Steering Committee Meeting Minutes · August 2, 2019 · 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

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<tr>
<th>SBCAE District</th>
<th>Member</th>
<th>Alternate</th>
<th>SBCAE District</th>
<th>Member</th>
<th>Alternate</th>
<th>Faculty</th>
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<tr>
<td>Campbell Adult &amp; Community Education (CACE)</td>
<td>Usha Narayanan AS Co-Chair</td>
<td>Leslie Johnson-Tatsuta</td>
<td>East Side Adult Education</td>
<td>Traci Williams</td>
<td>Kathy Frye</td>
<td>David Grant Santa Clara Adult Education</td>
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<td>Milpitas Adult Education</td>
<td>Greg Barnes</td>
<td>Giuliana Brahim</td>
<td>Santa Clara Adult Education</td>
<td>Brenda Carillo</td>
<td>Christine Berdiansky</td>
<td>Phil Crawford San José City College</td>
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<td>Silicon Valley Adult Education</td>
<td>Peter Mac Donald</td>
<td>Norma Martinez</td>
<td>West Valley Mission CCD</td>
<td>Valerie Jensen</td>
<td>Rob Gamble</td>
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<td>San José Evergreen CCD</td>
<td>Kishan Vujjeni CC Co-Chair</td>
<td>West Valley Mission CCD</td>
<td>Mae Conroy</td>
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<td>San José Evergreen CCD</td>
<td>William Watson</td>
<td>Executive Director Bob Harper</td>
<td>Ilse Pollet</td>
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12:00 Working Lunch

12:30 1) Call to Order
Co-Chair Kishan Vujjeni called the meeting to order at 12:46pm.

12:32 2) Approval of August 2 Meeting Agenda
M/S/C (Williams/Mac Donald) To approve the August 2 Meeting Agenda.

12:35 3) Approval of July 12 Steering Committee Meeting Minutes
M/S/C (Williams/Mac Donald) To approve the July 12 Meeting Minutes.
(Shana will add who made the gave the report under item 6b,c.)

12:45 4) Public Comments
No public comments.

12:55 5) Consultation Council Report
Nothing to report at this time.

1:05 6) Approve 2019-20 Annual Plan
a) Annual Plan will be submitted to the state on or before August 15
Brenda expressed the executive summary is well done and captured the past work of the consortium along with the direction and purpose of the 7 goals. She also thinks the community’s input was captured well.
Christine suggested possibly renaming ‘orange monster’ (Page 5) Kishan shared an update on the Research Analyst position at SJECCD. The hiring effort ended in a failed search and will reopen. (Referring to page 6) If you know any qualified candidates please send them to Kishan.

ACTION
INFORMATION
ACTION
INFORMATION
ACTION
INFORMATION
ACTION/INFORMATION
Mae suggested naming specific programs as opposed to leaving the broader categories listed. There was discussion on inserting the term babysitting where childcare is.

**M/S/C (Williams/Mac Donald): To approve the 2019-20 Annual Plan.**

- **b) All members must submit budgets in NOVA by Sept. 30 referencing Annual Plan strategies and activities**

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<tr>
<th>Time</th>
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<td>1:50</td>
<td>7) <strong>Approve Confirmation of Consultation Council Reps</strong>&lt;br&gt;Shana sent out the Consultation Council distribution list prior to this meeting and did not receive any responses. Traci asked to have the current representatives from East Side removed and add Shawn Tran and Brenda Flores. Attendance may be low because the reps are focused on their district assignments, which take priority. What will encourage meeting attendance? Possibly give them an assignment/project from the Annual Plan to work on. Currently meetings are scheduled four times per year. Peter moved to approve the confirmation of the Consultation Council Reps with the changes stated. David suggested waiting to take action on this item until all members have reviewed the list and submit more possible changes. Traci withdrew the motion. This item will be moved to the August 16 Steering Committee meeting agenda.</td>
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<td>2:30</td>
<td>8) <strong>Confirm Each Members’ Faculty Work Group Members by September 6 Steering Committee Meeting</strong>&lt;br&gt;Shana will email faculty work group lists to all members. Please confirm lists or send changes before September 6 for approval at that meeting.</td>
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<td>3:00</td>
<td>9) <strong>Announcements/Member Reports – 2-minute limit</strong>&lt;br&gt;• Christine shared that she and David met with Phil about setting up an Introduction to Careers in Public Safety noncredit college class collaboration at Santa Clara Adult Education in the Spring. This is part of the preparation for law school program.&lt;br&gt;• Christine announced a professional development for ASE teachers taught by Jennifer Nestojko on Sept. 13 and 20, 1-4pm. She will discuss what skills students need to get into college and what is covered in a remedial community college course.&lt;br&gt;• Peter shared SVAE hired a new curriculum specialist. They are still working on changing high school diploma credits from 190 to 140 or 150. Waiting for new high school diploma teacher and all faculty to be in place to move forward with this.&lt;br&gt;• Valerie-CAEP Summit presentation proposal was accepted. Each group that is presenting is given one PIN. Kishan and Shana will email all and sort out the PINs. Bob requested more PINs; we will find out the response he received. The first priority is registering in the hotel.</td>
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<td>3:15</td>
<td>10) <strong>Agenda Development</strong>&lt;br&gt;• <strong>a) Childcare – invite community partners</strong>&lt;br&gt;• <strong>b) Project 6 report – August 16</strong>&lt;br&gt;• <strong>c) Consultation council membership confirmation</strong>&lt;br&gt;• <strong>d) Consortium Plan for Learning Disabilities (Peter)</strong></td>
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Minutes submitted by Shana Carter