SOUTH BAY CONSORTIUM for ADULT EDUCATION
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Steering Committee Meetings

Purpose: SBCAE is a consortium of 4 community colleges and 5 adult schools that works with regional partners to align educational opportunities for adult learners in order to promote upward social and economic mobility in the South Bay region. SBCAE Steering Committee members represent individual districts and as a region plan, develop, recommend, and implement educational programs for adults aligned with AB104 legislation.

Guiding Principles

• Focus on the needs of adult education students first • Embrace collaboration and partnership to have a positive collective impact on our region • Work with transparency and inclusion with all stakeholders • Seek other community partnerships and connections to leverage resources and achieve better outcomes • Explore expansion and innovation in adult education services in the region • Commit to ideas, decisions, and practices that anticipate the future needs for adult learners in our region

Meeting Norms

• Meetings start on time • Members come prepared • Decision making is by consensus • Presume good intentions • Focus on issues, not people • Impact on students most important • One person speak at a time • All members are given opportunity to be heard

Public Comment

Members of the public are encouraged to attend Steering Committee meetings and to address the Committee concerning any item on the agenda or within the Steering Committee's jurisdiction. Members of the public will be given opportunity to address the Committee in-person during *agenda item 4) Public Comments*, or in writing by emailing williamst@esuhsd.org prior to the start time of the Steering Committee meeting. Public comments received in writing will be shared with Steering Committee members during the Public Comment item on the agenda. In-person public comment is limited to 3 minutes.

Meeting Information

Meeting calendar, agenda, minutes, and supporting documents are posted on https://sbcae.org/governance/steering-committee/

Dates, times, and locations may change. Agendas will be posted 72 hours in advance of Steering Committee meetings.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meeting of the SBCAE Steering Committee, please contact ilse.pollet@sbcae.org. Notification 72 hours prior to the meeting will enable the Consortium to make reasonable arrangements to ensure accommodation and accessibility to this meeting.

Roster:

SBCAE District	Member	Alternate	SBCAE District	Member	Alternate
Campbell Adult & Community Education	Usha Narayanan	Leslie Johnson-Tatsuta	**East Side Adult Education**	Traci Williams *AE Co-Chair*	Shawn Tran
Milpitas Adult Education	Priti Johari	Giuliana Brahim	**Santa Clara Adult Education**	Carrie Casto	Christine Berdiansky
Silicon Valley Adult Education	Maliheh Vafai	Kiran Grewal	**Mission College**	Julian Branch	vacant
San José Evergreen CCD	Kishan Vujjeni *CC Co-Chair*		**West Valley College**	Eric Grabiel	vacant
Evergreen Valley College/San Jose CC	Maniphone Dickerson	Robbie Kunkel			

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Consultation Council (non-voting members)			**SBCAE Staff**		
Margarita Ortiz-Minett, Campbell Adult and Community Education			Vacant, Director	Rick Abare, Data Analyst	Brenda Flores, Data & Accountability Specialist
Phil Crawford, San Jose City College			Vacant, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Willard Williams, AWD Specialist
			Michelle Gonzales, Administrative Assistant		

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Steering Committee Meeting Agenda · February 2, 2024 · 11:00 AM - 12:30 PM

Location - Milpitas Adult School - 1331 E. Calaveras Blvd, Milpitas, CA 95035 Building A, Room 101

AGENDA – February 2, 2024

11:00	**Closed Session(Steering Committee Members Only)** 1. SBCAE Position(s) Consolidation/Realignment 2. SBCAE Employee Appointment	Co-Chair	Discussion
11:30	**Open Session** 1) Call to Order Co-Chair Traci Williams called the meeting to order at 11:45	Co-Chair	ACTION
11:35	2) Approval of February 2, 2024 Steering Committee Meeting Agenda To approve the February 2, 2024, Steering Committee Meeting Minutes as presented: M/S/C: Dickerson/Casto Approved	All	ACTION
11:40	3) Approval of December 8, 2023 Steering Committee Meeting Minutes To approve the December 8, 2023, Steering Committee Meeting Minutes as presented: M/S/C: Brahim/Vafai Approved	All	ACTION
11:45	4) Public Comments Moni - SJCC will have a booth at Eastridge Mall for the San Jose Lunar New Year-Tet & Moon Festival, Feb 16-18. Will be promoting non-credit classes. If interested in a booth to advertise your classes, please let her know by email.	All	INFORMATION
11:50	5) Consultation Council Report Margarita provided the following report: • The CC is happy that Evergreen Valley College has finally posted the Transition Specialist position in December 2023 • Discussed the Bylaws during the meeting and will report the findings during agenda item #8 • Regarding the closed session: is this a new thing and if so, what is the structure? Who is allowed to attend? Is it only voting members? • Worried about the lack of subs at the AE schools and concerned that classes are getting canceled. The response from the other schools is that maybe enhancing the pay as subs don't get paid very much. Suggest increasing so	Margarita, Phil	INFORMATION

