

Steering Committee Meeting Minutes - 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: |

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| 12:00 | 1) Networking Lunch | All | |
| 12:30 | 2) Call to Order The meeting was called to order by Co-Chair Kishan Vujjeni at 12:40pm. | Co-Chair | ACTION |
| 12:35 | 3) Approval of Meeting Agenda Traci Williams. | All | ACTION |
| 12:40 | 4) Approval of March 15 Steering Committee Meeting Minutes Please make the follow corrections: <ul style="list-style-type: none"> • Add to Item 1: Usha indicated a consortium-wide MOU will take longer, but we would continue to work on it and individual schools should continue to pursue MOUs. • Change/clarification in language: Page 2, Indicator 1, Capacity. The term should not be 'mandated'. State legislation is 'permissive'. • PPT slides on 3YRP - where to access data files – Go to the Regional Plan tab on the website. All data sources, including notes from student focus groups are available there. <i>Traci Williams moved to approve the March 15 Steering Committee meeting minutes with the corrections; motion was seconded and carried unanimously.</i> | All | ACTION |
| 12:50 | 5) Public Comments/Announcements – 2-minute limit a) Workforce Development Board discussion Bob shared they had a meeting with NOVA to discuss how to better connect with the Workforce Development Board. This led to a review of the MOU with work2future and the strengths of relationships. Sonya spoke about her and other Transition Specialists, Kelle and Kerry, putting in office hours at work2future. They are onsite 3 hours per week and are not receiving many students. Also regarding fulfilling the MOU, Kishan has a meeting set with | All | INFORMATION |

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| | <p>Monique Melchor, Director of work2future. Giuliana shared they recently had a positive meeting with NOVA where they explored how services will continue to be delivered. NOVA is customer-oriented. Share the MOU with the SC.</p> <p>b) CTE Portal rollout –Kishan OpenDoorsSouthBay.org/CTE portal is up and running in multiple languages. The eye care technician and medical assisting fast track certification program will be added under the healthcare careers link. Kishan suggested all members go through the site and confirm the lists filter each schools’ programs accurately. We will need someone to maintain this Open Doors site/CTE portal, SBCAE.org and CommunityPro. The intention is to hire someone in this position by July 2019. The plan to promote the rollout will be placed on a future agenda.</p> <p>c) Reporting on Student Leadership –Bob The student leaders met on Tuesday, April 2 to report their findings from peer-led focus groups on their campuses. These findings are on the website. One finding was we need to do a much better job of disseminating information. The response to ongoing student advising was not overwhelming. Childcare is the number one concern among students. Double-check with Shana to ensure any student from your school that led a focus group has received a thank you letter and gift card. Student leaders were invited to attend Leg day in Sacramento. The ask this year is for an additional \$110 million which includes \$30 million for marginalized populations. Ilse is currently meeting with Assemblyman Chu to ask for these funds. Leg day/adult ed week is next week-April 8-9.</p> <ul style="list-style-type: none"> • Usha –send names to her for Tableau software. One license per school. • Update on AWD Summit by Mae – DSP and noncredit directors attended. They will submit for two noncredit courses and a certificate for Prevocational skills for Adults with Disabilities so there is an opportunity to build curriculum for this free class. Community partners want this at their agencies. If the college wants curriculum, can they cross district boundaries? Natalie did fabulous presentation and set the tone for the day. The funding source for these classes includes strong workforce dollars. The next AWD summit will be in six months and employers will be invited. | | |
| 1:15 | <p>6) Consultation Council Report David inquired as to the timeline of approving the budget allocation which will be approved on April 24 and how the Consultation Council needs to weigh in on it.</p> | David, Phil | INFORMATION |
| 1:25 | <p>7) AWD Quarterly Report Natalie highlighted accomplishments back to 2018. Presented at professional development workshops and at the AWD summit. She has completed her Learning Disability certification. Shared on assistive technologies, including Bookshare which has helped students with reading disorders. (She has a separate presentation on this if anyone would like it.) She worked on a blended ESL approach and achieved significant results. She has developed guides for teachers to cover strategies for various types of disabilities as well as disability law. Relaxation techniques for test anxiety has been successful. Discussion: Brenda-what is the best use of her time? Is it to build capacity, tier two interventions, or focus on one on one which may not be practical for one person? What data do we want to look at by the end of the year?</p> | Natalie Bradley | INFORMATION |

