

Steering Committee Meeting Minutes - August 21, 2020 - 12:30-3:30pm

<https://cccconfer.zoom.us/j/96305574657> /Dial in: +1 669 900 6833 (US Toll) ID: 963 0557 4657

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	Carrie Casto	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	Eric Grabiell	Brad Weisberg	
San José Evergreen CCD	Vacant		Executive Director Bob Harper	Co-Director Ilse Pollet		
12:30	<p><i>Attendance in color</i></p> <p>1) Call to Order Co-Chair Kishan Vujjeni called the meeting to order at 12:35pm.</p> <p>Usha expressed concern for and offered help to all of our SBCAE family affected by the fires.</p>				Co-Chair	ACTION
12:31	<p>2) Approval of August 21 Meeting Agenda M/S/C (Williams/Myers-Kelley) to approve the August 21 Meeting Agenda.</p>				All	ACTION
12:35	<p>3) Approval of July 31 Steering Committee Meeting Minutes M/S/C (Williams/Myers-Kelley) to approve the July 31 Steering Committee Meeting Minutes.</p>				All	ACTION
12:40	<p>4) Public Comments No public comments.</p>				All	INFORMATION
12:45	<p>5) Consultation Council Report No report at this time.</p>				David, Phil	INFORMATION
12:55	<p>6) Annual Plan Implementation a) Annual Plan Project Leads Ilse Pollet began by thanking all members for their participation. There is a full roster for the project leads. Each project has a lead from an</p>				Ilse	INFORMATION

	<p>adult school and a community college. Ilse is coordinating meetings with each project team to move forward with plan implementation.</p> <p>b) Project Updates</p> <p>Projects 1 & 2: Ilse reviewed projects 1 and 2. Today we will look at consortium-wide functions and in September at adult school budgets. These are all part of the organizational structure. They are also forming Ad Hoc Steering Committee work groups to meet in between Steering Committee meetings in accordance with the Annual Plan. The data team is working to plan the Data Study Session in September as well as a framework to evaluate Community Pro. Usha recommends asking the Transition Specialists how Community Pro is working for them and bringing back that information to get a better understanding of how it is working for each school. The purpose of the data admin community of practice is to achieve consistent data collection and reporting.</p> <p>Project 3: Brad Weisberg reported. This project overlaps with his work with the Bridge to Recovery program. This team will be looking at identifying priority sectors for career pathways. This topic may be an agenda item at the next meeting.</p> <p>Project 4: Leslie Johnson-Tatsuta reported. They talked mainly about establishing a community of practice as they are changing the mode of delivery from in person to remote teaching. This community of practice will meet monthly to discuss best practices for curriculum, student engagement, learning management systems, etc. They plan to start meeting in September. This may overlap with project 8. Valerie Jensen will email her college colleagues to get faculty representation for this group. David Grant expressed concern at not having a Faculty Work Group (FWG) meeting since 2019. Usha noted there is a meeting scheduled in October so that it is not too early as the school year begins. She acknowledged the importance of the FWG meetings. Kishan will send out the FWG roster for members to update with any changes.</p> <p>Project 5: Send updated Transition Specialists (TS) contacts to Shana. There was not originally a TS meeting scheduled for August, but they added one on August 27 due to all the changes with online instruction. SCAE will have their TS in place in September.</p> <p>Project 6: Kathy Frye shared an update. Though Jaime and Ratna’s contracts ended, the team feels it is important to continue community partnerships. Kelle Mason (TS, CACE) facilitated the Community Connections partner meeting in July. The Community Connections project team formed with Kathy, Kelle and Ilse. They are pursuing partnerships with Sacred Heart, Catholic Charities and SJ Public Library. Ilse wrote a project description. Kira Mann created a draft community connections website. Ilse shared the goal of this project is to connect students to support services they cannot receive in house. They are streamlining a process to set up a system so they know what services are, and reciprocal referrals can be easily made and data can be tracked on where referrals go. This ties back into data and outcomes reporting. Resource contact information is shared with all</p>		
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TS. Christine and Giuliana will help bring AWD into this process and connect with organizations that serve the AWD population. Kathy mentioned some of the community partners struggle with Community Pro – this needs to be addressed later.
 Project 7: This team has not met yet. This project will focus on web and online presence. They are currently focusing on SBCEA.org.
 Project 8: This team will meet next week. The priorities are to form peer networking groups and to plan a consortium wide PDD, hopefully next spring.

Project	SC Lead 1 - AS	SC Lead 2 - CC	Subcommittees/Work Groups
Project 1: Organizational Structure	Usha	Kishan	
Project 2: Data and Accountability	Usha	Kishan	Data admin CoP Data end-users CoP
Project 3: Program Alignment	Alecia	Brad, Kishan	CTE/career pathways team CTE FWG ESL FWG Basic Skills FWG
Project 4: Alternative Delivery	Leslie	Val	Distance learning CoP
Project 5: Seamless Transitions, Counseling & Advising, Intake & Assessment	Norma	Eric	Transition Specialists
Project 6: Supportive Services, Community Partnerships, AWD	Kathy (Community Partnerships) Christine, Giuliana (AWD)	Robbie	Community Connections/Referral Network AWD FWG
Project 7: Communication, Outreach and Marketing	Traci Drew	Kishan	
Project 8: Professional Development	Carrie Greg	Jackie	PD Team Peer networking groups

1:50

7) Report on Consortium-wide Functions
 a) Charter Language

Bob Harper reviewed Charter language. The Charter language was adopted to give more authority to review expenditures. All members were asked to produce fiscal reporting. At the July Steering Committee meeting, we had a useful accounting of the colleges' funds. A question for the consortium is regarding the money designated originally for consortium-wide purposes. How is the money being used? What student outcomes are being achieved?

Co-Chairs

INFORMATION/
DISCUSSION

South Bay Consortium for Adult Education

FISCAL ACCOUNTABILITY

Steering Committee Meeting, August 21, 2020

Accountability for the use of CAEP funds

- Verifying that consortium-wide supports, as distinguished from direct services to students, do not exceed the guidelines from the California Adult Education Program Office.
- Establishing clear accountability procedures and schedules assuring that funding allocations, both for consortium-wide supports and for individual members' programs providing direct services to students, are used as intended, and are aligned to student outcomes as defined by AB104, AB2098 and additional outcomes as approved by the Steering Committee.

Identifying the resources for consortium-wide supports:

- Allocating sufficient and appropriate resources to a member, or members, to sustain consortium-wide supports, including but not limited to Chairs, consortium director, data analysis, community outreach, management of SBCEA's websites/information, professional development and clerical supports. Resources for consortium-wide supports to the member or members are made explicit when the initial funding allocations are made or in subsequent amendments to that schedule. The Steering Committee reserves the right to review and assess if all personnel activities align to the Consortium's plan and re-allocate funds as needed.

Building protocols of accountability

- Adult schools produce fiscal reports from their accounting systems. Expenditures, by object code are reviewed. **Fall, 2019**
- Asking the colleges to also report, and knowing that greater clarity about CAEP resources for consortium-wide supports was needed, the Steering Committee voted to amend the SBCEA Charter, **March, 2020**.
- Four colleges shared detailed information about how they use CAEP funds in **July, 2020**.
- Reports presented on the consortium-wide supports funds.
- Members share FY20-21 budgets entered into the NOVA system in **Sept, 2020**.

	<p>Bob musing...</p> <ul style="list-style-type: none">Over the years of the adult ed reform (AB86, AB104, AB2098) the state has tasked each regional consortium to identify the elements defining member effectiveness, in compliance with the enabling legislation.What place does this fiscal accountability play in that process of assessing member effectiveness?? <p>b) Budget Report</p> <p>CEM: Kishan reviewed a breakdown of the CEM consortium-wide expenditure report. SparkPoint funds were cut. Eric Grabiell asked for additional detail in the 5000 category, which ICAs will be carried over. He asked for clarification on SparkPoint and how the 30% reduction was determined. Kishan responded the outreach to adult schools has been minimal, so the decision was made to reduce CAEP funding. SparkPoint is a great idea, but did not work as expected for adult education.</p> <p>Bob noted the decision about Community Pro will be made by the Steering Committee. If it is not renewed, there is a portion of funds that could be used elsewhere. SparkPoint has incredible impact for (credit) students. There is no disrespect for the service; it is designed for full time students, which is not the typical adult ed student. Eric is requesting a meeting to have SparkPoint share their services.</p> <p>CACE: Bob began by sharing, in the initial distribution, the state gave additional money based on demographics designated for consortium-wide support, for Chairs, for AWD, and all members were given funds for professional development. Usha Narayanan shared CACE has received consortium-wide funds for the Co-Chair function. Those funds were transferred to East Side during 2017/18. The funds went back to CACE for 2018/19. Unspent data funds were used for Chromebooks for all of the schools. This money has not been spent for personnel costs. In terms of the Director position, it will be contracted for now and will be a full time position in January.</p> <p>SCAE: Christine Bardiensky shared SCAE has had the responsibility for the AWD specialist. Natalie Bradley was in that position for about four years. Giuliana Brahim, David Grant and Christine will work as a focus group for how to manage this function going forward. They will consult with teachers and come back with a proposal of how to manage these funds. They will meet in September. Christine invited Norma Martinez and Brad Weisberg to join this focus group.</p> <p>Kishan suggested adding this as an agenda item. Eric shared he has a meeting next Monday with the Chair of DESP (disabilities services) and they will be discussing how to support adult ed students who transition to colleges like West Valley and he will report back. Christine asked if Eric would be open to presenting at a future Steering Committee meeting.</p> <p>Examples of repurposed funds: ESAE FWG support, ESAE data position, pilot projects: Bob acknowledged East Side repurposed their program</p>		
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money and hired Brenda Flores who supports the consortium on the data team. Traci added they covered the cost of a web support contractor as well.
 Traci Williams asked for clarification regarding the funds given to CACE for the chair position not being expended. Usha clarified it is paying for her salary but there is not an additional salary covered for this because she covers her work in the school and her responsibilities in the consortium.

c) Co-Chairs & Director Roles and Responsibilities

Bob reviewed the roles of the Co-Chairs and Director. Eric would like to see a full time director. He feels this is important to the consortium and some of the responsibilities should be shifted from the Co-Chairs to the Director.

David Grant asked a question about how the Co-Chair pay was arrived at. Kishan responded that the dollar amount was originally decided at the start of the consortium.

Kishan stated there is much more detail that needs to be looked at around oversight of the director position.

Eric said adult schools are a more stable environment for adult education and feels these positions should be housed in an adult school. Kishan acknowledged Eric’s comments and said based on his observation over the past several years he is in support of this.

Ilse shared this chart is their best attempt at categorizing all that goes into consortium leadership and it is based on what is known from the past years and is a projection of the next six months. There will be more activities added to the director position with less ICAs in place.

Roles and Responsibilities of SBCAE Chairs and Director

FY 20-21

I. State responsibility: accountability to CAEP (AB104, AB2098) mandates

Responsibilities	College Chair	AS Chair	Director
A. Ensure compliance with AB104 and AB2098 legislative mandates	X	X	
B. Certify all state CAEP reports	X	X	
C. Develop content and data of state reports and other required deliverables (including annual and 3YRP)	X	X	X
D. Working with data teams, ensure the collection, recording and reporting of required enrollment and performance data and facilitates such data analysis as required by the CAEP Office, in addition to other unique data collection and analysis for the SBCAE members and community partners.			X

II. SBCAE Consortium Governance

Responsibilities	College Chair	AS Chair	Director
A. Promote collaborative culture among members and across systems	X	X	X
B. Anticipate and respond to member needs and challenges	X	X	
C. Assure all elements of the SBCAE Charter are understood and followed	X	X	
D. Coordinate liaison with Consultation Council	X	X	
E. Regular review of consortium budget(s) and work with members to fulfill Charter’s agreements	X	X	

F. Regular communication with adult schools about their needs to assure their representation in SBCEAE		X	
G. Regular communication with colleges about their needs to assure their representation in SBCEAE	X		
H. Direct and evaluate consortium data researcher	X		
I. Direct and evaluate consortium administrative assistant	X		

III. *Steering Committee*

Responsibilities	College Chair	AS Chair	Director
A. Develop Steering Committee Agendas	X	X	
B. Conduct Steering Committee meetings	X	X	
C. Review Steering Committee minutes	X	X	X
D. Coordinate onboarding and orientation of new Steering Committee members, Transition Specialists, Faculty Work Group members			X
E. Monitor CAEP communications, webinars, trainings & disseminate information to members			X

IV. *Programs, operations, annual plan implementation*

Responsibilities	College Chair	AS Chair	Director
A. Oversee objectives and outcomes of the Annual and Three Year Regional Plans	X	X	
B. Coordinates implementation of the Annual and Three Year Regional Plans, with regular reporting to the Chairs and the Steering Committee			X
C. Provide operational support/technical assistance to faculty work groups, data team, Transition Specialists, other project teams			X
D. Oversee the production of an annual Professional Development plan, coordinating activities and calendar.			X

V. *Regional collaboration*

Responsibilities	College Chair	AS Chair	Director
A. Represent Adult Ed on Workforce Dev Board and County Re-Entry Board	X		
B. Represent SBCEAE on State committees and projects	X	X	X
C. Represent SBCEAE in WIOA, CASAS, OTAN, and CalPro state meetings, initiatives and advisory groups		X	
D. Represent SBCEAE in CCCCCO meetings and advisory groups	X		
E. Facilitate communication to regional community-based organizations to leverage available regional resources to improve student access to local programs.			X
F. Oversee the development of strategic regional partnerships with local industries/businesses, community organizations, public agencies, and education providers in order to champion consortium objectives, build partnerships, invite participation and collaboration, and leverage resources that will help meet the educational needs of adults in the region; continued expansion of reciprocal referral networks.			X

VI. *Other*

Responsibilities	College Chair	AS Chair	Director
A. Coordinate regular communication (newsletters, press releases, print media) in consortium, among partners, and in the community.			X
B. Fund development			X


2:50

8) WEX Program Update

Giuliana Brahim shared an updated from the Santa Clara County COVID Bridge to Recovery program, which has two large task forces. One is related to work force, trying to get young adults back to work. They are hoping this will become a Santa Clara countywide opportunity. Please recommend adults 18 and over that have

Giuliana

INFORMATION

	<p>verification they have lost employment through COVID-19, are able to work in the U.S., and live in San Jose. The WEX experience program will be followed by subsidized training. The idea is to serve 100 individuals by December. They will be paid \$20/hour. This is for upskilling different fields.</p> <p style="text-align: center;">Getting People back to Work Now</p> <p style="text-align: center;">Upskilling Sessions or Paid Work Experience</p> <p>This Program is an initial phase of workforce recovery to support low-income job seekers impacted by COVID-19.</p> <p>THE PROGRAM PROVIDES PATHWAYS TO WORK:</p> <ul style="list-style-type: none"> ➢ Income assistance for 100 individuals who lost jobs during the COVID-19 pandemic ➢ Experience placements for up to 10 weeks (up to 40 hours per week) <ul style="list-style-type: none"> ○ No guarantee of employment after the work experience ➢ Fully subsidized (up to \$20 per hour) providing participants with work-based learning exposure to potential new occupation ➢ The program will provide funding for supportive services to participant <ul style="list-style-type: none"> ○ Services shall range from rental assistance, utilities, childcare, transportation, food, household goods and toiletries, and appropriate clothing, as needed ➢ AND Occupational Upskilling Sessions for an additional 75 individuals <p>ALL CANDIDATES NEED:</p> <ul style="list-style-type: none"> ➢ To be 18 Years old ➢ To be able to provide confirmation of job loss/reduction of hours because of COVID-19 ➢ To be able to work in US ➢ To live in San Jose <p style="font-size: small;"><i>A partnership with the City of San Jose Office of Economic Development and the Santa Clara County COVID-19 Bridge to Recovery Program</i></p>		
<p>2:55</p>	<p>9) CAEP Summit</p> <p>Ilse shared this year’s conference is online and free. Registration is through the Cal Adult Ed website. They are accepting proposals for presentations. Brad, Giuliana and Ilse are submitting a proposal to share on the Bridge to Recovery program. Kishan mentioned Full Capacity Marketing is presenting on their Open Doors website and asked him to assist with that presentation. Eric shared registration is not yet open, but they are accepting proposals.</p>	<p>Ilse</p>	<p>INFORMATION</p>
<p>3:00</p>	 <p>The graphic is a promotional poster for the CAEP Summit 2020. It features a central illustration of people holding up a globe, surrounded by various icons representing education, technology, and community. The text on the poster includes: 'SAVE THE DATES! October 26-29 A Spectacular Virtual Platform Registration opens soon!', 'CAEP SUMMIT 2020 SUPPORTING ADULT LEARNERS THROUGH Unprecedented Change California Adult Education Program', and 'Learning & Collaboration on Key Topics' followed by a list of topics: 'STUDENT SUPPORTS', 'EQUITY AND CULTURAL RESPONSIVENESS', 'LEADERSHIP FUNDAMENTALS', 'DATA AND ACCOUNTABILITY', and 'TRANSITION SERVICES'. It also provides contact information: 'Contact TAP with questions (888) 827-2324 tap@caladulthood.org'.</p>	<p>All</p>	<p>INFORMATION</p>
<p>3:15</p>	<p>11) Announcements and Member Reports – 1 minute each</p> <p><u>Giuliana Brahim, MAE</u>: Milpitas is engaged with the district to see how they can support families that need childcare, and also families that need physical teachers. They are working on an idea of learning pods.</p>	<p>All</p>	<p>INFORMATION</p>

<p>3:25</p>	<p>They are conducting CASAS parking lot testing. They had to postpone some testing due to poor air quality.</p> <p><u>Carrie Casto, SCAE</u>: Santa Clara just finished testing for the Medical Assistant program. They had approval for five people to go in each day. They have several going in for high school diploma and HiSet, and are conducting orientations for both. Classes start next week for high school diploma and ESL.</p> <p><u>Traci Williams, ESAE</u>: They started school officially on August 17. Staff returned for training on August 11. The ABE/ASE supervisor has figured out the e-test for placement. They are preparing for a full FPM review in the spring.</p> <p><u>Eric Grabiell, WVC</u>: Eric shared the adult education web page he is creating.</p> <p><u>Norma Martinez, SVAE</u>: Classes begin September 1. They were pushed out from August 10 to move all workshops to Canvas. Teachers returned this week. Administrators and some office staff are working on campus. They will begin online and potentially move to a hybrid method. Drew Foeder is the Assistant Principal.</p> <p><u>Robbie Kunkel, EVC</u>: Robbie reported she is working with adult school partners and figuring out noncredit curriculum to support students' transition to college and to support their ESL classes. EVC and SJCC classes start August 31.</p> <p><u>Usha Narayanan, CACE</u>: They are starting classes on Monday, but staff returned August 14 for professional development, rolling out digital literacy, curriculum support services and materials. They have been doing a small amount of in person intake and are ramping up online testing. They had to cancel outside testing due to the air quality. West Valley is offering bookkeeping and entrepreneurship classes at CACE. These are noncredit certificate programs. These will lead to the Accounting track. Mission College has a strong Accounting program.</p> <p>Christine asked which adult schools are doing outside testing. East Side is not, but is doing indoor, no more than 10 people. CACE is doing outside. MAE is doing testing in cars. Giuliana will let Christine know the schedule so she can view the process. A Chromebook is set up and given to the student in their car. It is a timed test. It has been working well. SVAE is doing outdoor testing, but now due to the air quality, they have moved indoors. They can have five people per room due to their space. Remote testing is primarily for the evening students. They have tables outside the rooms under awnings for Chromebook check out and cleaning. CACE is following a similar model.</p> <p>12) Agenda Development</p> <ol 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 	<p>All</p>	<p>INFORMATION</p>
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3:30	13) Adjournment (Williams/Brahim) With no objection, the meeting adjourned at 3:18pm.	Co-Chair	ACTION
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