

Steering Committee Meeting Minutes - December 14, 2018 - 12:30-3:30pm

San José City College, 600 S. Bascom Ave., San José, CA 95128, Room T-415

Purpose: As the South Bay Consortium Steering Committee members represent individual districts and as a region plan, develop, recommend and implement adult educational programs 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

SBCAE District	Member	Alternate	SBCAE District	Member	Alternate	Faculty
Campbell Adult & Community Education (CACE)	Usha Narayanan <i>AS Co-Chair</i>	Burr Guthrie	East Side Adult Education	Traci Williams	Kathy Frye	David Grant Santa Clara Adult Education
Milpitas Adult Education	Greg Barnes	Giuliana Brahim	Santa Clara Adult Education	Brenda Carrillo	Christine Berdiansky	Phil Crawford San José City College
Silicon Valley Adult Education	Peter Mac Donald	Norma Martinez	West Valley Mission CCD	Valerie Jensen	Rob Gamble	
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley Mission CCD	Mae Conroy		
San José Evergreen CCD	William Watson	Lynette Gray	Executive Director Bob Harper	Guests:		

12:00	1) Networking Lunch			All	
12:30	2) Call to Order Co-Chair Kishan Vujjeni called the meeting to order at 12:41pm.			Co-Chair	ACTION
12:35	3) Approval of Meeting Agenda Peter requested to add an item regarding Learning Disabilities. This will be added to Item 9. Traci Williams moved to approve the meeting agenda with the addition; the motion was seconded and carried unanimously.			All	ACTION
12:40	4) Approval of Nov. 30 Steering Committee Meeting Minutes The following corrections should be made: 9a - Recommendations to bring child care center directors together (in place of experts). 9a - PIQE (in place of PK) Traci Williams moved to approve the Nov. 30 Steering Committee Meeting Minutes with the corrections; the motion was seconded and carried unanimously.			All	ACTION
12:50	5) Public Comments/Announcements – 3-minute limit <ul style="list-style-type: none"> • Lynette Gray- received a memorandum regarding hunger free campus supports. She shared stats for what districts received for funding food pantries. • Milpitas AE and Santa Clara AE submitted workforce accelerator grant proposals for reentry. Awards should be announced by April 30. 			All	INFORMATION

	<ul style="list-style-type: none"> • Peter Mac Donald- Silicon Valley approved a new CBO. Out of compliance on 5% indirect. Appreciates consortium’s support. • Communicating with the state on concern of reporting expenditures and no one reporting more than 5% indirect. Send budget language to members. • Ilse Pollet- SJ City Hall/census. Opportunity for SBCAE to be connected to this effort. Prepare students to take the census and encourage people to apply to become enumerators. • Burr Guthrie- Announced he is leaving CACE. He has accepted a new position at Watsonville, Aptos, Santa Cruz Adult Education. • Usha Narayanan- Announced West Valley is offering a non-credit entrepreneur class at CACE. Three classes over six weeks, focused on ESL. Please see fliers handed out and promote class. Mae asked if this can be an Immigrant Integration activity. • Professional Development on SCAE campus for English language proficiency standards with Jamie Adelson-Goldstein on January 18. CACE will provide chrome books for this session. No cost; breakfast and lunch provided. • Proposing potential vocational/educational services at Reentry. Created a sample calendar including classes, Transition Specialists and potential bridge programs to assist reentry resource center/ non-incarcerated ex-offenders. Funding unknown at the moment. • Christine Berdiansky- Jay Wright, CASAS, is coming to SCAE on Jan. 8, 10:30-12:30pm to share updates. Data team should be invited. • Karla Reyes- The noncredit contact at EVC currently. (No TS at EVC right now.) • Linda Bernabe, Morgan Hill Instructional Site Director for Gavilan College, introduced herself. 		
1:10	<p>6) Consultation Council Report</p> <ul style="list-style-type: none"> • SJCC has classified council that deals with academic and professional matters. Possibly add someone from that group to the consultation council. • They would like coffee and water in their meetings. The Co-chairs will take that into consideration. 	David, Phil	INFORMATION
1:25	<p>7) 3 Year Planning Process/Activities</p> <p>a) Group Self-Assessment</p> <p>1.1.1. Some confusion on who to contact between Co-Chairs and part time Executive Director.</p> <p>1.1.2 Regular program area updates as standing SC items. Need more reports out.</p> <p>1.1.3. Addition of newsletter</p> <p>1.2.2 More funding needed (colleges)</p> <p>1.4.1 Have materials available. Have checklist at orientation.</p> <p>1.4.2 Goal and strategies for PD. Need to identify the gap between the two systems. Establish PD calendar, person to be responsible and budget.</p> <p>2.1 Who’s responsible for outreach? Brenda suggested the Hanover report. Refer to systems in Orange Monster. Consortia liaison to refer.</p> <p>2.2 Mostly one way: Adult Ed to Community College</p>	Bob, Ilse, Co-Chairs	ACTION

<p>2:10</p>	<p>3.1.1 Milpitas has an orientation in each language for students to read for CASAS test. Giuliana will share the link. 3.1.2 IIF pilot; role for consortium liaison; CommunityPro and TS 3.1.3 PD for TS; videos in multiple languages 3.2.1 Faculty Work Groups in process; common WIOA Title II assessment 3.3.1. CommunityPro will aid in this. 3.4.2 CalWORKS incorporates this. 4.1 ESL work group doing some of this 4.2 Needs to be more robust for the size of our consortium. 5.2 TOPS 5.3.1 Beginning to use data to track our effectiveness 5.3.2 Consultation Council and Faculty Work Groups are unique structures in place.</p> <p>b) Community Leader Focus Interviews Identify a focus group out of these leaders and bring back to have them inform the 3YRP. Inform Shana of interview schedule and invite team to help take notes – or send notes to Shana. These can be reported on February 8.</p> <p>c) Spring Calendar Dates</p> <table border="0"> <tr> <td>February 8 Data study session I – Setting Goals</td> <td>April 2 Student leader interviews</td> </tr> <tr> <td>March 15 Data study session II – Strategies to Achieve Goals</td> <td>May 3 - 10am-2pm Community focus group</td> </tr> <tr> <td>March 29 Next Faculty Work Group meeting</td> <td>May 10 All-consortium PD-HCD with Virginia Hamilton</td> </tr> <tr> <td>TBD Districts’ CEO meeting</td> <td>Ongoing Community leader focus interviews</td> </tr> </table> <p>Jan. 22 - Student leadership from all schools represented. Jan. 28-31 - Student focus groups with student leader facilitating. Focus groups in the a.m. and p.m. at each school. Worked well 3.5 years ago. Possible stipend/compensation-gift card. How is the consortium helping the students achieve their goals? As we gather the data, (revisable) goals strategies and performance indicators, the plan needs to be communicated back to the students. On April 2, they can be assured in June they will see the written plan. They need to be aware of the intents and the prioritization of the plan, so they have realistic expectations of what will make it into the plan. March 29 could be a conflict for Basic Skills PD. May 10 PDD at SVAE?</p> <p>8) Data and Accountability Funds a) Approval of Judy Gehman’s contract – CommunityPro implementation Aligns the fields in CP to the unique needs of our consortium. She is working with the TS, ALLIES and data team and will complete the implementation of CP by June 30, 2019.</p>	February 8 Data study session I – Setting Goals	April 2 Student leader interviews	March 15 Data study session II – Strategies to Achieve Goals	May 3 - 10am-2pm Community focus group	March 29 Next Faculty Work Group meeting	May 10 All-consortium PD-HCD with Virginia Hamilton	TBD Districts’ CEO meeting	Ongoing Community leader focus interviews	<p>Bob, Co-Chairs</p>	<p>ACTION</p>
February 8 Data study session I – Setting Goals	April 2 Student leader interviews										
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	<p><i>Mae Conroy moved to approve Judy Gehman’s contract to complete the implementation of CommunityPro; the motion was seconded and carried. Peter Mac Donald abstained.</i></p> <p>b) Tableau software purchase for SBCAE members When the foundation is established in Tableau, it will auto generate for all adult schools. The cost is \$630 per license. Proposal is to purchase 7 licenses with the data and accountability funds. Can we purchase a multiple year subscription to use the data funds? <i>Valerie Jensen moved to approve the purchasing of Tableau licenses for a minimum of one year and to investigate the purchase of licenses for additional years, up to three years; the motion was seconded and carried unanimously.</i> Discussion-Can this software be used for other data purposes? Yes, the data team will send data information annually, but this can be used individually, per school. We will continue with the purchase of seven licenses this year and nine licenses moving forward.</p>		
2:30	<p>9) Communications Planning with AWD Consultant How would the Steering Committee like Natalie Bradley to communicate with the group for her work as the consortium specialist? Possibly quarterly presentations at the meetings at the first meeting of the quarter. Possibly rotate different program areas on each agenda-as a standing item? Each school may have differing needs for Natalie’s help. Suggestion by Peter of a disability liaison at each school with Natalie as the hub.</p>	Brenda	INFORMATION
2:45	<p>10) TS CommunityPro Training Report from December 13 It went really well. Great turn-out.</p>	Peter, Bob	INFORMATION
3:00	<p>11) Budget Deadlines Review The budgets were supposed to be in by November 30. Without this, expenditures cannot be processed. Expenditures were due on December 1. Budgets can be modified next quarter up to 10%. All items must be in by December 18 to be certified on time this year.</p>	Lynette, Co-Chairs	INFORMATION
3:15	<p>12) Agenda Development Formal acknowledgement of Burr Guthrie.</p>	All	INFORMATION
3:30	<p>13) Adjournment The meeting was adjourned at 3:38pm with no objection.</p>	Co-Chair	ACTION

3YRP

More support in the area of AWD- suggestion by Peter of a disability liaison at each school with Natalie as the hub.