



**Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting
April 19, 2023 | 2:30 – 4:00 p.m.
IN-PERSON AND VIRTUAL MEETING**

Zoom Meeting [Link](#) & Dial-in Info:
Phone: 669-900-6833, Meeting ID: 918 7717 4496
Meeting materials in public Google Drive [folder](#)

In-person Meeting Information: Hartnell Main Campus, Bldg. A (Rm. 105), 411 Central Ave., 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

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| 2:30 – 2:35 | Call to order <ul style="list-style-type: none">• Roll call/establish quorum• Guest introductions• Approve meeting agenda and prior meeting minutes |
| 2:35– 2:40 | Public Comments (<i>2 minutes max per person – anyone is welcome to speak and/or type comments in the chat box of the Zoom meeting</i>) |
| 2:40-2:45 | Program Highlights (<i>30-second headline for your program such as an upcoming event, an item of good news, or a student success</i>) |
| 2:45 – 3:00 | Action Items <ul style="list-style-type: none">• Approval of fiscal agent (Hartnell College)• Approval of revised allocation schedule• Approval of drafts of workplans and budgets• Approval of fiscal agreements• Approval of CFAD |
| 3:00-3:45 | Discussion Items <ul style="list-style-type: none">• Local TE meeting (Burr)• Newsletter• One-on-one performance meetings• End-of-year invoices due by May 31 |
| 3:45 – 3:55 | Information Items (<i>if time allows</i>) <ul style="list-style-type: none">• PLC Update• TE Users Update• New Bylaws in supplemental materials folder• Separation of Hartnell and Shared Fund (needed to comply with AB1491)• Immigrant integration update from Paul in May• Stephanie’s workshops: Emergency Planning Workshop & Know Your Rights Workshop• Stephanie’s outreach highlights |



3:55 – 4:00

Final questions, comments, and reminders; adjourn

- TE Users Meeting: TBD
- PLC Meeting: April 25, 3:30 p.m.
- 4/28: Q3 Student Data Reports due to State (7/1-3/31)
- 4/28: Employment and Earnings Follow-up Survey
- 5/2: **Consortium CFAD due to State in NOVA**
- 5/12: Final Drafts of Member 23-24 Workplans due to Director
- 5/17: Final Drafts of Member 23-24 Workplans approved by steering committee

Next Regular Steering Committee Meeting: **May 17, 2023, at 2:30 p.m. (in person with virtual option)**