

**Salinas Valley Adult Education Consortium**  
**Steering Meeting**  
**October 28, 2015**  
**3:00-5:00 p.m.**  
**Hartnell College**

**AGENDA**

- 3:00-3:15 Sign-in, Welcome, Introductions, Agenda
- 3:15-4:15 Funding Requests/Proposed Expenditures Discussion & Vote
- Raise items for discussion
  - Anything not raised for discussion will be considered part of a consent agenda, all to be approved with one vote (not voting on each item individually)
  - Discuss and negotiate items raised for discussion
  - Discuss and decide how to spend remaining funds
  - Decide and vote on the final budget
- 4:15-4:30 Fund Distribution & Reporting Matters – Sharon Alheit, Hartnell Grants Manager
- MOUs needed between Hartnell College (fiscal agent) and each member
  - Info regarding reimbursement, reporting, procedural guidelines, etc.
  - Allowables
- 4:30-4:45 Deliverables Update – Kristen Arps and Consortium Planning Workgroup
- Status, timeline, and next steps for plans and other deliverables
    - Must complete and approve by next week
  - Steering Meeting and Planning Workgroup Meetings schedule for deliverables completion and sign-off
  - Reminder to submit letter/record of member board approval of designees
- 4:45-5:00 Other (if time allows)
- Remaining Planning Funds – Melissa Casillas, Salinas Union High School District
  - Update on Consortium Director and Interim Director positions – Kathy Mendelsohn, Hartnell College
  - Member/Partner Contact List
  - ESL PLC update
  - Upcoming workshops for facilitators