



**Salinas Valley Adult Education Consortium (SVAEC)**  
**Regular Steering Committee Meeting Minutes**  
**March 16, 2022, 2:30-5:00 p.m.**  
**Location: Virtual via ZOOM and In-Person Meeting**

Meeting documents can be found in these 2 locations:

[Shared Google Drive folder](#)

[SVAEC website](#)

**SVAEC Member Designees:**

<b>Member Designees</b>	<b>District/School</b>
Candice Camacho <i>Director, College &amp; Career Readiness</i>	Gonzales Unified School District (GUSD)
Laura Zavala <i>Director, Academic Affairs</i>	Hartnell College
Mostafa Ghous <i>Dean, Academic Affairs</i>	Hartnell College
Ana Gonzales <i>Director, Academic Affairs</i>	Hartnell College
Tatiana Roganova <i>Director, Salinas Adult School</i>	Salinas Union High School District (SUHSD)
Francisco Pinedo <i>Lead Teacher, Adult Education</i>	Soledad Unified School District (SUSD)
Greg Ludwa <i>Curriculum &amp; Math Senior Teacher</i>	Monterey County Office of Education (MCOE)
Ernesto Vela <i>Assistant Superintendent of Student Services</i>	Monterey County Office of Education (MCOE)

**Proxies for Member Designees:**

<b>Proxy</b>	<b>District/School</b>
Gloria Adame, <i>Teacher</i> (Proxy for Candice Camacho)	Gonzales Unified School District (GUSD)
Sherrie Castellanos, <i>Chief Business Official</i> (Proxy for Paige Leebrick)	South Monterey County Joint Union High School District (SMCJUHS D)
Roxanne Argueta, <i>Media/Tops Pro Specialist</i> (Proxy for Francisco Pinedo)	Soledad Unified School District (SUSD)

**Others in Attendance:**

<b>Other</b>	<b>District/School/Organization</b>
Ivan Pagan, <i>Director, Academic Affairs</i>	SVAEC
Christian Regalado, <i>Program Assistant II</i>	SVAEC
Janie Garcia, <i>Adult Education Program Coordinator</i>	Foothill De Anza College
Sarah Cornwall, <i>Recruitment Manager</i>	California Conservation Corps
Jose Yanez, <i>Adult Ed Program Coordinator</i>	North Monterey County Unified School District (NMCUSD)



**Minutes:**

<b>Time (p.m.)</b>	<b>Agenda Item</b>	<b>Description</b>
2:34	Call to Order	Ivan Pagan, Director of the Salinas Valley Adult Education Consortium (SVAEC), called the meeting to order at 2:34 p.m.
2:34	Roll Call	South Monterey County: present Soledad: present Gonzales: present MCOE: present Salinas: present Hartnell: present North Monterey County: present as of 2:41 p.m. <b>Present = 6 members.</b> A quorum was present. Quorum is 5 members.
2:37	Approval of Agenda	<b>Motion</b> to approve today’s agenda with addition of discussion of Tatiana’s bridge class. First: MCOE Second: Salinas All in agreement (5/5). No abstentions. Motion carries.
2:40	Approval of Minutes	<b>Motion</b> to approve minutes of February 16, 2022, meeting. First: Salinas Second: MCOE All in agreement (6/6). No abstentions. Motion carries.
2:42	Introductions	All attendees were asked to type their name and agency in the Zoom meeting chatbox or, if calling in by phone, to speak their name and agency.
2:43	Public Comments	Comments: Sarah Cornwall, Recruitment Manager from California Conservation Corps, followed up on Dana’s presentation and provided information on their programs.
2:45	Member & Partner Program Updates & Announcements	Reports were presented by the following: South Monterey County Soledad Gonzales MCOE Salinas Hartnell North Monterey County SVAEC
3:17	Action Items	<b>Motion</b> to continue holding hybrid meetings under AB 361. First: MCOE Second: Soledad All in agreement (7/7). No abstentions. Motion carries. <b>Motion</b> to approve the allocation schedule for FY 22-23. First: Hartnell Second: North Monterey County All in agreement (7/7). No abstentions. Motion carries. <b>Motion</b> to approve the Fiscal Agreements for FY 22-23. First: MCOE Second: Gonzales All in agreement (7/7). No abstentions. Motion carries. <b>Motion</b> to approve the timeline for period 1 for FY 22-23. First: MCOE Second: North County All in agreement (7/7). No abstentions. Motion carries.



		<p><b>Motion</b> to approve the steering committee meeting dates for FY 22-23.          First: Soledad          Second: Salinas          All in agreement (7/7). No abstentions. Motion carries.</p>
3:42	Presentations	<p>The following presentations were given:          Presentation: Janie Garcia, Adult Education Program Coordinator, Foothill College, <i>Dual Enrollment for Adult Students</i>          Presentation is available in the shared Google <a href="#">folder</a>.</p>
3:31 4:03	Discussion Items	<p>The following items were discussed:</p> <ul style="list-style-type: none"> <li>• Tatiana’s bridge class</li> <li>• Dual enrollment for adult students</li> <li>• Outreach and recruitment of ag workers</li> </ul>
4:18	Information Items	<p>The following items were shared:</p> <ul style="list-style-type: none"> <li>• PLC Update</li> <li>• TE Users Update</li> <li>• Approval of Fiscal Agreements for FY 22-23 by Hartnell Governing Board</li> <li>• Approval of CFAD at our April 20 meeting (due in NOVA on 5/2)</li> <li>• Quarter 4 student data is now due 7/15 (moved from 8/30)</li> </ul>
4:22	Final Questions, Comments, and Reminders	<p>The following items were shared:</p> <ul style="list-style-type: none"> <li>• TE Users Meeting: TBA</li> <li>• PLC Meeting: March 17 at 3:30 p.m.</li> <li>• Mar 31: 19/20, 20/21, and 21/22 Member Expense Report certified by Consortia in NOVA (Q2)</li> <li>• Mar 31: Closeout of 19-20 funds certified by Director in NOVA</li> <li>• Mar 31: End of Q3</li> <li>• April 15: Q3 Expenditure reports due to Consortium in Smartsheets</li> <li>• April 15: Q3 invoices due to Director (for reimbursement from Shared Consortium funds, if applicable)</li> <li>• April 15: First Drafts of Member 22-23 Workplans due to Director (budget and activities; for review on 4/20/22)</li> </ul>
4:24	Next Meeting	April 20, 2022, at 2:30 p.m. (virtual and in person)
4:25	Adjournment	<p><b>Motion</b> to adjourn the meeting.          First: North County          Second: Soledad          All in agreement (7/7). No abstentions. Motion carries. The meeting was adjourned at 4:25 p.m.</p>

**Abbreviations:**

Agency/District Short Name	Full Name
North Monterey County	North Monterey County Unified School District (NMCUSD)
Hartnell	Hartnell College
Salinas	Salinas Union High School District (SUHSD)
MCOE	Monterey County Office of Education (MCOE)
Gonzales	Gonzales Unified School District (GUSD)
Soledad	Soledad Unified School District (SUSD)
South Monterey County	South Monterey County Joint Union High School District (SMCJUHS)

Minutes prepared by Maria De Leon, Christian Regalado, and Ivan Pagan.