

**Monterey Peninsula Adult Education Consortium**

**AGENDA - Regular Meeting**

**April 27th, 2020 - 10:00-12:00**

**Location: Google Hangout Meeting**

**ID: [meet.google.com/phf-xkiw-rqn](https://meet.google.com/phf-xkiw-rqn)**

**Join by phone**

**+1 402-724-0161 PIN: 796 753 625#**

**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)

<b>Item</b>	<b>Topic</b>	<b>Lead</b>	<b>Time (mins)</b>	<b>Desired Outcome</b>	<b>Follow-up after the meeting (Your personal notes)</b>
1.	Welcome & Introductions <ul style="list-style-type: none"><li>● Review Agenda</li><li>● Review Norms</li></ul>	Alan	3 min		
2.	Upcoming Reports/Dates <ul style="list-style-type: none"><li>● <b>Apr 30:</b> Student Data due in TOPSPro (Q3)</li><li>● <b>May 2:</b> CFADs for 2020-21 due in NOVA</li><li>● <b>Jun 1:</b> 18/19 and 19/20 Member Expense Report due in NOVA (Q3)</li><li>● <b>Jun 30:</b> 18/19 and 19/20 Member Expense Report</li></ul>	Christian	5 min	Review upcoming CAEP deadlines and reports	

	certified by Consortia in NOVA (Q3) <ul style="list-style-type: none"> <li>• <b>Jun 30:</b> End of Q4</li> </ul>				
3.	Agency Updates/CFAD review <ul style="list-style-type: none"> <li>• CAS</li> <li>• MAS</li> <li>• PGAS</li> <li>• MPC</li> </ul>	All	60min	Updates from your sites, present yearly budgets, discussions	
4.	Planning for next meeting/Votes <ul style="list-style-type: none"> <li>• Pick a date</li> <li>• Vote CFADs</li> </ul>	All	20min		
5.					
6.					
7.					
8.					
9.					
10.					

## IMPORTANT DATES TO TRACK

Date due:	Deadline for: