

**Salinas Valley Adult Education Consortium (SVAEC)**

**Regular Steering Committee Meeting Minutes**

**April 19, 2023, 2:30-4:00 p.m.**

**Location: Virtual via ZOOM and In-Person Meeting (Hartnell Main Campus, Building A, Room A105)**

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>  |
|---|---|
| Ana Gonzalez<br><i>Director, Academic Affairs</i>   | Hartnell College  |
| Laura Zavala<br><i>Grant Project Director HEP</i>   | Hartnell College  |
| Burr Guthrie<br><i>Director, Salinas Adult School</i>   | Salinas Union High School District (SUHSD)                            |
| Jeff Lopez<br><i>Principal, Soledad Adult School &amp; Pinnacles<br/>Continuation High School</i> | Soledad Unified School District (SUSD)                                |
| Mike Kim, <i>Program Coordinator, Alternative<br/>Education Programs</i>                          | Monterey County Office of Education (MCOE)                            |
| Francisco Pinedo<br><i>Lead Teacher, Adult Education</i>  | Soledad Unified School District (SUSD)                                |
| Paige Leebrick<br><i>Coordinator, Alternative Education</i>                                       | South Monterey County Joint Union High School<br>District (SMCJUHS D) |
| Sandra Cuevas, <i>Administrator for Parent<br/>Engagement and Adult Education</i>                 | North Monterey County Unified School District<br>(NMCUSD)             |

**Proxies for Member Designees:**

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

**Others in Attendance:**

| <b>Other</b>  | <b>District/School/Organization</b>         |
|---|---|
| Ivan Pagan, <i>Director, Academic Affairs</i>           | SVAEC                                       |
| Stephanie Borrayo, <i>Program Assistant I</i>           | SVAEC                                       |
| Ana Mendoza, <i>Instructor</i>                          | Salinas Union High School District (SUHSD)  |
| Greg Ludwa, <i>Curriculum &amp; 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                            |
| Jacqueline Leon   | Community Member                            |
| 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)  |
| Jaimee de Pompeo, <i>Director</i>                       | The Parenting Connection of Monterey County |

**Minutes:**

| <b>Time (p.m.)</b> | <b>Agenda Item</b>                               | <b>Description</b>   |
|--------------------|--|--|
| 2:35               | Call to Order                                    | Ivan Pagan, Director of the SVAEC, called the meeting to order at 2:35.  |
| 2:35               | Roll Call  | North Monterey County: Present<br>Hartnell: Present<br>Salinas: Present<br>MCOE: Not Present (arrived late)<br>Gonzales: Present<br>Soledad: Present<br>South Monterey County: Not Present (arrived late)<br><b>Present = 5/5 members.</b> A quorum was present. Quorum is 5/7 members.  |
| 2:37               | Approval of Agenda                               | <b>Motion</b> to approve today's agenda.<br>First: Salinas<br>Second: North Monterey County<br>Vote: 5/5. No abstentions. Motion carries.  |
| 2:38               | Approval of Minutes                              | <b>Motion</b> to approve minutes of March 15, 2023, meeting.<br>First: Soledad<br>Second: Gonzales<br>Vote: 5/5. No abstentions. Motion carries.   |
| 2:35               | 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.<br>Gloria Adame, Lead Teacher, Gonzales Adult School, shared a college and career fair happening on April 22, 2023, at Gonzales High School.<br>Burr Guthrie, Director, Salinas Adult School, shared they will be tabling at a resource fair on April 22nd at the Natividad park.<br>Gabriela Lopez Chavez, Loaves, Fishes, and Computers, announced their office building is closed but they have an active phone line and are open from 11 a.m.-1 p.m. and from 3 p.m.-5 p.m.<br>Jaimee de Pompeo, Director, The Parenting Connection of Monterey County, spoke about their efforts and strategies to transition Adult ESL Students to Hartnell from Adult Schools. |
| 2:44               | Member & Partner Program Updates & Announcements | North Monterey County: Report Given<br>Hartnell: Report Given<br>Salinas: Report Given<br>MCOE: Report Given<br>Gonzales: Report Given<br>Soledad: Report Given<br>South Monterey County: Report Not Given   |
| 2:55               | Action Items                                     | <b>Motion</b> to approve fiscal agent (Hartnell College).<br>First: North Monterey County<br>Second: Gonzales<br>Vote: 6/6. No abstentions. Motion carries.<br><b>Motion</b> to approve revised allocation schedule.<br>First: Salinas<br>Second: Hartnell<br>Vote: 6/6. No abstentions. Motion carries.<br><b>Motion</b> to approve drafts of work plans and budgets was <b>moved</b> to May 17, 2023, Steering Committee Meeting.  |

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|      |  | <p><b>Motion</b> to approve fiscal agreements.<br/> First: Salinas<br/> Second: Soledad<br/> Vote: 5/6. 1 abstention. Motion carries.</p> <p><b>Motion</b> to approve of CFAD.<br/> First: Hartnell<br/> Second: South Monterey County<br/> Vote: 6/6. No abstentions. Motion carries.</p>   |
| 3:39 | Discussion Items                         | <p>The following items were discussed:</p> <ul style="list-style-type: none"> <li>• Local TE meeting (Burr)</li> <li>• Newsletter</li> <li>• One-on-one performance meetings</li> <li>• End-of-year invoices due by May 31</li> </ul>  |
| 3:49 | 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>• New Bylaws in supplemental materials folder</li> <li>• Separation of Hartnell and Shared Fund (needed to comply with AB1491)</li> <li>• Immigrant integration update from Paul in May</li> <li>• Stephanie’s workshops: Emergency Planning Workshop &amp; Know Your Rights Workshop</li> <li>• Stephanie’s outreach highlights</li> </ul>                                  |
| 3:58 | Final Questions, Comments, and Reminders | <p>The following items were shared:</p> <ul style="list-style-type: none"> <li>• TE Users Meeting: TBD</li> <li>• PLC Meeting: April 25, 3:30 p.m.</li> <li>• 4/28: Q3 Student Data Reports due to State (7/1-3/31)</li> <li>• 4/28: Employment and Earnings Follow-up Survey</li> <li>• 5/2: Consortium CFAD due to State in NOVA</li> <li>• 5/12: Final Drafts of Member 23-24 Workplans due to Director</li> <li>• 5/17: Final Drafts of Member 23-24 Workplans approved by steering committee</li> </ul> |
| 3:59 | Adjournment                              | <p><b>Motion</b> to adjourn the meeting.<br/> First: North Monterey County<br/> Second: Hartnell<br/> Vote: 6/6<br/> The meeting was adjourned at 4:00.</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 Stephanie Borrayo and Ivan Pagan.