



**Salinas Valley Adult Education Consortium (SVAEC)  
Regular Steering Committee Meeting  
October 21, 2020 | 2:30 – 5:00 p.m.  
VIRTUAL MEETING**

Zoom Meeting Link & Dial-In:

<https://cccconfer.zoom.us/j/96913808496> | Dial: +1 669 900 6833, Meeting ID: 969 1380 8496

Meeting materials in public Google Drive folder:

<https://tinyurl.com/SVAEC-20-21>

**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 – 2:40**

**Call to order**

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

**2:40 – 2:50**

**Public Comments** (*3 minutes max per person – anyone is welcome to speak and/or type comments in the chat box of the Zoom meeting*)

**2:50 – 3:10**

**Member & Partner Program Updates & Announcements** (*2 minutes max per agency*)

**Action Items** (None)

**3:10 – 4:10**

**Discussion Items**

- Consortium Director Position Vacancy - update
- CAEP Summit (discuss pay for subs)
- PLCs: combined (discuss pay for teacher's participation)
- Discuss Purchase of Subscription to Northstar Digital Literacy using Shared Funds
- Collaboration with the Super Region for a 2-hour PD workshop on SEL; cost of up to \$100 (tentative a Friday in November)

**4:10 – 4:40**

**Information Items** (*if time allows*)

- Monthly Student Outreach & Support Report
- CAEP Directors Webinar (<https://caladulted.org/Administrators/57>)
- CAEPS's newsletter (<https://caladulted.org/Newsletters>)
- CAEP Summit (October 26 to October 29)
- Updated CAEP Beginning of Year Letter includes the New Quarterly Data Submission Wizard (TE Users meeting on October 22)
- Minds That Move Us: An Adult Career Pathways Toolkit
  - <https://mindsthatmoveus.org/>



**4:40 – 5:00**

**Final questions, comments, and reminders; adjourn**

- **Oct 15** Q1 Expenditure reports due to consortium in Smartsheets (July 1 – Sept 30)
- **Oct 30:** FY20-21 Member Program Year Budget and Work Plan certified by Consortia in NOVA (has already been certified)
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Nov 18:** Next steering committee meeting
- **Dec 1:** Q1 Expenditure reports due to State in NOVA (July 1 – Sept 30)
- **Dec 1:** FY19-20 Expenditure and Instructional hours by Program Area due to State in NOVA (actuals)
- **Dec 31:** Q1 Expenditure reports certified by Director in NOVA
- **Dec 31:** FY19-20 Expenditures and Instructional hours by Program Area certified by Director in NOVA
- **Dec 31:** All FY19-20 carryover funds must be spent (unspent funds will be reallocated by Consortium)
- SEL Reminder (October 23 from 7:00 p.m. – 9:15 p.m. (flyer in Google Shared Folder)
- Monthly Student Outreach & Support Report (in Google Shared Folder)

Next Regular Steering Committee Meeting: **November 18, 2020 at 2:30 p.m. (virtual)**