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	classes are not canceled. CACE is a model for paying their subs. We don't want classes canceled so how can we incentivize more to get subs and pay them what the respective districts can afford and make it more financially appealing for them • Oakland is the only place where their subs are unionized. There is no bargaining for our substitute pay Traci - Each school has its process on how to do that and is a reminder to the administrators to work with HR to make sure we have an active, updated sub-list and clerks know who to call.		
11:55	6) ELL Grant – Overview Moni presented an overview of the ELL Healthcare Pathways Grant status: **South Bay Consortium for Adult Education (SBCAE)** ELL Healthcare Pathways Grant Friday, February 2, 2024 Presenter: Maniphone Dickerson, Ph.D., MBA VP Strategic Partnerships and Workforce Invocations SOUTH BAY CONSORTIUM for ADULT EDUCATION Opening doors for adult learners opendoorssouthbay.org SAN JOSE CITY COLLEGE SJCC Key Outcomes Grant Period: July 1, 2023- June 30, 2025 Outcomes on the: • Percentage of ELLs who complete a healthcare vocational pathway training/certificate, • Percentage of ELLs who transition into a post-secondary healthcare education pipeline, • Job placement rates for ELLs completing the identified healthcare vocational pathway program/s, and • Earnings for ELLs who complete a healthcare vocational pathway	Moni	PRESENTATION

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	Name of ELL Healthcare Pathway Program	Target student enrollment count	Target student completion count	Target student transition to post-secondary count	Target job placement count after completion	Target annual earnings after completion
1	ESL for health	305	218	130	0	$0
2	medical assisting	36	30	0	15	$55,150
3	pharmacy tech	12	10	0	5	$46,023
4	home health aid	12	10	0	5	$57,492
5	orthopedic tech	12	10	0	5	$62,639

	Name of ELL Healthcare Pathway Program	Target student enrollment count	Target student completion count	Target student transition to post-secondary count	Target job placement count after completion	Target annual earnings after completion
6	community health worker	12	10	0	5	$71,361
7	NA	0	0	0	0	$0
8	NA	0	0	0	0	$0
9	NA	0	0	0	0	$0
10	NA	0	0	0	0	$0

Adult Education Eastside Union: Budget

Expenditure Type	Year	Description	Funds Amount
1000 - Instructional Salaries	2023-24	ESL and CTE faculty, transition specialist	$109,200
3000 - Employee Benefits	2023-24	employee benefits (22%)	$30,800
4000 - Supplies and Materials	2023-24	books and materials	$10,000
5000 - Other Operating Expenses and Services	2023-24	tutor compensation	$10,000

Milpitas Adult: Budget

Expenditure Type	Year	Description	Funds Amount
1000 - Instructional Salaries	2023-24	ESL faculty and transition specialist	$101,400
3000 - Employee Benefits	2023-24	employee benefits at 22%	$28,600
4000 - Supplies and Materials	2023-24	books, licenses and materials	$10,000

Santa Clara Adult: Budget

Expenditure Type	Year	Description	Funds Amount
1000 - Instructional Salaries	2023-24	ESL and CTE faculty, transition specialist	$109,200
3000 - Employee Benefits	2023-24	employee benefits at 22%	$30,800
4000 - Supplies and Materials	2023-24	books, licenses and materials	$10,000
5000 - Other Operating Expenses and Services	2023-24	marketing costs, tutor compensation	$32,574

Silicon Valley Adult Education Program: Budget

Expenditure Type	Year	Description	Funds Amount
1000 - Instructional Salaries	2023-24	ESL and CTE faculty, transition specialist or health pathway coordinator	$109,200
3000 - Employee Benefits	2023-24	employee benefits at 22%	$30,800
4000 - Supplies and Materials	2023-24	books, licenses and materials	$10,000
5000 - Other Operating Expenses and Services	2023-24	tutor compensation	$20,000

San Jose City College: Budget

Expenditure Type	Year	Description	Funds Amount
1000 - Instructional Salaries	2023-24	ESL and CTE faculty, transition specialist	$109,200
3000 - Employee Benefits	2023-24	employee benefits at 22%	$30,800
4000 - Supplies and Materials	2023-24	books, licenses and materials	$10,000
5000 - Other Operating Expenses and Services	2023-24	tutor compensation	$10,000
Indirect Costs	2023-24	5% indirect	$55,925

Mission College: Budget

Expenditure Type	Year	Description	Funds Amount
1000 - Instructional Salaries	2023-24	ESL and CTE faculty, transition specialist	$62,400
3000 - Employee Benefits	2023-24	employee benefits at 22%	$17,600
4000 - Supplies and Materials	2023-24	books, licenses, materials	$10,000

West Valley College: Budget

Expenditure Type	Year	Description	Funds Amount
1000 - Instructional Salaries	2023-24	ESL and CTE faculty, transition specialist	$109,200
3000 - Employee Benefits	2023-24	employee benefits at 22%	$30,800
4000 - Supplies and Materials	2023-24	books, licenses, materials	$10,000
5000 - Other Operating Expenses and Services	2023-24	tutor compensation	$10,000

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	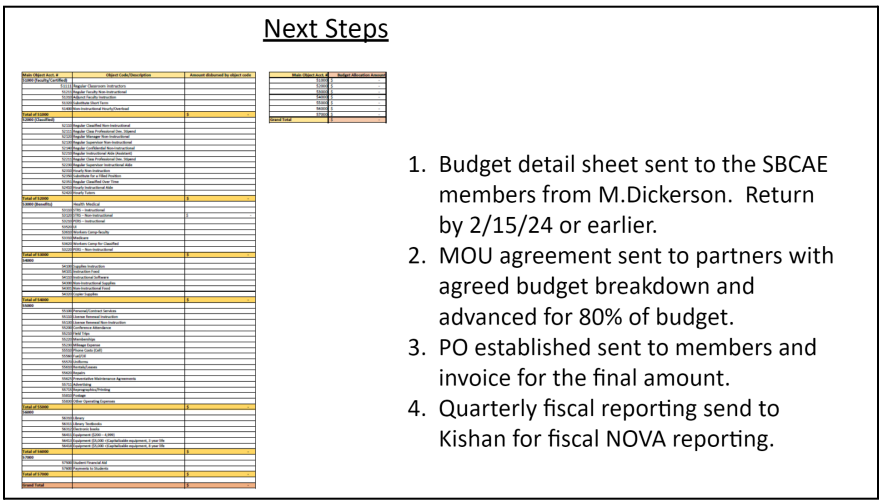 Next Steps 1. Budget detail sheet sent to the SBCAE members from M.Dickerson. Return by 2/15/24 or earlier. 2. MOU agreement sent to partners with agreed budget breakdown and advanced for 80% of budget. 3. PO established sent to members and invoice for the final amount. 4. Quarterly fiscal reporting send to Kishan for fiscal NOVA reporting. Moni - Home Health Care Aid was removed from the list because the CAEP guidelines state that the program must provide a living wage. Even with the removal of that program, the budget remained the same for SCAE. Meetings will be scheduled to plan out the activities for this pathway grant.		
12:05	7) Open Nominations for Co-Chair Position Traci - there were discussions regarding rotating co-chairs and that both positions will end in 2025. Kishan has volunteered to vacate the position this year to help with the transition and to create a staggered opportunity that was initially wanted. Did not want both co-chairs to vacate at the same time and wanted to give the opportunity for nominations for the community college position to come forward. The reason to do this now is so it is included in the CFAD projection. A Google form will be sent to submit your nominations. You could nominate someone else or yourself. The nominations will be anonymous and should represent the colleges. After the meeting, Michelle will send out the link for the SBCAE Community College Co-Chair Nomination Form - Due February 29, 2024. The nominations will be reviewed at our March 8th SC meeting and voted on by the April meeting so we can allocate the funds in CFAD. Also discussed was the recommendation of reducing the yearly stipend for co-chairs from 50k to 30k.	Co-Chair	INFORMATION
12:10	8) SBCAE By-laws - Final Draft SBCAE Final Draft Traci - Last month, we reviewed half of the Bylaws. We are still in the first draft. Will bring the topic back in March for the final vote. Started on pages 12-13 and wanted to go through the different areas. Ended at Co-Chairs.	Traci	INFORMATION

Kishan - we followed the model from the LA district. Created a table of contents and cleaned up the language in a more organized way. Added the closed session information.

Traci - added a general description of the co-chair positions for the Consultation Council that describes their responsibilities.

Co-Chairs

1. ***At the initial meeting of the networking group (first meeting after July 1), the group members shall select two group co-chairs.***
2. ***For purposes of equity, each co-chair should represent a different system (adult school and community college).***
3. ***The recommended term of service shall be, but not limited to, two school years or until another co-chair is selected. For reasons of continuity, it is recommended to alternate the appointment of the adult school and community college representatives.***
4. ***It is recommended that co-chairs shall be compensated by their adult school/community college at the rate of as set by the steering committee, per program year for their leadership responsibilities. Compensation will be in accordance with each institution's policy and guidelines.***
5. ***Responsibilities of Co-Chairs:***
    - ***Work together to facilitate the group.***
    - ***Provide general coordination of the networking group.***
    - ***Solicit topics and create the agenda.***
    - ***Provide agendas and summary minutes to networking group members and SBCAE leadership.***
    - ***Keep groups on track with activities aligned with the Three-Year and Annual Plans.***
    - ***Prepare materials, reports, and presentations to the Steering Committee as requested.***
    - ***Maintain rules of order and norms during meetings and in communications.***
    - ***Facilitate communication and action between in-person meetings.***
    - ***Coordinate with the SBCAE leadership team.***
    - ***Onboard new networking group members as needed.***

Added item #4, which does not currently exist is that the adult school/community college will compensate them. They were not compensated in the same way as the FNG co-chairs and wanted to provide consistency across all the co-chair positions.

Carrie - would they be compensated as a stipend? If they are doing their co-chair duties during working hours, will they get a stipend on top of that?

Traci - the idea is that they get a stipend for leading the Consultation Council by being the co-chairs. There might be planning that goes into prepping for that meeting.

Eric - I think it should depend on the institution for example, if it’s a staff member, such as a TS, we just carve it out of their working hours. If it’s a faculty member, such as one participating in the ESL FNG, that comes in addition to their responsibilities. Then we would recommend we do a stipend.

Margarita - we should follow past practice. The TS chairs have always received a stipend.

Traci - if their leadership duties fall outside of their normal work assignment then they would get a stipend.

	Julian - documents we are preparing, are we giving this to HR? It may not be allowable at our organization so there needs to be some conversion about this. There should be some filtering to all of our organizations on how these documents are crafted because it's putting conflict between our different organizations. Carrie - I have to agree with Julian. If we have a classified instructor who's in a co-chair position we have to bring them to the union and HR for approval. It's not something that's in existence for us right now. The same thing happened with a certificated position, that did not have a stipend that was approved by our district and was promised to somebody for the FNG, and had to work backward for that. Traci - that's what makes it different for the Consultation Council vs Transition Specialist because TS are generally certificated. Eric - The Consultation Council at WVC used to have someone who was in the faculty senate and would count as one of the institutional duties. Faculty has 75 hours per semester as part of their institutional responsibilities and all full time submit a report. Kishan - I think the consortium can only recommend that and can't dictate the bargaining stuff that you have in your district. Change the language to say that. We could say that it is recommended so it doesn't put any institution on the hook. Margarita - where it is not quite working out and what I have seen in past practice is that the FNG chairs do the lion's share of the work like preparing for the meeting, doing the agenda, and getting the information out to everybody lands on whoever the Adult Ed person is. It may have something to do with is it just carved out of their time. If you are removing the stipend from the adult ed FNG chairs then how organized is this going to be with them having to do this on their dime? Eric - really good point and I think if someone wants to take this on we should know if they can get a stipend or if it is willing to fall on your institutional responsibilities. Don't want to put the language in there but think the recommendation language is good. Margarita - FNG in the past argued why there wasn't consistency with people showing up. Even leading more to not honoring the work being done. Eric - the way institutions work, should work closely with other members. don't want to force that because you will run into issues. With a staff that's a different thing.		
12:20	9) Project Workgroup Member Participation/Effectiveness Kishan - it has come to our attention that participation from the colleges is missing from the project groups. We may need to come up with a new structure. Usha - I have been working with the ESL project team that started meeting in the fall. We want to see that people are there at the beginning of these meetings and that there is proper representation from the colleges. Usually, there is more participation from the adult schools, and then college people are not there or not there the entire time. There should be some commitments from the colleges so that we can act on the recommendations.	Co-Chair	INFORMATION

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	Giuliana - this past year with the representation from the WV college and the AWD staff. The staff's commitment made things happen. Eric- strengthening the co-chair of the colleges so we could have the financial support with the four colleges. Kishan - reps need to push within their colleges to recruit members. Usha - adult ed is a simpler model and we need to strengthen the commitment from the colleges to coming to these meetings. Eric - training our representatives to report back. What kind of expectations are we setting? Robbie - faculty loved to write curriculum, create new classes, etc. But what we have found at EVC is what seems to be a good idea in conversation isn't what the community needs. For example, the advanced citizenship course very rarely fills. What we are finding is a huge need for very basic ESL level classes and people are desperate for that. Whatever courses are thought of, they need to be connected to data. Look at labor market data. Margarita - Mountain View adult school offered an ESL for medical terminology and the class was full. It was full because if you passed the class, then the student could take an MA for free or a CNA. Part of a grant they received was only for ESL students. Robbie - What kind of transitions are we looking for? Let's be clear on what we are looking for. We are measuring what the legislation wants us to do Usha - have deeper discussions to see what has not worked and what has worked and where the need is to bridge the system.		

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12:25	10) Member Updates & Announcements ○ Director position update: Traci announced that interviews took place with her, Kishan, Usha, and Margarita on the interview panel team. Rick Abare interviewed, was extended an offer, and has accepted to be our new SBCAE Director. His official start date will be Feb 12th. There is now a vacancy at SJCC for the Data Analyst position. They will post the position now that they have received Rick's resignation. ○ Letter of Support for Pre-Apprenticeship for VTA: Letter was signed and provided to VTA. ○ CAEP Due Dates: ● **Jan 31: Student Data due in TOPSPro (Q2)** ● **Jan 31: Employment and Earnings Follow-up Survey** ● **Feb 28: Preliminary allocations for 2024-25 and 2025-26 released by this date** ● **Mar 1: 21/22 and 22/23 and 23/24 Member expense report is due in NOVA (Q2)*** ● **Mar 31: 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) *** ● **Mar 31: End of Q3** ○ Member Updates: Kishan - a reminder that this is the upcoming year that the state mandates that we are not allowed to carry more than 20% in NOVA and we have five months left to clean up. If we have any more than that the funds will be taken away. Moni (SJCC) - The Data Analyst position will be posted soon at SJCC. Encouraging everyone to write proposals for conferences about our best practices and what we are doing. Hired a new vice president of academic offers, his name is Dr Jamal Carter which the ESL department is under. Open tours CACE April 24th and 25th. paying for food, and transportation. For the tours, contact Ana Rosa. Carrie (SCAE) - classes at Mission College are full of ESL childcare and food services. Julian (Mission)- interviews for TS hopefully have that person start as soon as possible Giuliana (MAE) - attending the re-entry meeting. There is a need to represent ourselves as a consortium as funding goes to the same institutions and we could do much better. Mali (SVAE) - enrollment for regular classes has gone up. Additional CTE classes going very well. Difficult time filling the teaching position for electrical. First cohort with West Valley College with the child care classes. The IT director position is open. Working on summer school classes like EKG tech and online medical terminology. Robbie (EVC) - non-credit ESL expanded at SJ public library. Up to 5 sites now. Faculty involved in open education resource project that provides textbooks is free of charge on EVC college website under lever text to download and use it. Moni (SJCC) - Campus tours are opening up for the spring. Contact Ana Rosa Camacho to coordinate with your site.	All	INFORMATION

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	Traci (ESAE) - overenrolled for ESL and thinking of adding some Saturday classes. We have some PD days scheduled. ○ Collect school calendars for 24-25: please send them to Michelle so we may start to develop next year's calendar during our March 8th meeting.		
12:28	11) Agenda Development a) Innovation Fund Performance Update (SVAE and MAE) b) Mali - Share course outline/exchange information	All	INFORMATION
12:30	12) Adjournment Co-chair Traci Williams adjourned the meeting at 1:09	All	ACTION

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2023 – 2024 Calendar

2023

Aug 4:	Steering Committee Meeting 12:30 – 3:30
Aug 15:	Annual Plan for 2023-24 due in NOVA*
Aug 31:	Data Community of Practice 2:30 – 3:30
Sept 1:	21/22 and 22/23 Member Expense Report due in NOVA (Q4)
Sept 1:	July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA *
Sept 1:	22/23 Certification of Allocation Amendment due in NOVA
Sept 8:	Consultation Council Meeting 10:00 – 11:00
Sept 8:	Steering Committee Meeting 11:00 – 12:30
Sept 8:	Data Study Session 1:00 – 3:00
Sept 14:	Community Connections 1:00 – 2:00
Sept 19:	Transition Specialist Meeting 2:30 – 4:30
Sept 26:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Sept 29:	Professional Development Day 8:30 – 3:00
Sept 30:	21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *
Sept 30:	23/24 Member Program Year Budget and Work Plan due in NOVA
Sept 30:	End of Q1
Oct 3:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Oct 10:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Oct 12:	Community Connections 1:00 - 2:00
Oct 13:	Steering Committee Meeting 12:30 – 3:30
Oct 17:	Transition Specialist Meeting 2:30 – 4:30
Oct 26:	Data Community of Practice 2:30 – 3:30
Oct 30:	23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
Oct 31:	Student data due in TOPSPro (Q1)
Oct 31:	Employment and Earnings Follow-up Survey
~~Nov 3:~~	~~Steering Committee Meeting 12:30 – 3:30~~
Nov 9:	Community Connections 1:00 - 2:00
Nov 14:	Transition Specialist Meeting 2:30 – 4:30
Nov 17:	Faculty Networking Group Meetings 1:00 – 4:00
Nov 28:	Transition Specialist Meeting (PD) 2:30 – 4:30
Dec 1:	July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
Dec 1:	20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
Dec 8:	Consultation Council Meeting 10:00 – 11:00
Dec 8:	Steering Committee Meeting 11:00 – 12:30
Dec 8:	Data Study Session 1:00 - 3:00
Dec 12:	Transition Specialist Meeting 2:30 – 4:30
Dec 14:	Community Connections 1:00 – 2:00
Dec 31:	21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)
Dec 31:	End of Q2

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2024

Jan 9:	Transition Specialist Meeting 2:30 – 4:30 (PD)
~~Jan 11:~~	~~Community Connections 1:00 - 2:00~~
~~Jan 12:~~	~~Steering Committee Meeting 12:30 – 3:30~~
Jan 23:	Transition Specialist Meeting 2:30 – 4:30
Jan 25:	Data Community of Practice 2:30 – 3:30
Jan 31:	Student Data due in TOPSPro (Q2)
Jan 31:	Employment and Earnings Follow-up Survey
Feb 2:	Consultation Council Meeting 10:00 – 11:00
Feb 2:	Steering Committee Meeting 11:00 – 12:30
Feb 2:	Data Study Session 1:00 – 3:00
Feb 6:	Transition Specialist Meeting 2:30 – 4:30 (PD)
~~Feb 8:~~	~~Community Connections 1:00 - 2:00~~
Feb 13:	Transition Specialist Meeting 2:30 – 4:30
Feb 28:	Preliminary allocations for 2024-25 and 2025-26 released by this date
March 1:	21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)*
March 1:	Faculty Networking Group Meetings 1:00 – 4:00
March 5:	Transition Specialist Meeting 2:30 – 4:30 (PD)
March 8:	Steering Committee Meeting 12:30 – 3:30
~~March 14:~~	~~Community Connections 1:00 – 2:00~~
March 19:	Transition Specialist Meeting 2:30 – 4:30
March 31:	21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) *
March 31:	End of Q3
~~April 11:~~	~~Community Connections 1:00 - 2:00~~
April 23:	Transition Specialist Meeting 2:30 – 4:30
April 25:	Data Community of Practice 2:30 – 3:30
April 26:	Consultation Council Meeting 10:00 – 11:00
April 26:	Steering Committee Meeting 11:00 – 12:30
April 26:	Data Study Session 1:00 – 3:00
Apr 30:	Student Data due in TOPSPro (Q3)
Apr 30:	Employment and Earnings Follow-up Survey
Apr 30:	Community Resource Fair (evening) 5:00 - 8:00
May 1:	Community Resource Fair (day) 10:00 - 1:00
May 2:	CFAD for 2024-25 due in NOVA *
May 7:	Transition Specialist Meeting 2:30 – 4:30 (PD)
~~May 9:~~	~~Community Connections 1:00 – 2:00~~
May 10:	Steering Committee Meeting 12:30 - 3:30
May 14:	Transition Specialist Meeting 2:30 – 4:30
Jun 1:	22/23 and 23/24 Member Expense Report due in NOVA (Q3)
June 14:	Steering Committee Meeting 12:30 – 3:30
Jun 30:	End of Q4