



Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting Minutes
March 15, 2023, 2:30-4:00 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:

Member Designees	District/School
Ana Gonzalez <i>Director, Academic Affairs</i>	Hartnell College
Laura Zavala <i>Grant Project Director HEP</i>	Hartnell College
Burr Guthrie <i>Director, Salinas Adult School</i>	Salinas Union High School District (SUHSD)
Victoria Sorensen, <i>Senior Director Alternative Education Programs</i>	Monterey County Office of Education (MCOE)
Mike Kim, <i>Program Coordinator, Alternative Education Programs</i>	Monterey County Office of Education (MCOE)
Francisco Pinedo <i>Lead Teacher, Adult Education</i>	Soledad Unified School District (SUSD)
Candice Camacho <i>Director, College & Career Readiness</i>	Gonzales Unified School District (GUSD)
Sandra Cuevas, <i>Administrator for Parent Engagement and Adult Education</i>	North Monterey County Unified School District (NMCUSD)

Proxies for Member Designees:

Proxy	District/School
Gloria Adame <i>Lead Teacher, Adult Education</i>	Gonzales Unified School District (GUSD)

Others in Attendance:

Other	District/School/Organization
Ivan Pagan, <i>Director, Academic Affairs</i>	SVAEC
Stephanie Borrayo, Program Assistant I	SVAEC
Ana Mendoza, <i>Instructor</i>	Salinas Union High School District (SUHSD)
Greg Ludwa, <i>Curriculum & Math Senior Teacher</i>	Monterey County Office of Education (MCOE)
Araceli Maupin, <i>Career Advisor</i>	Salinas Union High School District (SUHSD)
Virginia Arreola	Community Member
Luis Caballero, <i>HR</i>	Jackson Family WInes (Soledad)
Ana Mejia, <i>Recruiter</i>	California Conservation Corps
Jocelynn Rios, <i>Educational Liaison II</i>	Monterey County Office of Education (MCOE)
Charles Desilva, <i>Deputy</i>	Monterey County Jail
Ben Grainger, <i>Director of Student Affairs, Office of College Readiness</i>	Hartnell College
Cathleen Andrews, <i>Senior Librarian</i>	Salinas Public Library
Robert Gomez, <i>Instructor</i>	Salinas Union High School District (SUHSD)
Gabriela Lopez Chavez	Loaves, Fishes, and Computers
Maritza Correa, <i>Program Specialist</i>	Salinas Union High School District (SUHSD)



Robert Bishop <i>Instructor</i>	Salinas Union High School District (SUHSD)
Tayla Mainzer, <i>Program Development Manager</i>	Gateway Center of Monterey County
Robert Freiri	Community Member



Minutes:

Time (p.m.)	Agenda Item	Description
2:36	Call to Order	Ivan Pagan, Director, SVAEC, called the meeting to order at 2:36.
2:37	Roll Call	North Monterey County: Present Hartnell: Present Salinas: Present MCOE: Present Gonzales: Present Soledad: Present South Monterey County: Absent Present = 6/7 members. A quorum was present. Quorum is 5/7 members.
2:37	Approval of Agenda	Motion to approve today's agenda. First: North Monterey County Second: Soledad Vote: 6/6. No abstentions. Motion carries.
2:40	Approval of Minutes	Motion to approve minutes of February 15, 2023, meeting. First: Soledad Second: MCOE Vote: 6/6 . No abstentions. Motion carries.
2:36	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.
2:41	Public Comments	Comments: Briefly summarize who spoke and what they spoke about. Cathy Andrews, Senior Librarian, Salinas Public Library, mentioned the library has an orientation for beginning and intermediate classes (10 week program) at Cesar Chavez. Charles Desilva, Deputy, Monterey County Jail, shared they will be having a resource fair on April 13th at the county jail from 10 a.m. - 1 p.m. Lunch will be included. Gabriela Lopez Chavez, Loaves, Fishes, and Computers, shared their flier to raise awareness about their program and services.
	Member & Partner Program Updates & Announcements	Reports were submitted in the public Google folder .
2:45	Action Items	Motion to Change to Bylaws to reflect AB 1491 requirements. First: Salinas Second: North Monterey County Vote: 6/6. No abstentions. Motion carries. Motion to select a fiscal agent model. First: Soledad Second: MCOE Vote: 5/6. One abstention. Motion carries. Motion to approve Open House. First: Salinas Second: Soledad Vote: 6/6. No abstentions. Motion carries. Motion to fund the CASAS conference for members. First: Salinas Second: North Monterey County Vote: 6/6. No abstentions. Motion carries.



2:58	Presentations	The following presentations were given: <ul style="list-style-type: none"> • Presentation: Talya Mainzer, Program Development Manager, Gateway Center of Monterey County (3:00-3:10)
3:11	Discussion Items	The following items were discussed: <ul style="list-style-type: none"> • Dual enrollment for adult students • Serving ag community • Local TE meeting • Newsletter • Get Connected CA • One-on-one performance meetings • Extra budget
4:00	Information Items	The following items were shared: <ul style="list-style-type: none"> • PLC Update • TE Users Update • Spring student needs assessments • Allocation schedule • AB1491 guidance • Stephanie's workshops: Emergency Planning Workshop & Know Your Rights Workshop • Stephanie's outreach highlights
4:00	Final Questions, Comments, and Reminders	The following items were shared: <ul style="list-style-type: none"> • TE Users Meeting: TBD • PLC Meeting: March 21, 3:30 p.m. • 3/31: Q2 Expenditure Reports certified by Director in NOVA. • 3/31: Closeout of 19-20 funds certified by Director in NOVA. • 3/31: End of Q3 • 4/14: Q3 Expenditure Reports due to Consortium in SmartSheets (Optional) • 4/14: Q3 Invoices due to Director • 4/14: First Drafts of Member 23-24 Workplans due to Director • 4/19: Approve CFAD
4:08	Next Meeting	April 19, 2023, at 2:30 p.m. (virtual and in person)
4:08	Adjournment	Motion to adjourn the meeting. First: North Monterey County Second: Soledad Vote: 5/6. The meeting was adjourned at 4:08.

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 Stephanie Borrayo and Ivan Pagan.