



**Salinas Valley Adult Education Consortium (SVAEC)
 Regular Steering Committee Meeting
 November 20, 2024 | 2:30 – 4:00 p.m.
 IN-PERSON AND VIRTUAL MEETING**

Zoom Meeting [Link](#) & Dial-in Info:
 Phone: 669-444-9171, Meeting ID: 834 0034 6198
 Meeting materials in public Google Drive [folder](#)

Meeting Locations (main location in bold/alternate locations in regular type)

District	Location
Hartnell Community College District (HCCD)	Main Campus, Room A105 411 Central Avenue, Salinas, CA 93901
South Monterey County Joint Union High School District (SMCJUHS D)	Portola Butler High School, Principal Office 760 Broadway, King City, CA 93930
Gonzales Unified School District (GUSD)	Gonzales Adult School, Room 1 650 Elko Street, Gonzales, CA 93926
Monterey County Office of Education (MCOE)	901 Blanco Circle, Student Services Morgantini Building Salinas, CA 93901
Soledad Unified School District (SUSD)	Soledad Adult School, Room 3 690 Main Street, Soledad, CA 93960

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 – 2:35

Call to order

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

Approval of Agenda

Approval of Minutes

2:35– 2:40

Public Comments (*2 minutes max per person – anyone is welcome to speak and/or type comments in the chat box of the Zoom meeting*)

2:40-2:45

Program Highlights (*30-second headline for your program, such as an upcoming event, an item of good news, or a student success story*)

2:45 – 3:00

Action Items

- Motion to approve the final budget for North County.
- Motion to approve the date of the SVAEC Retreat/PD Day. (1/16 or 1/30)
- Motion to approve the Timeline for Period II (1/1/25-6/30/25).



3:00-3:45

Discussion Items

- Presentation by Patti Fox, *Program Director*, MCSC Women's Business Center
- Waiting lists
- HSD/HSE Requirements
- Legal literacy (Ana Mendoza)

3:45– 3:55

Information Items *(if time allows)*

- PLC Update
- TE Users Update
- Stephanie's workshops: Emergency Planning Workshop & Know Your Rights Workshop
- Alejandra's outreach report

3:55-4:00

Final questions, comments, and reminders; adjourn

- TE Users Meeting: TBD
- PLC Meeting: 11/21, 3:30 – 4:45 p.m.
- 12/1: Program Area Reports for FY 23-24 certified by Consortium in NOVA (done!)
- **12/1: Q1 Expenditure Report due in NOVA (with backup)**
- 12/31: Q1 Expenditure Report certified by Consortium in NOVA
- 12/31: End of Q2
- 1/14: Q2 invoices due to Director (for reimbursement from Shared Fund)
- 1/14: P1 Narrative Progress Report due to Director for 7/1-12/31
- Next Regular Steering Committee Meeting (Soledad Education Center): January 15, 2025, at 2:30 p.m.
- **1/22: CASAS Training by Jay Wright, 1:00-4:00 PM SAVE THE DATE**
- Motion to adjourn

4:00 – 5:00

Professional Development

- Update on Student Council (Ana Mendoza)
- Development of tentative schedule for SVAEC Retreat/PD Day