

Monterey Peninsula Adult Education Consortium
AGENDA - Regular Meeting
February 13th, 2020 - 2:30-4:00
Location: Monterey Adult School Room 1

Steering Committee Members: Alan Crawford (Co-chair; Monterey Adult School), Jon Knolle (Co-chair; Monterey Peninsula College), Barbara Martinez (Pacific Grove Adult Education), Tom Parry (Carmel Adult School), Serina Eichelberger (Monterey Adult School), Christian Smith (Monterey Peninsula College), Eric Saavedra (Pacific Grove Adult School) Kendra Cabrera (Monterey Peninsula College)

Item	Topic	Lead	Time (mins)	Desired Outcome	Follow-up after the meeting (Your personal notes)
1.	Welcome & Introductions <ul style="list-style-type: none"> ● Review Agenda ● Review Norms 	Alan	5 min		
2.	Upcoming Reports/Dates <ul style="list-style-type: none"> ● Jan 31: Student data due in TOPSPro (Q2) ● Feb 28: Preliminary allocations for 2020-21 and 2021-22 released by this date ● Mar 1: 17/18 and 18/19 and 19/20 Member Expense Report due in NOVA (Q2) ● Mar 1: Close out of 17/18 Member Funds due in NOVA ● Mar 31: 17/18 and 18/19 and 19/20 Member Expense 	Christian	5 min	Review upcoming CAEP deadlines and reports	

	<p>Report certified by Consortia in NOVA (Q2)</p> <ul style="list-style-type: none"> ● Mar 31: Close out of 17/18 funds in NOVA certified by Consortia in NOVA ● Mar 31: End of Q3 				
3.	Bylaws	Christian Eric, Serina	10min	Review draft Bylaws worked on 1/24/20	
4.	Allocation Needs to Meet Consortium Goals	All	20min		
5.	COLA	Molly and Penny	10min		
6.	Consortium Consultant Follow Up	Alan	10min	Updates on Consultant discussing and a vote on the need for an outside consultant support role for the consortium.	
7.	<p>ESL Conversation</p> <ul style="list-style-type: none"> ● HOSP courses at the two colleges and how to move them back and forth between the schools ● GED in Spanish for our Dreamers at MPC ● Teaching the English for Workplace at Adult school 	All	20min		

	January 2021 if it is a success at MPC Fall 2020				
8.	Agency Updates <ul style="list-style-type: none"> • MPC • CAS • PGAS • MAS 	All	10min	Consortium receives information on current updates for each agency	
9.					
10.					

IMPORTANT DATES TO TRACK	
Date due:	Deadline for:

- Reports needed for allocation discussions (30 min)
 - Fiscal
 - Effectiveness
 - Deadlines