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| <p>1:45</p> | <p>8) Allocation Discussion This will be approved at the public governance steering committee meeting on April 24. It will be uploaded into the state system on May 2. The allocation table is not how much money is spent for what purpose, it is how much each member is allocated - the division of resources to each member. The proposal is the COLA this year will be distributed proportionately to the adult schools (as in the past). Foundation of criteria to make decisions on allocation - refer to Tiers of Priority. The split between adult schools and community colleges is 89%/11%. Our consortium is the third largest in terms of funds awarded, but not third largest in terms of participants served. What are the indicators we are using the funds in the right way –to achieve our goals? All members need to be accountable for this. (See 3YRP draft.) After the allocation is approved, it will be determined which school will pay for the proposed new positions/functions. Community liaison position will create linkages/referrals between consortium and community. This would fill the marketing need along with helping the TS. Brenda – need to be thoughtful about hiring for positions and how to solve issues that may not require a new position.</p> | <p>All</p> | <p>INFORMATION</p> |
| <p>2:30</p> | <p>9) 3YRP Progress Report – Draft goals, tentative Org Chart Some members are not spending resources while some are running at a deficit. Is this sustainable? Is the money accomplishing the goals? Bob states this is a transition year. Greg – Each school is uniquely suited to meet constituents’ needs. Then collaborate as a group if the majority of districts have the same need. Traci- provide service in community, not a random model. Do we need a different structure, more staff or change in programs? Take another year to evaluate. Brenda- how are other consortiums having these conversations? Are there other ways to determine allocation if some schools have rollover? How are we accountable to each other? Need to have common goals and look for outcomes. Mae suggested having a scale –using the power within the community. What should be scaled and what should be unique to each school/district. Leveraging the power of this group. Shouldn’t each member rep the consortium within certain areas in the community? Bob suggests members look at this plan to see if language is in here that was discussed today/that they suggested. Let’s not focus on adding new ideas, but focus on the right ideas.</p> | <p>Bob</p> | <p>INFORMATION</p> |
| <p>2:50</p> | <p>10) Use of Remaining Data Funds a) Approve MIS ICA This item is for the approval of an MIS Reporting Implementation ICA. Fiscal year ends June 30, 2019 and CACE accounting department needs all purchase orders in ASAP. Chromebooks would be purchased with data funds and used for data/web-based data collection tool across the consortium. One function, mobile CASAS testing. Multilingual would be beneficial. b) Remaining funds Mae would like to request \$25,000 for the Chromebooks with a multilingual application that would be consistent with CommunityPro and WIOA. CACE will need a quote submitted. <i>Traci Williams made a motion that the remaining data funds be used to purchase the Chromebooks and MIS software as well as associated hardware to be used for data collection for consortium-wide purposes.</i></p> | <p>Co-Chairs, Bob</p> | <p>ACTION</p> |

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| <p>3:15</p> | <p><i>Mae Conroy proposed an amendment to the motion: Increase the ICA by the appropriate amount of funds for loading Chromebooks in multiple languages. The motion was seconded, as amended, and carried unanimously.</i></p> <p>11) Agenda Development</p> <ul style="list-style-type: none"> a) TS discussion b) Promote CT portal rollout c) APRIL 24 AGENDA- 3YRP LANGUAGE – ONLY A COUPLE OF AGENDA ITEMS d) AWD discussion – how does it line up w/3YRP? What is Natalie’s direction? (Request for data-numbers of AWD students served) - Brenda e) Former foster youth and foster youth. WVC is hiring a Director of Student Needs. Position closes on 4/8. f) Child care – invite community partners <p>Bob and Kishan recognized Lynette Gray for her work in the consortium as today is her last Steering Committee meeting. Our SVAE SC member, Peter Mac Donald is out on medical leave and is scheduled to return to work on April 15.</p> | <p>All</p> | <p>INFORMATION</p> |
| <p>3:30</p> | <p>12) Adjournment</p> <p><i>With no objection, the meeting was adjourned at 3:30pm.</i></p> | <p>Co-Chair</p> | <p>ACTION</p> |

AEBG: **New** 2019-20 AEBG Preliminary Allocation Schedule w/ COLA

DRAFT - For Steering Committee Review

3/1/2019

| AEBG Consortium | | Base Funding 2017-18 | 2018/19 Allocation | COLA for 2019-20 | New 19/20 (2/20/19) |
|---|-------------|-------------------------|-----------------------|---------------------|------------------------|
| | | | | Per 2/20/19 Memo | |
| 51 South Bay Consortium for Adult Education (San Jose) | | \$16,558,269 | \$17,272,295 | \$597,621 | \$17,869,916 |
| 14,608,891 | | | | | |
| CUHSD | 21% | 3,069,120 | 3,333,874 | 125,552 | 3,459,426 |
| ESUHSD | 44% | 6,413,097 | 6,611,829 | 262,347 | 6,874,176 |
| MUSD | 5% | 768,242 | 805,699 | 31,427 | 837,126 |
| Santa Clara | 13% | 1,859,484 | 1,950,463 | 76,068 | 2,026,531 |
| SVAE = MetroED | 17% | 2,498,950 | 2,621,052 | 102,227 | 2,723,279 |
| SJECCD | N/A | 1,490,633 | 1,490,633 | N/A | 1,490,633 |
| WVMCCD | N/A | 458,745 | 458,745 | N/A | 458,745 |
| TOTAL | 100% | 16,558,269 | 17,272,295 | 597,621 | 17,869,916 |
| | | | \$0 | \$0 | \$0 |

Memo - <https://caladulthood.org/DownloadFile/744>

New 2019-20 Table - <https://caladulthood.org/DownloadFile/743>