

## Steering Committee Meeting Agenda - April 24, 2020 - 12:00pm-2:30pm

<https://cccconfer.zoom.us/j/95127609965> / Dial in: 1-669-900-6833 (US Toll) ID: 951 2760 9965

**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	Usha Narayanan <i>AS Co-Chair</i>	Leslie Johnson-Tatsuta	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	Alecia Myers-Kelley	Norma Martinez	West Valley Mission CCD	Valerie Jensen	Jackie Escajeda	
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley Mission CCD	Brad Weisberg	Mae Conroy	
San José Evergreen CCD	William Watson		Executive Director Bob Harper	Co-Director Ilse Pollet		
12:00	1) Call to Order				Co-Chair	<b>ACTION</b>
12:01	2) Approval of April 24 Meeting Agenda				All	<b>ACTION</b>
12:05	3) Approval of April 3 Steering Committee Meeting Minutes				All	<b>ACTION</b>
12:10	4) Public Comments				All	INFORMATION
12:15	5) Consultation Council Report				David, Phil	INFORMATION
12:25	6) Approve Charter Amendments				Co-Chairs	<b>ACTION</b>
1:05	7) Approve CFAD				Co-Chairs	<b>ACTION</b>
1:50	8) COVID-19 Impact Survey				Ilse	INFORMATION
2:00	9) Annual Plan Development				Ilse	INFORMATION
2:10	10) Announcements/Member Reports – 1-minute limit				All	INFORMATION
	<ul style="list-style-type: none"> <li>• Welcome Eric Grabiell, WVM</li> <li>• CAEP Regional Meeting, 4/27</li> <li>• Workforce Development Taskforce – invitation to participate</li> <li>• Advocacy (COABE, CCAE)</li> <li>• CAEP Office Hours</li> </ul>					

Steering Committee – April 24, 2020

2:25	11) Agenda Development a) AWD discussion/Consortium plan for learning disabilities. Presentation on legal responsibilities for students with IEPs/504s b) Childcare – invite community partners c) Credit requirements for Adult Schools (ready by Fall 2020) d) SB554 e) TOPs program f) CAEP funds to serve corrections population g) Reports from colleges on usage of funds	All	INFORMATION
2:30	12) Adjournment	Co-Chair	<b>ACTION</b>

**CALENDAR 2019**

Aug. 1 Student data due in TOPSPro (Q4)  
 Aug. 2 Steering Committee, 12-3:30pm  
 Aug. 15 Annual Plan 2019-20 due in NOVA  
 Aug. 16 Steering Committee, 12-3:30pm  
 Aug. 26 Data & Accountability close out  
 Aug. 29 Transition Specialists meeting, 2-4pm, SJCC  
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 Sep. 1 17/18 & 18/19 Member expense report due in NOVA (Q4)  
 Sep. 1 July 1, '18 – June 30, '19 expenses by program area in NOVA  
 Sep. 3-5 CWA Conference –Meeting of the Minds, Monterey  
 Sep. 6 Steering Committee, 12-3:30pm; NOVA training, 10am-1pm  
 Sep. 12 CAEP/WIOA overview/Data Accountability, 4:30-5:15pm  
 Sep. 12 CP Refresher Training, 5:30-7:30pm  
 Sep. 20 Steering Committee+ Data Session, 11am-3:30pm  
 Sep. 20 Consultation Council, 10-11am  
 Sep. 26 Transition Specialists meeting, 2-4pm  
 Sep. 27 TOP Orientation, SJCC 12-2pm  
 Sep. 30 17/18 & 18/19 Member expense rept certified by Consortia  
 Sep. 30 19/20 Member program year budget & work plan due (Q1)  
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 Oct. 3-4 CATESOL  
 Oct. 4 NOVA training, 10am-1pm  
 Oct. 10 CP Follow up Training/Q&A on Functionality, 2-4pm  
 Oct. 11 Steering Committee meeting, 11am-12pm  
 Oct. 11 Faculty Work Group Orientation and mtg, 12:30-4pm  
 Oct. 16 Community Partner meeting – breakfast  
 Oct. 24 Transition Specialists meeting, 2-4pm  
 Oct. 25 Steering Committee, 12-3:30pm  
 Oct. 29-30 CAEP Summit  
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 Nov. 1 NOVA training, 10am-1pm  
 Nov. 7 CP Follow up Training/Q&A on Functionality, 2-4pm  
 Nov. 8 Steering Committee, 12-3:30pm  
 Nov. 21 Transition Specialists meeting, 4-6pm  
 Nov. 22 Steering Committee + Data Session, 11am-3:30pm  
 Nov. 22 Consultation Council, 10-11am  
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 Dec. 1 17/18, 18/19, 19/20 Member expense rept due (Q1)  
 Dec. 6 Steering Committee meeting, 11:30am-12:30pm  
 Dec. 6 Faculty Work Group meeting, 1-4pm  
 Dec. 19 Transition Specialists meeting, 2-4pm  
 Dec. 31 17/18, 18/19, 19/20 Expense rept certified by Consortia

**2020**

Jan. 17 Steering Committee, 12-3:30pm  
 Jan. 29-31 CAEEA Conference  
 Jan. 30 Transition Specialists meeting  
 Jan. 31 Steering Committee, 12-3:30pm  
 Jan. 31 Student Data due in TOPSPro (Q2)  
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 Feb. 7 Steering Committee, 12-3:30pm  
 Feb. 27 Transition Specialists meeting  
 Feb. 28 Steering Committee + Data Session, 11am-3:30pm  
 Feb. 28 Consultation Council, 10-11am  
 Feb. 28 Preliminary allocations 20/21 & 21/22 released by state  
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 Mar. 1 17/18, 18/19, 19/20 Member expense rept due (Q2)  
 Mar. 1 Close out 17/18 funds due in NOVA  
 Mar. 6 Faculty Work Group meeting, 1-4pm  
 Mar. 13 EL Civics Conference, SVAE  
~~Mar. 20 Steering Committee, 12-3:30pm~~  
 Mar. 26 Transition Specialists meeting  
 Mar. 31 Close out 17/18 funds certified by Consortia in NOVA  
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 Apr. 3 Steering Committee, 12-3:30pm  
~~Apr. 7 Community Partner meeting – breakfast~~  
~~Apr. 23 Leg Day~~  
~~Apr. 23-25 CCAE State Conference – moved to Spring 2021~~  
~~Apr. 24 NOVA Resource Fair, Foothill College, Sunnyvale~~  
**Apr. 24 Steering Committee, 12-3:30pm**  
 Apr. 30 Student Data due in TOPSPro (Q3)  
 Apr. 30 Transition Specialists meeting  
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 May 2 CFADs for 20/21 due in NOVA  
~~May 8 Professional Development Conference~~  
 May 22 Steering Committee + Data Session, 11am-3:30pm  
 May 22 Consultation Council, 10-11am  
 May 28 Transition Specialists meeting  
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 June 1 18/19 & 19/20 Member expense rept due (Q3)  
 June 12 Steering Committee, 12-3:30pm  
 June 23-25 CASAS Summer Institute  
 June 25 Transition Specialists meeting  
 June 26 Steering Committee, 12-3:30pm  
 June 30 18/19 & 19/20 Expense rept certified by Consortia (Q3)