



**Salinas Valley Adult Education Consortium (SVAEC)  
Regular Steering Committee Meeting  
June 14, 2023 | 2:30 – 4:00 p.m.  
IN-PERSON AND VIRTUAL MEETING**

**Zoom Meeting [Link](#) & Dial-in Info:**  
Phone: 360-209-5623, Meeting ID: 999 6920 4354  
Meeting materials in public Google Drive [folder](#)

**In-person Meeting Information:** Hartnell College, Building A, Room A105, 411 Central Avenue, 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 – 2:35**      **Call to order**
- Roll call/establish quorum
  - Guest introductions
  - Approve meeting agenda and prior meeting minutes
- 2:35– 2:40**      **Public Comments** (*2 minutes max per person – anyone is welcome to speak and/or type comments in the chat box of the Zoom meeting*)
- 2:40-2:45**      **Program Highlights** (*30-second headline for your program, such as an upcoming event, an item of good news, or a student success story*)
- 2:45 – 3:00**      **Action Items**
- Approval of Steering Committee meeting dates for FY 23-24
  - Approval of Deadlines & Deliverables for Period I for FY 23-24
  - Approval of PLC meeting dates for FY 23-24
  - Approval of focal point of immigrant integration project
    - Financial Literacy
    - Food Security
- 3:00-3:45**      **Discussion Items**
- Annual Plan Retreat (general info)
  - Francisco’s chart
  - Newsletter
  - Q3 Data Report
- 3:45 – 3:55**      **Information Items** (*if time allows*)
- PLC Update
  - TE Users Update
  - Stephanie’s workshops: Emergency Planning Workshop & Know Your Rights Workshop
  - Stephanie & Christian’s outreach highlights



**3:55 – 4:00**

**Final questions, comments, and reminders; adjourn**

- TE Users Meeting: TBD (final meeting of the year)
- PLC Meeting: The next meeting will probably be in August.
- **6/29: Annual Plan Retreat**
- 6/30: Q3 Expenditure Reports certified by Director in NOVA
- 6/30: End of Q4/End of Fiscal Year
- 7/1: FY 23-24 begins
- 7/15: EOY/Q4 Student Data due in TOPSPro
- 7/31: EOY/Q4 Expenditure Reports due to Consortium in Smartsheets (Optional)
- 7/31: Period II Narrative Progress Reports due to Director
- 7/31: Member 23-24 work plans and budgets due to Director (revisions)
- 8/1: Employment and Earnings Follow-up Survey
- **8/15: Annual Plan for 23-24 due in NOVA**
- Next Regular Steering Committee Meeting: **August 16, 2023, at 2:30 p.m. (in person with virtual option)**

**4:00 – 5:00**

**Planning Annual Plan Retreat**