



**Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting
March 16, 2022 | 2:30 – 5:00 p.m.
VIRTUAL AND IN-PERSON MEETING**

Zoom Meeting Link & Dial-In:

<https://cccconfer.zoom.us/j/91341122633> | Dial: +1 669 900 6833, Meeting ID: 913 4112 2633

Meeting materials in public Google Drive folder:

<https://tinyurl.com/SVAEC-21-22>

In-person Meeting Information: Building R, Hartnell College, 14 Cypress Street, Salinas, CA 93901

NOTES:

- Agenda items must be submitted to the Director five (5) days prior to the meeting.
- All Member Districts must provide notification to the Director at least five (5) days prior to the meeting if there will be no Designee present at the meeting (in person or virtually). Designees may assign a proxy to attend in their absence.

AGENDA

2:30 – 2:40

Call to order

- Roll call/establish quorum
- Guest introductions
- Approve meeting agenda and prior meeting minutes

2:40 – 2:50

Public Comments (*3 minutes max per person – anyone is welcome to speak and/or type comments in the chat box of the Zoom meeting*)

2:50 – 3:10

Member & Partner Program Updates & Announcements (*2 minutes max per agency*)

3:10 – 3:40

Action Items

- Brown Act
- Approve proposed 22-23 allocation schedule
- Approve proposed 22-23 MOUs (Fiscal Agreements)
- Approve 22-23 timeline for period I
- Approve 22-23 steering committee meeting dates

3:40 – 4:40

Discussion Items

- Tatiana's bridge class
- Presentation: Foothill De Anza, Dual Enrollment for Adult Students, Janie Garcia
- Discussion of Dual Enrollment for Adult Students in SVAEC
 - Potential classes
 - Potential instructors
 - Fall pilot class
- Outreach and recruitment of ag workers

4:40 – 4:50

Information Items (*if time allows*)

- PLC Update
- TE Users Update
- Approval of 22-23 fiscal agreements by Hartnell's Governing Board
- Approve CFAD at our April 20, 2022 (due to State on May 2, 2022)



- The CAEP Office is moving the CAEP Quarter 4 student data submission due date (for TOPSPro users) to **July 15, 2022**. The original due date was August 30th of each year. Each agency will need to plan accordingly.

4:50 – 5:00

Final questions, comments, and reminders; adjourn

- TE Users Meeting: TBA
- PLC Meeting: March 17 at 3:30 p.m.
- **Mar 31:** 19/20, 20/21, and 21/22 Member Expense Report certified by Consortia in NOVA (Q2)
- **Mar 31:** Closeout of 19-20 funds certified by Director in NOVA
- **Mar 31:** End of Q3
- **April 15:** Q3 Expenditure reports due to Consortium in Smartsheets
- **April 15:** Q3 invoices due to Director (for reimbursement from Shared Consortium funds, if applicable)
- **April 15:** First Drafts of Member 22-23 Workplans due to Director (budget and activities; for review on 4/20/22)

Next Regular Steering Committee Meeting: **April 20, 2022, at 2:30 p.m. (virtual and in person)**