

Salinas Valley Adult Education Consortium (SVAEC)

**Regular Steering Meeting**

**February 28, 2018 | 2:30 – 5:30 p.m.**

Hartnell College | East Alisal Campus, Room C-107 | 1752 East Alisal Street, Salinas, CA 93905

**AGENDA (draft)**

- 2:30-3:00** Sign In and Refreshments  
Member & Partner Program Updates and Announcements (2 minutes max. each)  
WorkKeys & CareerReady 101 presentation by Monterey County Business Council
- 3:00-3:05** Establish Quorum  
Begin formal Committee proceedings  
Approve agenda and prior meeting minutes
- 3:05-3:15** Public Comments (3 minutes max. each)
- 3:15-3:25** **Information Item:** Progress Report on MCOE's New Programs
- 3:25-4:45** **Action Items:**
- New Consortium Funding Formula (choose model for 18-19)
  - Consortium Program Assistant Position (increase from PT to FT)
  - Extended contracts for data and research specialists (Data & Accountability funds)
  - Expenditure reporting by Program Area (tabled from previous meeting)
  - Schedule a Steering Committee Meeting for March (3/21?)
- 4:45-4:50** **Discussion Item (if time allows):** Fund Distribution Model
- 4:50-4:58** **Information Items (if time allows):**
- Updates from the State:
    - Governor's Budget
    - COLA allocation
    - Reporting & Oversight guidelines
    - Brown Act
  - Consortium Period 1 Report
  - Updates on Collaborative Work (Workgroups, PLCs, PD, Marketing)
- 4:58-5:00** **Announcements & Reminders**
- Upcoming Events:
    - Member Planning Retreat – 3/15 (8:30am – 1:30pm)
    - ESL PLC Mapping Meeting – 3/1 (2:30pm – 4:30pm)
  - Reminders:
    - Invoices due April 15
    - Expenditure Reports due in SmartSheets April 15
    - Progress Report due April 15
    - Student Data due in TopsPro Enterprise April 30
- 5:00-5:30** Networking

Next regular Steering Committee Meeting: **April 25, 2018** (*additional meeting proposed for March 21*)