



**Salinas Valley Adult Education Consortium (SVAEC)  
Regular Steering Committee Meeting  
January 20, 2021 | 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**

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| <b>2:30 – 2:40</b> | <b>Call to order</b> <ul style="list-style-type: none"><li>• Roll call/establish quorum</li><li>• Guest introductions</li><li>• Approve meeting agenda and prior meeting minutes</li></ul>   |
| <b>2:40 – 2:50</b> | <b>Public Comments</b> <i>(3 minutes max per person – anyone is welcome to speak and/or type comments in the chat box of the Zoom meeting)</i> <ul style="list-style-type: none"><li>• Introduction of New SVAEC Director, Iván Pagán</li></ul>  |
| <b>2:50 – 3:10</b> | <b>Member &amp; Partner Program Updates &amp; Announcements</b> <i>(2 minutes max per agency)</i>  |
| <b>3:10 – 3:40</b> | <b>Action Items</b> <ul style="list-style-type: none"><li>• SVAEC 20-21 Period 2 Timeline</li><li>• Monterey County Workforce Development Board Agreement<ul style="list-style-type: none"><li>○ Acknowledgment of our responsibility under the Agreement</li><li>○ Agreement to be reimbursed via invoice</li><li>○ Agreement on implementation process<ul style="list-style-type: none"><li>▪ List of workshops and teacher availability</li></ul></li></ul></li></ul>   |
| <b>3:40 – 4:30</b> | <b>Discussion Items</b> <ul style="list-style-type: none"><li>• Presentation by Salinas Public Library (Using JobNow/VetNow)</li><li>• Transition to New Director, Iván Pagán</li><li>• Review of Robert's Rules (located in the Shared Google Folder)</li><li>• Membership Funds<ul style="list-style-type: none"><li>○ COABE, CCAE, CATESOL</li></ul></li><li>• Professional Learning Community<ul style="list-style-type: none"><li>○ Recruiting Lead</li><li>○ Proposed meeting January 28 at 3:00 p.m.</li><li>○ Should we postpone PLC meetings for this year</li></ul></li><li>• Narrative Progress Report<ul style="list-style-type: none"><li>○ Extended to January 22<sup>nd</sup></li></ul></li></ul> |



**4:30 – 4:40**

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

- Monthly Student Outreach & Support Report (located in the Shared Google Folder)

**4:40 – 5:00**

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

- **Jan 15:** Q2 Invoices due to Director (for reimbursement from Shared Funds, if applicable)
- **Jan 15:** Q2 Expenditure reports due to Consortium in Smartsheets (Oct 1 – Dec 31)
- **Jan 15:** P1 Narrative Progress Report due to Director (Extended to January 22<sup>nd</sup>)
- **Jan 31:** Student data due in TOPSPro (Q2)
- **Feb 28:** Preliminary allocations for 2021-2022 and 2022-2023
- **TE Users Meeting:** January 21<sup>st</sup> at 3:00 p.m.
- **SAVE the Date 2021 Summer CASAS Institute:** June 17-18 & June 22-23. Registrations opened on January 15<sup>th</sup>
- **CASAS is asking us to collect these 4 demographics data elements on all tests**
  - Gender, Native Language, Ethnicity, and Race

Next Regular Steering Committee Meeting: **February 17, 2021 at 2:30 p.m. (virtual)**