

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

SBCAE District	Member	Alternate	SBCAE District	Member	Alternate	Faculty
Campbell Adult & Community Education (CACE)	Usha Narayanan AS <i>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	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		Executive Director Bob Harper	Ilse Pollet		
12:00	Working Lunch			All		
12:30	1) Call to Order Co-Chair Kishan Vujjeni called the meeting to order at 12:46pm.			Co-Chair		ACTION
12:32	2) Approval of August 2 Meeting Agenda M/S/C (Williams/Mac Donald) To approve the August 2 Meeting Agenda.			All		ACTION
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.)			All		ACTION
12:45	4) Public Comments No public comments.			All		INFORMATION
12:55	5) Consultation Council Report Nothing to report at this time.			David, Phil		INFORMATION
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 SJECDD. 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.			Co-Chairs		ACTION/ INFORMATION

<p>1:50</p>	<p>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.</p> <p>b) All members must submit budgets in NOVA by Sept. 30 referencing Annual Plan strategies and activities</p> <p>7) Approve Confirmation of Consultation Council Reps 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.</p>	<p>Co-Chairs</p>	<p>ACTION/ INFORMATION</p>
<p>2:30</p>	<p>8) Confirm Each Members’ Faculty Work Group Members by September 6 Steering Committee Meeting Shana will email faculty work group lists to all members. Please confirm lists or send changes before September 6 for approval at that meeting.</p>	<p>Co-Chairs</p>	<p>INFORMATION</p>
<p>3:00</p>	<p>9) Announcements/Member Reports – 2-minute limit</p> <ul style="list-style-type: none"> • 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. • 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. • 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. • 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. 	<p>All</p>	<p>INFORMATION</p>
<p>3:15</p>	<p>10) Agenda Development</p> <ol style="list-style-type: none"> a) Childcare – invite community partners b) Project 6 report – August 16 c) Consultation council membership confirmation d) Consortium Plan for Learning Disabilities (Peter) 	<p>Co-Chairs</p>	<p>INFORMATION</p>

3:30	11) Adjournment With no objection, the meeting was adjourned at 2:02pm.	Co-Chair	ACTION
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CALENDAR 2019

July 12 Steering Committee, 12-3:30pm
 July 14-17 ACCE
 July 31 Final Data & Accountability expense report due

 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

 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
 Sep. 13 PD for ASE Teachers, SCAE, 1-4pm
 Sep. 20 PD for ASE Teachers, SCAE, 1-4pm
 Sep. 20 Steering Committee+ Data Session, 11am-3:30pm
 Sep. 20 Consultation Council, 10-11am
 Sep. 26 Transition Specialists meeting
 Sep. 27 Faculty Work Group meeting, 1-4pm
 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)

 Oct. 3-4 CATESOL
 Oct. 11 Steering Committee, 12-3:30pm
 Oct. 16 Community Partner meeting – breakfast
 Oct. 25 Steering Committee, 12-3:30pm
 Oct. 29-30 CAEP Summit
 Oct. 31 Transition Specialists meeting

 Nov. 8 Steering Committee, 12-3:30pm
 Nov. 21 Transition Specialists meeting
 Nov. 22 Steering Committee + Data Session, 11am-3:30pm
 Nov. 22 Consultation Council, 10-11am

 Dec. 1 17/18, 18/19, 19/20 Member expense rept due (Q1)
 Dec. 6 Faculty Work Group meeting, 1-4pm
 Dec. 13 Steering Committee, 12-3:30pm
 Dec. 19 Transition Specialists meeting
 Dec. 31 17/18, 18/19, 19/20 Expense rept certified by Consortia

2020

Jan. 17 Steering Committee, 12-3:30pm
 Jan. 30 Transition Specialists meeting
 Jan. 31 Steering Committee, 12-3:30pm
 Jan. 31 Student Data due in TOPSPro (Q2)

 Feb. 7-8 CAEEA
 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

 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. 10 Community Partner meeting – breakfast
 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

 Apr. 3 Steering Committee, 12-3:30pm
 Apr. 6-7 Leg Day/Week
 Apr. 23-25 CCAE State Conference
 Apr. 24 Steering Committee, 12-3:30pm
 Apr. 30 Student Data due in TOPSPro (Q3)
 Apr. 30 Transition Specialists meeting

 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

 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 report certified by Consortia (Q3)