



**Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting
October 16, 2024 | 2:30 – 4:00 p.m.
IN-PERSON AND VIRTUAL MEETING**

Zoom Meeting [Link](#) & Dial-in Info:
Phone: 669-444-9171, Meeting ID: 834 0034 6198
Meeting materials in public Google Drive [folder](#)

Meeting Locations (main location in bold/alternate locations in regular type)

District	Location
Hartnell Community College District (HCCD)	Soledad Education Center, Room 109 1505 Metz Rd., Soledad, CA 93960
South Monterey County Joint Union High School District (SMCJUHS)	Portola Butler High School, Principal Office 760 Broadway, King City, CA 93930
Salinas Union High School District (SUHSD)	20 Sherwood Place, Room M1 Salinas, CA 93906
Monterey County Office of Education (MCOE)	901 Blanco Circle, Student Services Morgantini Building 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).

AGENDA

2:30 – 2:35

Call to order

- Roll call/establish quorum
- Guest introductions
- Approve meeting agenda and prior meeting minutes

Approval of Agenda

Approval of 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

- Motion to approve the final budget for the Shared Fund.
- Motion to hire Digital Nest to migrate our website.
- Motion to hire N&R Publications to produce digital stories for the SVAEC.

3:00-3:45

Discussion Items

- Presentation by Digital Nest on their migration proposal.
- Discussion of proposal by N&R Publications.



- CASAS Training by Jay Wright week of 1/20. See supplemental materials folder for details.
- Retreat in January.
- AI Training by OTAN (Miranda)
- VITA Training for adults (Ana)

3:45– 3:55

Information Items (if time allows)

- PLC Update
- TE Users Update
- Timeline for Period II (1/1/25-6/30/25) is available for review.
- Stephanie’s workshops: Emergency Planning Workshop & Know Your Rights Workshop
- Alejandra’s outreach report

3:55-4:00

Final questions, comments, and reminders; adjourn

- TE Users Meeting: 10/17, 3:00 – 4:00 p.m.
- PLC Meeting: 10/24, 3:30 – 4:45 p.m.
- 10/30: FY 24-25 Work Plan and Budget Certified by Consortium in NOVA (done!)
- 10/31: Q1 Student Data due in TOPSpro
- 10/31: Employment and Earnings Follow-up Survey
- 11/1: **FY 23-24 Instructional Hours and Expenses by Program Area (Actuals) due in NOVA**
- Next Regular Steering Committee Meeting (Main Campus): November 20, 2024, at 2:30 p.m. **Will any of you be on Thanksgiving Break on this day?**
- Motion to adjourn

4:00 – 5:00

Professional Development (for Directors only)

- FY 23-24 in review
- A look at key data from the previous fiscal year