

**Monterey Peninsula Adult Education Consortium
AGENDA - Regular Meeting**

August 12, 2021 - 1:00-12:30pm

Location: zoom <https://cccconfer.zoom.us/j/91582427406>

Steering Committee Members: Alan Crawford (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"> ● Aug 15: Annual Plan for 2021-22 due in NOVA * ● Sep 1: 19/20 and 20/21 Member Expense Report due in NOVA (Q4) ● Sep 1: July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA * ● Sep 1: 21/22 Certification of Allocation Amendment due in NOVA (new) ● Sep 30: 19/20 and 20/21 Member Expense Report 	Christian	5min	Review upcoming CAEP deadlines and reports	

	<p>certified by Consortia in NOVA (Q4) *</p> <ul style="list-style-type: none"> ● Sep 30: 21/22 Member Program Year Budget and Work Plan due in NOVA ● Sep 30: End of Q1 ● Oct 30: 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA * ● Oct 31: Student data due in TOPSPro (Q1) 				
3.	COLA updates	All	55min	Discuss, nominate and vote on Chair person to join MPC for the year in leading the Consortium	Carmel's "turn" but Tom will consider; if not, PGAS (Barbara) will share or step in.
4.	3 year plan	All	25min	Talk about and update MPAEC 3 year plan. Due Aug 15th.	
5.	<p>Agency Updates/CFAD review</p> <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: