gavilan Regional ACES: Governing Structure</p> <p style="padding-left: 40px;">i. Options</p> | <p>5 minutes</p> <p>10 minutes</p> <p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p> <p>30 minutes</p> |
|---|---|



1. Co-leads with stipends and professional expert for administrative support. Potential monthly stipends in the amount of \$1,000 each with up to \$2,000 for administrative support. Items to consider include length of time (short-term or long-term).
2. Job search for part-time director, as a professional expert. A person (either a member or someone else) must still be designated with duties until a person is hired. Will need to conduct outreach to gather interested persons.
3. Full-time position is no longer considered. See last month's meeting notes.
4. Other suggestions?

III. Informational

30 minutes

- a. CAEP payment being sent out this month
- b. ELL Grant Awarded
 - i. 60% upfront invoice
 - ii. MOU to Board in December
 - iii. EMT update
 - iv. ELL Funding updated allocation (no amount can be specified in the application for the consortium as an agency, however, that does not mean we cannot set aside funds through Gavilan for consortium-wide activities)

	Year 2	Year 1
	\$308,097	\$248,773
1. Gavilan College	\$162,500	\$148,680
2. Gilroy Unified	\$50,000	----
3. Morgan Hill Unified	\$70,097	\$50,652
4. San Benito Unified	\$25,200	\$49,441

- c. Three-year plan
 - i. Review data
 1. Please send data (student, faculty, other stakeholder)
 - a. Meeting with Workforce Board of San Benito (will follow-up)
 2. Launchboard, [AEP Score Card](#)



3. [CAEP fact sheets](#) (American Community Survey updated January/February of 2025)
 - ii. Review prior year's plans
 - iii. Develop timeline to write plan
- d. CAEP Summit 2024-Oakland
 - i. Employment and Earnings presentation
 - ii. IET
- e. Quarterly Reporting: Upcoming Deadlines
 - i. **Dec 1:** July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
 - ii. **Dec 1:** 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
 - iii. **Dec 31:** 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
 - iv. **Dec 31:** End of Q2
 - v. **Jan 31:** Student Data due in TOPSPRO (Q2)
 - vi. **Jan 31:** Employment and Earnings Follow-up Survey
 - vii. **Feb 28:** Preliminary allocations for 2025-26 and 2026-27 released by this date.
 - viii. **Mar 1:** 22/23 and 23/24 and 24/25 Member expense report is due in NOVA. (Q2)*
 - ix. **Mar 31:** End of Q3
 - x. **Mar 31:** 22/23 and 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q2) *
 - xi. **Apr 30:** Student Data due in TOPSPRO (Q3)
 - xii. **Apr 30:** Employment and Earnings Follow-up Survey
 - xiii. **May 2:** CFAD for 2025-26 due in NOVA *
 - xiv. **Jun 1:** 24/25 Member Expense Report due in NOVA (Q3)
 - xv. **Jun 20:** CAEP Three-Year Plan Due
 - xvi. **Jun 30:** 24/25 Member Expense Report certified by Consortia in NOVA (Q3) *
 - xvii. **Jun 30:** End of Q4

IV. Member Updates

20 minutes

- a. Member updates



- i. Gavilan
- ii. Morgan Hill
- iii. San Benito
- iv. Gilroy
- V. Other upcoming agenda times
 - i. [CalPro](#) Training due November 18th
 - ii. 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
November 2024	4th at Gavilan College	15th* pending reschedule
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.