

Shasta Tehama Trinity Adult Education Consortium

*Public Meeting # 33*

Date: 09/30/2021

Time: 3:00pm-5:00pm

Meeting Location: Zoom <https://shastacollege-edu.zoom.us/j/97763072116>

**AGENDA**

1. Introductions
2. Public Comment
3. Voting Items
	1. 21.22 One-Time Funds
4. Announcements/Adjournment

*Note - \*Agenda items are subject to change\**

Next Meeting: January 20, 2022 3-5 PM location TBD

**Important Due Dates**

**October 2020**

* **Oct 30:** 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA
* **Oct 31:** Student data due in TOPSPro (Q1)

**December 2020**

* **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
* **Dec 1:** 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)
* **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
* **Dec 31:** 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1)
* **Dec 31:** End of Q2

**January 2021**

* **Jan 31:** Student Data due in TOPSPro (Q2)

**February 2021**

* **Feb 28:** Preliminary allocations for 2021-22 and 2022-23 released by this date.

**March 2021**

* **Mar 1:** 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2)
* **Mar 1:** Close out of 18/19 Member Funds due in NOVA
* **Mar 31:** 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)
* **Mar 31:** Close out of 18/19 funds in NOVA certified by Consortia in NOVA
* **Mar 31:** End of Q3

**April 2021**

* **Apr 30:** Student Data due in TOPSPro (Q3)

**May 2021**

* **May 2:** CFADS for 2021-22 due in NOVA

**June 2021**

* **Jun 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
* **Jun 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)
* **Jun 30:** End of Q4