

**Salinas Valley Adult Education Consortium**  
**Steering Meeting**  
**Tuesday, November 17, 2015**  
**3:00-5:00 p.m.**  
**Mission Trails ROP**

**AGENDA**

- 3:00-3:10      **Sign in, Welcome, Introductions, Agenda**
- 3:10-3:25      **Reminders, Requests, Announcements, Updates, FYIs, etc.**  
Kristen Arps
- New MOUs/contracts should be on December board agendas if possible
  - Reminder to finalize MOUs with SUHSD for workgroup and PLC participant stipends
  - ESL PLC will report to Consortium at 12/9 steering meeting
  - New Basic Skills/HSE PLC – recruit participants, new EWAs, new MOUs
  - Report program changes, successes, best practices, etc.
  - Quotes for website development and other marketing efforts
  - AEBG presentations to member boards and/or other member AE stakeholders
  - Hartnell College Pathways staff available for workshops, campus visits, etc.
  - January-June 2016 Steering Meeting Schedule – review proposed dates, ensure at least one designee available to be at each meeting, approve at 12/9 meeting
  - Other?
- 3:25-3:40      **Consortium Deliverables**  
Kristen Arps
- Submitted deliverables
  - Next steps, including activity implementation and assessment
  - AEBG conference in Sacramento 12/1-2
- 3:40-4:10      **Fiscal Matters**  
Kristen Arps and Sharon Alheit, Hartnell Grants Accounting Manager
- Contracts
  - Fund disbursement and expenditure reporting procedures
  - Logistics of allocating/spending consortium-wide funds
  - Unallocated 15-16 funds and ideas and requests for uses
  - Funding Request Form draft
  - Approval of 12/1-2 conference travel
- 4:10-4:25      **Governance Plan**  
Kristen Arps
- Outstanding items/questions

- Next steps – final by-laws by February 1, 2016?

4:25-4:30

**Consortium Director and Program Support Positions**

Kathy Mendelsohn or Eric Becerra, Hartnell Designee

- Update on status of positions
- Request for Consortium rep for hiring committee

4:30-4:35

**Extended AB86 Planning Funds**

Melissa Casillas

- Report from SUHSD on remaining funds
- Reminder about MOUs for instructor stipend reimbursement

4:35-4:50

**Burlington English Presentation**

Miranda Labatt, Regional Representative, Burlington English

- Presentation followed by discussion about options for and advantages of purchasing as a Consortium

4:50-5:00

**Final questions, discussion, networking**