



Consortium Meeting Agenda: September 9, 2024

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

Hybrid Meeting: Gavilan College RM HU106

Zoom link: <https://gavilan-edu.zoom.us/j/83707225279?pwd=zlGdmFUSTb9qdCDiEGtlqGYlJnBsxz.1>
 (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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|------|---|-------------------|
| I. | Call to Order: | 5 minutes |
| | a. Roll Call: | |
| | b. Public Comments: | |
| II. | Presentation on Needs Assessment: Hanover | 20 minutes |
| III. | Discussion Items | |
| | a. Approve prior meeting minutes (May and August meeting notes) | 10 minutes |
| | b. Q4 expenses submitted- Consortium overall carry over 16% | 5 minutes |
| | i. Plans in place for members with over 20% | |
| | 1. Gavilan-29% | |
| | 2. San Benito-24% (scheduled meeting September 10, 2024) | |
| | c. Annual Budget and Workplan due September 30 | 20 minutes |
| | i. Review NOVA | |
| | d. 2024-25 CAEP Allocations- | |
| | i. MOUs submitted for October | |
| | 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%

e. Health Care Grant updates-

10 minutes

- i. Year 2 Awards -pending
- ii. EMT program - Meeting September 10
- iii. CMA program -Gavilan update
- iv. Get Focused Stay Focused
 - 1. Morgan Hill-moving forward
 - 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. Review job description
- 2. Fiscal Agent-Dean Sweeney to provide an update on Gavilan's protocol for the temporary position.
- 3. Last month's discussion
 - a. \$113,000 from ELL Grant and \$60,000 from CAEP (\$173,000); \$3k can come from carry over funding from year 1.
 - b. Total cots estimate: \$178,000
 - i. Base Salary: \$115,000
 - ii. Retirement/taxes: \$39,410
 - iii. Medical: \$23,150



IV. Informational

10 minutes

a. Quarterly Reporting: Upcoming Deadlines

- i. **Sep 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4) *
- ii. **Sep 30:** 24/25 Member Program Year Budget and Work Plan due in NOVA
- iii. **Sep 30:** End of Q1
- iv. **Oct 30:** 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
- v. **Oct 31:** Student data due in TOPSPro (Q1)
- vi. **Oct 31:** Employment and Earnings Follow-up Survey
- vii. **Dec 1:** July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- viii. **Dec 1:** 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
- ix. **Dec 31:** 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
- x. **Dec 31:** End of Q2

V. Member Updates

20 minutes

a. Member updates

- i. Gavilan- update on job hire and tour of facility
- ii. Morgan Hill-update on new childcare facility
- iii. San Benito-
- iv. Gilroy-

VI. Other upcoming agenda times-

- i. Encontrando el Camino October 5th at 10 am, Gavilan College
- ii. Three-year plan due June 20, 2025
 1. Update on Needs Assessment-Corina Sapien
- iii. Counselor presentations- review at next meeting
- iv. Data -review at next meeting



b. 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
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

c. Other items to consider.

VII. Adjournment

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