

Salinas Valley Adult Education Consortium Steering Meeting
Wednesday, January 13, 2016 | 3:00-5:00 p.m.
Hartnell College, Alisal Campus, Room C-105

AGENDA

- 3:00-3:10 Sign-in, Welcome, Introductions, Review Agenda, Volunteer to take notes
- 3:10-3:30 **Review 15-16 Plan, Timeline, and Budget**
- Facilities issue: Possibility that State will not approve
 - Budget changes: No Consortium approval needed if within member allocation
 - Special meeting for governance matters (finalize by-laws)?
- 3:30-3:45 **Member Activity Implementation and Spending**
- Fiscal Agent personnel change: David Techaira, new Interim Hartnell Grants Acctg. Mgr.
 - Fund distribution process:
 - Member - Fiscal Agent contracts
 - Member invoices for reimbursement
 - May use SVAEC invoice template (optional but encouraged)
 - May submit invoices on a monthly basis (no less frequently than quarterly)
- 3:45-4:00 **Member Expenditure and Performance Reporting**
- Reporting schedule: Period 1 reports due Friday, January 22!
 - Templates for expenditure and progress reports
- 4:00-4:45 **Consortium Activity Implementation and Spending**
- **Professional Development**
 - Upcoming activities
 - Approval of PD funding requests
 - **Professional Learning Communities**
 - ESL PLC and new Basic Skills PLC starting: Participants, details, next steps
 - **Hartnell update on Consortium Director and PA positions**
(Note: Kristen Arps will step out of this portion of the meeting if necessary)
 - **Marketing**
 - Vendor selection
 - Special marketing meeting to discuss branding and content?
 - **Software/Technology**
 - CASAS
 - Burlington English
 - ASAP
 - Northstar Digital Literacy Assessment:
 - New assessment found by Sue Landesman
 - Should the Consortium become a sponsor/provider?
 - **Food** – Allowable? Approve this expense?
- 4:45-5:00 Final questions, discussion, and announcements
- Hartnell Curriculum Institute on March 4: Adult ed providers encouraged to attend