

Monterey Peninsula Adult Education Consortium
AGENDA - Regular Meeting
March 13th, 2020 - 2:00-3:30
Location: Pacific Grove Adult School Room

Steering Committee Members: Alan Crawford (Co-chair; Monterey Adult School), Jon Knolle (Co-chair; Monterey Peninsula College), Barbara Martinez (Pacific Grove Adult Education), Tom Parry (Carmel Adult School), Serina Eichelberger (Monterey Adult School), Christian Smith (Monterey Peninsula College), Eric Saavedra (Pacific Grove Adult School) Kendra Cabrera (Monterey Peninsula College)

Item	Topic	Lead	Time (mins)	Desired Outcome	Follow-up after the meeting (Your personal notes)
1.	Welcome & Introductions <ul style="list-style-type: none"> ● Review Agenda ● Review Norms 	Alan	5 min		
2.	Upcoming Reports/Dates <ul style="list-style-type: none"> ● Mar 21 CCAE Conference ● Mar 31: 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q2) ● Mar 31: Close out of 17/18 funds in NOVA certified by Consortia in NOVA ● Mar 31: End of Q3 ● April 23-25 CCAE State Conference 2020 ● Apr 30: Student Data due in TOPSPRO (Q3) 	Christian	5 min	Review upcoming CAEP deadlines and reports	

	<ul style="list-style-type: none"> • May 2: CFADs for 2020-21 due in NOVA 				
3.	Bylaws	Christian Eric, Serina	10min	Review draft Bylaws worked on 1/24/20	
4.	Alignment of our ESL programs <ul style="list-style-type: none"> • Plan time for collaboration between sites 	All	20min	MPC would like to coordinate a time for out ESL programs to meet	
5.	Consortium Consultant Follow Up	Alan	10min	Updates on Consultant discussing and a vote on the need for an outside consultant support role for the consortium.	
6.	Program Review <ul style="list-style-type: none"> • Updates to three year plans • Consortium needs 	All	20min		
7.	Agency Updates <ul style="list-style-type: none"> • MPC • CAS • PGAS • MAS 	All	20min	Consortium receives information on current updates for each agency	
8.					
9.					
10.					

IMPORTANT DATES TO TRACK

Date due:	Deadline for:
