**Consortium Meeting Notes: January 8th, 2024**

9:00 a.m.  to 12:00 p.m.

**Hybrid Meeting:** Gavilan College Room HU106

**Zoom link**: https://us06web.zoom.us/meeting/86861526350

(Link to role description [here](https://docs.google.com/document/d/1wCeM5A7xM_3Oxv1o_3L1_Kv5CanmZaDhrGSsFP91eng/edit))

**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.

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1. Call to Order:
   1. 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); Lelannie Mann, Interim Director Community Education and Career Pathways (Dean Sweeney’s representative), Claire Grissom, Coordinator of Career and College Readiness (SBHSD)
   2. Public Comments: None
2. Discussion Items
   1. Approve prior meeting minutes (January meeting notes) **Approved**
      1. *Greg Camacho-Light motions to approve the meetings as amended. Ms. Grissom seconds. Motion passes unanimously.*
   2. 2021-22 Overage **Discussed**
      1. Discussed protocols for invoicing agreed upon transfers. Ms. Pedroso will ensure invoices are sent.
      2. MHUSD and SBHSD members agreed to provide if any funds were unused and if so, how these funds should be reallocated if at all at the next meeting. These members will send an email with information to the consortium.
   3. 2022-23 Overage plans **Discussed**
      1. Ms. Pedroso reminded members that during April’s board meeting, they will need to provide an accounting of these overage plans and whether reallocation will take place per the bylaws.
   4. Health Care Grant **Discussed**
      1. Ms. Pedroso indicate that the College is approving receipt of these funds during their February’s meeting. Ms. Pedroso will create MOUs to sign and then get approved through their respective channels with the hope of distributing fundings in the next two months. Ms. Grissom clarified that GUSD will not be receiving funding during this round.
      2. Member updates
         1. Members agreed to meet 11:30 to 12:30 on January 17th.
   5. Next year’s meeting schedule **Agreed**
      1. Members agreed to continue to meet on the first Monday of the month at 9 am.
      2. Claire suggested and members agreed to meet from 9 to 11 and meet one additionaltime, preferably the following Monday after to have a working session for one hour.
      3. Ms. Pedroso will create the new meeting zoom invites and dates with noted changes to accommodate holidays and vacation schedules.
   6. Enrollment and outcomes data-meet with individual members **Postponed**
      1. Ms. Pedroso will meet individually with members to share data and
   7. Core values of other consortium **Postponed**
      1. Ms. Pedroso will look to see if othe rocnsortiums have developd core values and report out next month.
3. Closed session **Discussed**
   1. Discuss Director Position, Salary and Evaluation: Members would like to have this time again during the next meeting.
4. Informational **Reviewed**
   1. Quarterly Reporting: Upcoming Deadlines
      1. **Jan 31:** Student Data due in TOPSPro (Q2)
      2. **Jan 31:** Employment and Earnings Follow-up Survey
      3. **Feb 28:** Preliminary allocations for 2024-25 and 2025-26 released by this date.
      4. **Mar 1:** 21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)\*
      5. **Mar 31:** 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) \*
      6. **Mar 31:** End of Q
      7. **Apr 30:** Student Data due in TOPSPro (Q3)
      8. **Apr 30:** Employment and Earnings Follow-up Survey
      9. **May 2:** CFAD for 2024-25 due in NOVA \*
      10. **Jun 1:** 21/23 and 23/24 Member Expense Report due in NOVA (Q3)
      11. **Jun 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) \*
      12. **Jun 30:** End of Q4
      13. **Jul 15:** Student Data due in TOPSPro (Q4) FINAL
      14. **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
      15. **Aug 15:** Annual Plan for 2024-25 due in NOVA \*
5. Member Updates **Shared**
   1. Member updates
      1. MHUSD staff met with consultant for the needs assessment and are reviewing the questions. They will meet with them again this week. Ms. Pedroso suggested that consortium members review the questions as well as this is a consortium wide effort. No timeframe has been finalized as they had hoped to do this survey as part of the WASC accreditation process. Ms. Pedroso suggested that MHUSD provide the contractor with a timeline, the number of surveys they expect to receive, and where they want the survey administered. Mr. Camacho-Light suggested this item be discussed during the working session. Ms. Pedroso also reminded consortium members that a needs assessment is necessary for the 3-year plan which will take place next fiscal year.

At the adult school students have fiscal books and rarely use online curriculum except for AZTEC which is for the HiSet. They had tried Cyber, another online curriculum in the past and will revisit that option again as the Superintendent is looking to offer online or virtual classes as well as hybrid. Mr. Camacho-Light shared the pros and cons of using Cyber vs Edmentum.

* + 1. GUSD reminded the consortium that their adult school part-time counselor who left for a full-time position in San Jose will be working again part-time for the school. Mr. Camacho-Light shared that while he had expected a large influx of students from Mt. Madonna (has only received about 10) that has slowed as the district is trying to assist those who are currently there through the end of the year. At this school site they are not allowed to take their computers home, making it difficult for students to complete their work. Mr. Camacho-Light is trying to help change that policy for Mt. Madonna students. For his students, Mr. Camacho-Light shared, each student can take a computer home if needed. It is all about access.
    2. SBHSD reported that while they are not one to one regarding computers, if a student requests or needs a computer they do lend them one. They shared that they have about 16 students attending regularly. They have been providing food. They are looking to see if providing food increases attendance and persistence. Ms. Grissom is hoping to hire one of their counselors to work part-time to do a warm hand-off for students who complete their program. In addition, the instructor now has access to attendance to see who signed up and who shows up. He will be following up with those who registered but did not show up.
    3. Gavilan College- no updates at this time.
  1. Other upcoming agenda times
     1. A counseling meeting for this spring will be scheduled by Ms. Pedroso with a goal of having it on a Saturday or late evening for member counselors. Mr. Camacho-Light would like to know what we can do as a consortium to help students transition. Ms. Pedroso noted the importance of sharing information and processes and to take advantage of AB554 so that students who are completing their high school diploma can be taking college credit courses.
     2. CalPro training -Consortium to host (gathering information)
     3. CASAS summer institute- June 17-20 Hyatt Regency Orange County, California. Registration opens January 15th.
  2. Upcoming meetings 9 am to 12pm
     1. February 5th at Face Center, Morgan Hill
     2. March 4th at Gavilan College
     3. April 8th at Face Center, Morgan Hill
     4. May 6th at Gavilan College
     5. June 3rd at Face Center, Morgan Hill
     6. (July tbd)
  3. Other items to consider.

1. Adjournment at 10:45 am

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