



**Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting
August 17, 2022 | 2:30 – 5:00 p.m.
VIRTUAL AND IN-PERSON MEETING**

Zoom Meeting [Link](#) & Dial-in Info:

Phone: 346-248-7799, Meeting ID: 94469808637

Meeting materials in public Google Drive [folder](#):

In-person Meeting Information: Soledad Adult School, Room 4, 690 Main Street, Soledad, CA 93960

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*)
- Encourage everyone to introduce themselves for the sake of our three new directors.
 - Allow time at end for Christian's outreach report*.
- 3:10 – 3:40** **Action Items**
- Brown Act
 - Approve revised 2022-23 Allocation Schedule*
 - Approve revised 2022-23 Work Plans and Budgets
 - Do not review entire budget.
 - Just review what you decided to do with the increase.
- 3:40 – 4:40** **Discussion Items**
- Presentation: Misty Martinez, Customer Manager, Burlington English (3:40)
 - Introduction: Alicia Gregory, Accounting Manager, Hartnell College(4:00)
 - 2022-23 SVAEC Annual Plan
 - Plan is open for review in NOVA.
 - Plan must be submitted by 9/14.
 - I will accept feedback until 9/7.
 - Introduction to the SVAEC and how the consortium works
 - Q&A time for new directors
- 4:40 – 4:50** **Information Items** (*if time allows*)
- PLC Update
 - TE Users Update
 - Dual Enrollment for adult students
 - Salinas Adult School is a potential site for a pilot.



- Pilot would run spring of 2023.
- Overdue deliverables. Some programs still owe the following:
 - Q4 expenditures due in Smartsheets and NOVA
 - Narrative Progress Report for Period 2

4:50 – 5:00

Final questions, comments, and reminders; adjourn

- TE Users Meeting: TBD, next meeting will be in late September
- PLC Meeting: TBD
- 9/1: 20-21 and 21-22 Member EOY/Q4 Expenditure Reports due to State in NOVA (7/1-6/30)
 - **Q4 cannot be uncertified, so please be extra diligent!**
- 9/1: 21-22 Expenditures and Instructional Hours by Program Area due to State in NOVA (estimates only)
- 9/1: 22-23 Certification of Allocation Amendment due in NOVA (**DONE**)
- 9/14: Consortium 22-23 Annual Plan due to State in NOVA

Next Regular Steering Committee Meeting: **September 21, 2022, at 2:30 p.m. (virtual and in person.)**

*Materials available in Shared Google Drive folder [here](#).