

Monterey Peninsula Adult Education Consortium

AGENDA - Regular Meeting

April 17th, 2020 - 2:00-3:30

Location: Google Hangout Meeting

ID: meet.google.com/zib-esuu-jgg

Or call in: 402-921-2133

PIN: 952 058 627#

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	3 min		
2.	Upcoming Reports/Dates <ul style="list-style-type: none">• Mar 31: End of Q3• April 23-25 CCAE State Conference 2020• Apr 30: Student Data due in TOPSPro (Q3)• May 2: CFADs for 2020-21 due in NOVA• Jun 1: 18/19 and 19/20 Member Expense Report due in NOVA (Q3)	Christian	5 min	Review upcoming CAEP deadlines and reports	

	<ul style="list-style-type: none"> • Jun 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3) • Jun 30: End of Q4 				
3.	Agency Updates <ul style="list-style-type: none"> • MPC • CAS • PGAS • MAS 	All	40min	Updates from your sites, how are you dealing with COVID 19, anything good for the Consortium to know? General discussion	
4.	Planning for next meeting <ul style="list-style-type: none"> • Pick a date • CFADs 	All	20min		
5.	Program Review of 3 year plan <ul style="list-style-type: none"> • Updates to three year plans • Consortium needs or things we need to prioritize 	All	20min		
6.	<ul style="list-style-type: none"> • Bylaws 	Christian	2min	Agree to table until shelter in place is lifted	
7.					
8.					
9.					
10.					

IMPORTANT DATES TO TRACK

Date due:	Deadline for: