



**Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting
June 16, 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

- SVAEC Dates and Times for Activities
 - SVAEC retreat (approximate date)
 - SVAEC monthly community meetings (September, October, November and February, March, April)
 - SVAEC branding (timeline and goals)
 - July: Put all logos and other media files in SVAEC Google Drive; work on social media
 - August: work on print media (flyers, brochures, etc.)
 - September: work on electronic media (email, website, Canvas, LMS)
 - October: link to our YouTube content
 - November: post banner in schools and use at events
 - December: distribute giveaways (pens, pencils, erasers, magnets)
 - ECE Pathways program (approve Soledad and Gonzales as pilot sites)
- Affirmation of election to employ a fiscal agent for FY 21-22
- Affirmation of election to use Hartnell College as fiscal agent for FY 21-22
- Affirmation of electronic vote for TV Commercials

3:40 – 4:40

Discussion Items

- Monterey Bay Economic Partnership
- Employment and Earnings Survey (presentation by Francisco Pinedo)
- Strain on resources due to moving men to a new prison and having to duplicate services in two locations



- Quarter 3 Targets

4:40 – 4:50

Information Items *(if time allows)*

- 21-22 SVAEC Allocation Schedule with COLA (CAEP May Newsletter)
- PLC Update
- Budgetary Support Meeting June 23 at 3:00 p.m.

4:50 – 5:00

Final questions, comments, and reminders; adjourn

- **TE Users Meeting:** June 17, 2021 at 3:00 p.m.
- **Budgetary Support Meeting:** June 23, 2021 at 3:00 p.m.
- **PLC Meeting:** June 24, 2021 at 3:00 p.m. (possibility)
- **Jun 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4
- **Q4/EOY Invoices due to Director for approved expenses:** July 9, 2021
- 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 Last day to register for the online conference Tuesday, June 15, 2021

Next Regular Steering Committee Meeting: **July 21, 2021 at 2:30 p.m. (virtual)**