

Monterey Peninsula Adult Education Consortium

AGENDA - Regular Meeting

September 24th, 2020 - 12:00-1:30pm

Location: Google Hangout Meeting

Meeting ID

meet.google.com/vko-afux-eya

Phone Numbers

(US)+1 401-684-3254

PIN: 747 617 277#

Steering Committee Members: Alan Crawford (Co-chair; Monterey Adult School), Christian Smith (Co-chair; Monterey Peninsula College), Barbara Martinez (Pacific Grove Adult Education), Tom Parry (Carmel Adult School), Serina Eichelberger (Monterey Adult School), Eric Saavedra (Pacific Grove Adult School) Jeff Sundquist (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	Christian	5 min		
2.	Upcoming Reports/Dates <ul style="list-style-type: none">● Sep 1: 18/19 and 19/20 Member Expense Report due in NOVA (Q4)● Sep 1: July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA	Christian	10min	Review upcoming CAEP deadlines and reports	

	<ul style="list-style-type: none"> ● Sep 1: July 1, 2019 to June 30, 2020 hours and expenses by program area due (estimates only) in NOVA. ● Sep 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4) ● Sep 30: 20/21 Member Program Year Budget and Work Plan due in NOVA ● Sep 30: End of Q1 ● Oct 30: 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA ● Oct 31: Student data due in TOPSPro (Q1) 				
3.	Nomination and vote of 2020-21 Co-Chair	All	15min	Discuss, nominate and vote on Chair person to join MPC for the year in leading the Consortium	
4.	Budget reports	All	25min		
5.	Agency Updates/CFAD review <ul style="list-style-type: none"> ● CAS ● MAS ● PGAS ● MPC 	All	40min	Updates from your sites, present yearly budgets, discussions	
6.					

7.					
8.					
9.					
10.					

IMPORTANT DATES TO TRACK

Date due:	Deadline for: