

Steering Committee Meeting Minutes - 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 Kishan Vujjeni called the meeting to order at 12:05pm. Brad Weisberg, West Valley College, introduced Eric Grabel. He is the Director of the School of Continuing Education and is responsible for all noncredit courses.				Co-Chair	ACTION
12:01	2) Approval of April 24 Meeting Agenda Ilse Pollet requested to pull <i>Advocacy (COABE, CCAE)</i> from Item 10, Announcements and make it a stand-alone item. (It will now become Item 10 and Announcements/Member Reports will become Item 11.) M/S/C (Williams/Myers-Kelley) to approve the amended April 24 Meeting Agenda.				All	ACTION
12:05	3) Approval of April 3 Steering Committee Meeting Minutes M/S/C (Williams/Brahim) to approve the April 3 Steering Committee Meeting Minutes.				All	ACTION
12:10	4) Public Comments No public comments.				All	INFORMATION
12:15	5) Consultation Council Report David Grant requested a Zoom meeting be set up for the next Consultation Council meeting (Scheduled for May 22).				David, Phil	INFORMATION

<p>12:25</p>	<p>6) Approve Charter Amendments Bob Harper noted this is the fourth review of the new Charter language. He highlighted language added since the reading at the last Steering Committee meeting, edits submitted by Brenda Carrillo. The whole intent of the new language is to have a more formal designation of consortium wide purposes, including decisions made at the Steering Committee level, the hiring process, data sharing protocols and accountability in member allocations. This was generated by the work over the past several years and the development of the three-year regional plan. M/S/C (Weisberg/Williams) to approve the SBCAE Charter, as amended.</p>	<p>Co-Chairs</p>	<p>ACTION</p>
<p>1:05</p>	<p>7) Approve CFAD The COLA is included in the allocation table. The governor may adjust the budget in May. In June, due to the crisis, there will be a maintenance budget that may or may not include a COLA. For current purposes, the action item today is based on the 2.29%. Consortium operation funds will be shifted from SJECCD to Campbell for the Consortium Director position. It is unknown at this point what the plan is for the dedicated AWD funds at SCAE. David asked why the total amount projected for the Consortium Director position is higher now. Usha responded, this will not be a contracted position, but a permanent position with benefits. Giuliana asked for clarification of the distribution of the allocation percentages to each school. Kishan responded, take the total budget based on the previous year and divide by the percentage each member received along with the same percentage of COLA. Brad asked if the colleges have ever received COLA. Kishan responded, no, they access other resources. Bob reminded for the first several years there was no COLA. David asked for clarification on the motion. Is it on the COLA allocation, or to create the permanent Director position in the Campbell district as well? Kishan responded, this motion is for the CFAD. With this approval, these numbers will be entered into NOVA and the state will send the allocations to each member. Once this is complete, the Director job description will be brought to the Steering Committee for approval, then to the Campbell district for hiring. It is similar to a grant-funded position. David is concerned with creating a permanent, long-term position with the deficit in the budget and potential upcoming layoffs for adult ed teachers. Bob responded, we need to turn in numbers by next week at the direction of the state. Going forward, if there is a drastic reduction in funding, we would need to make adjustments. For now, we need to make projections based on the information we have. This is the initial allocation and there will be opportunity for amendments if needed. M/S/C (Williams/Weisberg) to approve the allocation schedule as presented.</p>	<p>Co-Chairs</p>	<p>ACTION</p>

<p>1:50</p>	<p>8) COVID-19 Impact Survey</p> <p>Ilse pointed out how we are in a new normal and that we would really benefit as a group to understand what the impact of the crisis is on our programs and schools. A short conversation during a Steering Committee meeting is not enough, so the data team and Co-Chairs are working on developing a survey. This will identify key areas in which the consortium can be helpful as well as priority strategies for next year’s annual plan. Interviews will be scheduled with each member by mid-May and a summary report will be brought back to the group on May 22.</p>	<p>Ilse</p>	<p>INFORMATION</p>
<p>2:00</p>	<p>9) Annual Plan Development</p> <p>Ilse reviewed the process and timeline for the annual plan development. The plan is due in NOVA by August 15 and the members’ budgets, aligned to the plan need to be submitted by September 30. The consortium certifies the members’ budgets and plan alignment by October 30. The annual plan will follow the overall framework of the Three-Year Regional Plan and will build on the annual plan from this year, 2019-20. Strategic priorities may shift for 20-21 based on resources and bandwidth. A tiered approach will be taken to look at which activities are critical, comfortable, or nice to have. This is the time for collaboration and leveraging our resources as a consortium. Along with the impact survey, data will be gathered from everyone who had a role in this year’s 14 projects.</p> <p>Process and Timeline</p> <ul style="list-style-type: none"> • Step 1: data gathering/input: impact survey/FWG/TS/project leads/data team – report to SC by May 22 • Step 2: plan development: May 22: confirm priority projects – May/June project teams draft plan • Step 3: plan review and approval: first draft: June 30, final draft: July 30, SC approval early Aug <p>Bob pointed out that the priorities need to remain flexible to the changing reality. Plans and ambitions may need to be reviewed and/or altered according to the changing realities.</p> <p>David suggested including, What are you willing to give up? Ilse responded that connects to the tiered approach plan. Bob emphasized prioritizing core services and direct service to students.</p> <p>Eric is looking to the fall and at the barriers and challenges to delivering instruction through distance learning along with support services. What are the new priorities for workforce as the community is reopened and how do we anticipate the community’s needs in terms of service delivery?</p> <p>10) Advocacy (COABE, CCAE)</p> <p>Ilse shared we do not know yet what our funding is going to look like. The governor released the preliminary budget in January, but the world looks different now so that may be revised. Now is the time to make the case for adult education as part of the economic recovery by doing workforce development and training.</p>	<p>Ilse</p>	<p>INFORMATION</p>

<p>2:10</p>	<p>Federal level: \$692 million for WIOA funding; COABE is leading a \$1 billion campaign for COVID-19 emergency response and \$31 billion in stimulus funding.</p> <p>State level: CCAE’s focus is to maintain and protect current CAEP funding and support COLA for FY 20-21. CAEAA’s focus is to establish a line item in CDE budget for Adult Education to fund schools on time. Legislative Day in Sacramento was cancelled, so they are shifting to a virtual legislative campaign.</p> <p>Ilse shared the local legislation covering our member schools. She plans to coordinate small teams of administrators, educators and possibly students to meet (online) with these legislators to advocate for adult ed. She will send the links that will direct you to a draft message for your senators and representatives to email them with the asks, along with a letter of support for adult education to take to your school administrators for their consideration.</p> <p>11) Announcements/Member Reports – 1-minute limit</p> <ul style="list-style-type: none"> • Welcome Eric Grabiell, WVM • CAEP Regional Meeting, 4/27 <p>Information is in the newsletter. The next one is scheduled Monday, 4/27 at 1pm.</p> <ul style="list-style-type: none"> • Workforce Development Taskforce – invitation to participate <p>Initiated by Catholic Charities to take a long-term view of this crisis, the economic impact and how we might respond as a region. Adult education is the conduit between supply and demand for training people to get back into the work force. There are three work groups organized: labor market information, employer engagement and rapid reengagement model. The consortium is currently participating in two out of three of these work groups.</p> <p>Ilse has been participating in these meetings and invites members to join. She suggested it would be beneficial for someone from the college side to participate in the Labor Market work group. Brad volunteered (He is the labor market specialist at WVC). Giuliana volunteered for the reemployment model group. Usha suggested the members consider if anyone would be interested in joining the employer engagement group based on past discussions about not being able to bring employers to the table. Kathy Frye mentioned Tim Workman from Upwardly Global as a potential partner in this.</p> <ul style="list-style-type: none"> • Advocacy (COABE, CCAE) • CAEP Office Hours <p>CAEP is holding office hours on Fridays at 1pm.</p> <p><u>Member Reports</u></p> <p><u>Traci Williams, ESAE</u>: Working on how to handle their virtual graduation for HS diploma students. Preparing online summer school to begin June 1. They are looking potentially at a blended model of in person and distance learning for the opening of school and are in the decision-making process right now along with closing out grades this year and figuring out what summer looks like.</p> <p><u>Monica Sain, Mission college</u>: Summer classes will be online. They are 90% sure fall they will be online as well. ESL 920 EC (combines ESL with</p>	<p>All</p>	<p>INFORMATION</p>
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	<p>electrical courses. They hope to hire a principal by July 1. The testing center has not yet been given approval to open again.</p> <p><u>Usha Narayanan, CACE</u>: She is pleased with the growth in all of the teachers. FPM is in process and all documents have been submitted, but they keep asking for new things. She thanked those who are helping including Rick Abare and Jonathan Camacho from SJECCD. She gave a special thank you to Leslie Johnson-Tatsuta for her hard work behind the scenes. One of their teachers, Jennifer Parker-Adib, who created the census COAAP has been recognized at the national level. They will most likely not have summer school. CASAS is working on remote testing. She thanked their partner WVC and the teacher collocated at CACE. They have 30 students enrolled in the accounting class and 12 co-enrolled in ESL for accounting. The school district is serving meals six days a week.</p> <p><u>Leslie Johnson-Tatsuta, CACE</u>: They have started to collect data on why students are not attending online classes: Issues with computers, having to share them, limited Wi-Fi availability; childcare issues; work-essential workers, new jobs.</p> <p><u>Eric Grabiell, WVC</u>: He wants to connect with the adult schools. He is currently focused on redesigning the website to make is more user friendly and strengthening online distance learning and how to make instructor to student interactions meaningful.</p> <p>Bob would like to recognize Mae Conroy, WVC, before the end of the year. Brad will arrange getting her to one of the meetings.</p>		
2:25	<p>12) Agenda Development</p> <ul style="list-style-type: none"> 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	<p>13) Adjournment <u>(Williams/Brahim) The meeting adjourned at 1:54pm.</u></p>	Co-Chair	ACTION