

Steering Committee Meeting Agenda - April 5, 2019 - 12:30-3:30pm

Santa Clara Adult Education, 1840 Benton Street, Santa Clara, CA 95050

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>		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	Ilse Pollet	Richard Uribe	Guests:

12:00	1) Networking Lunch				All	
12:30	2) Call to Order				Co-Chair	ACTION
12:35	3) Approval of Meeting Agenda				All	ACTION
12:40	4) Approval of March 15 Steering Committee Meeting Minutes				All	ACTION
12:50	5) Public Comments/Announcements – 2-minute limit a) Workforce Development Board discussion b) CTE Portal rollout -Kishan c) Reporting on Student Leadership -Bob				All	INFORMATION
1:15	6) Consultation Council Report				David, Phil	INFORMATION
1:25	7) AWD Quarterly Report				Natalie Bradley	INFORMATION
1:45	8) Allocation Discussion				All	INFORMATION
2:30	9) 3YRP Progress Report – Draft goals, tentative Org Chart				Bob	INFORMATION
2:50	10) Use of Remaining Data Funds a) Approve MIS ICA b) Remaining funds				Co-Chairs, Bob	ACTION
3:15	11) Agenda Development a) TS discussion				All	INFORMATION

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3:30	12) Adjournment	Co-Chair	ACTION
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CALENDAR 2019

Jan. 18 Jan. 22 Jan. 28-31 Jan. 31 Jan. 31 Jan. 31 -----	Steering Committee Student Leadership Training Student Focus Groups III Transition Specialists at MAE Student data due in TOPSPro Q2 Data & Accountability due (old system)	April 2 April 5 April 5 April 8-9 April 24 April 25 April 30 -----	Student Leader Focus Group AM/PM Steering Committee – SCAE Enhancing Your Students’ Reading Skills, SCAE Adult Ed Week/CCAE Legislative Day, Sacramento Public Governance/Steering Committee, ESAE Transition Specialists (open) at SJCC , T112 Student data due in TOPSPro Q3
Feb. 8 Feb. 8 Feb. 14 Feb. 15 Feb. 25 Feb. 28 Feb. 28 -----	Steering Committee * ESAE-Independence Consultation Council with SC - Reviewing 2 nd draft 3YRP Transition Specialists (open) Budget - 17-18 data by program area due Data & Accountability narrative Prelim 29-20/20-21 allocations Transition Specialists at SCAE	May 2 May 3 May 9 May 10 May 23 May 24 May (or June) 3Y Strategic Plan /Eval rept due from Consortia -----	CFADs for 19-20 due Community Focus Groups, 12-2:30pm Transition Specialists (open) at SJCC Professional Development Day Transition Specialists at SJCC Public Governance/Steering Committee – Final Approval of 3YRP
March 1 March 1 March 12 March 14 March 15 March 22 March 28 March 29 March 29 March 31	Steering Committee NOVA Q2 Expense Rept due Community Focus Group 10am, SJCC Transition Specialists CACE , 5pm Consultation Council/Steering Committee-Study Session 11a-3:30p TOPs/Pre-Apprenticeship Overview- SJCC, 12-2pm Transition Specialists at Mission Faculty Work Group / 3YRP Enhancing Your Students’ Reading Skills, SCAE NOVA Q2 Expense Rept Certified	June 1 June 7 June 14 June 17 June 28 June 30 June 30	17/18 Member expense rept due in NOVA (Q3) 3YRP due to state Steering Committee Budget Revisions due Steering Committee 1/18 & 18/19 member exp rept certified in NOVA (Q3) End of Q4