Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting
April 21, 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

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*)

3:10 – 3:40   **Action Items**
- Approve the recordings of the radio ads
- Approve the production of the simpler TV ad

3:40 – 4:40   **Discussion Items**
- MCOE presentation - reopening plans
- 21-22 SVAEC Timeline and Steering Committee Meetings
- Review Draft 21-22 SVAEC Member Annual Workplan & Budget (due 4.16.21)
- Review Draft 21-22 SVAEC Shared Annual Workplan & Budget (due 4.16.21)
- SEL for Administrators
- Update bylaws in Summer
- Discussion of the movement to digital agriculture and the effect on the job market
- Discussion of changes in job market due to COVID
- Shortage of instructors (how can we help each other)
- Budgetary Support (similar to TE Data Users meetings)
    - Newsletters
    - Meetings
    - Consultations
- Proclamation of April 18-24 as Adult Education Week (Soledad Adult School)

4:40 – 4:50   **Information Items** *(if time allows)*
- Q3 Student Data Report due in TOPSPro on 4.30.21
- Planning Support Meeting between March and April
- May 2nd SVAEC 21-22 CFAD due to State in NOVA with 21-22 allocation schedule (Members must certify on April 29th)
- Group memberships update
- Monterey Workforce Development Board Agreement/Amendment

4:50 – 5:00   **Final questions, comments, and reminders; adjourn**
- **TE Users Meeting:** April 19th at 3:00 p.m.
- **PLC Meeting:** April 29th at 3:00 p.m. (Debrief SEL)
- **March 31:** End of Q3
- **April 15:** Q3 Expenditures Reports due to Consortium in Smartsheets
- **April 15:** Q3 Invoices due to SVAEC Director
- **April 30:** Q3 Student Data Reports due in TOPSPro
- **April 29:** SVAEC CFAD for 21-22 due in NOVA
- See Shared Google Folder for other CAEP deadlines & deliverables
- **SAVE the Date 2021 Summer CASAS Institute:** June 17-18 & June 22-23. Registrations opened on January 15th

Next Regular Steering Committee Meeting: **May 19, 2021 at 2:30 p.m. (virtual)**