

**Steering Committee Meeting Minutes - December 6, 2019 - 11:30am-12:30pm**  
**Overfelt Adult Education, 1901 Cunningham Ave., San José, CA 95122**

**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	Brenda Carrillo	Christine Berdiansky	Phil Crawford San José City College
Silicon Valley Adult Education	Alecia Myers-Kelley	Peter Mac Donald 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	Mae Conroy		
San José Evergreen CCD	William Watson		Co-Director Bob Harper	Co-Director Ilse Pollet		

11:30	1) Call to Order Co-Chair Kishan Vujjeni called the meeting to order at 11:40am.		Co-Chair	<b>ACTION</b>
11:31	2) Approval of December 6 Meeting Agenda Change order of information items – move item 7 up. M/S/C (Williams/Narayanan) To approve the December 6 Meeting Agenda as amended.		All	<b>ACTION</b>
11:33	3) Approval of November 22 Steering Committee Meeting Minutes M/S/C (Williams/Mac Donald) To approve the November 22 Meeting Minutes.		All	<b>ACTION</b>
11:35	4) Public Comments No public comments.		All	INFORMATION
11:40	5) Consultation Council Report No report at this time.		David, Phil	INFORMATION
11:45	6) WIOA RFA for 2020 Deadline for RFA is December 23. For the last round, 5 members joined the coalition. Co-Chair Usha Narayanan explained what WIOA is. Workforce Innovation and Opportunity Act (Title II). (See attachment.) <ul style="list-style-type: none"> <li>• Expenditures need to align to program areas.</li> <li>• What are the colleges' roles?</li> <li>• Each district is funded what they perform. It depends on payment points.</li> </ul>		Usha	<b>ACTION</b>

<p>12:20</p>	<ul style="list-style-type: none"> <li>• Funding was reduced from \$1.3M/\$1.7M together to \$1.1M.</li> <li>• A fiscal agent needs to be selected.</li> </ul> <p>ESAE declines to join the coalition. They will remain status quo to avoid potential risk of not earning at their current level. SVAE declines to join the coalition. They do not feel comfortable joining until they know what they are capable of. (They are not 243 yet.)  Even if they are not all in the coalition, all schools should still communicate about programs offered.  Giuliana is asking for time to let everyone know next week. Christine asked the same. Fiscal agent role needs to be discussed. Colleges are encouraged to apply on their own if not with the coalition.  Kishan would like to make it work for SJECCD.  By 12/23, all members should have finished and submitted their program effectiveness. Table this action item to January. All members need to complete eligibility requirements, which include past performance, by <u>12/23/19</u>. The action item will be amended. All members will enter required eligibility data in December and make the decision whether or not to apply as a coalition at the January 17 Steering Committee meeting.  <b>M/S/C (Williams/Brahim) To approve the amended action item: to table the WIOA coalition decision until the January 17, 2020 Steering Committee meeting.</b></p> <p>7) Announcements/Member Reports – 1-minute limit  Bob Harper – Soft deadline for NOVA reports is December 20, 2019. ED code is currently being reviewed. There is a group looking at it including the CDE, Chancellor’s office, etc. Amendments may be proposed in January.  Commission on CA Teacher Credential training on Friday, December 13. The team will figure out if they will move forward with this effort. Ilse Pollet shared that North Santa Clara and South San Mateo consortia have expressed interest in partnering.  Brad Weisberg – WVC just completed second level interviews for president. They should have an announcement later today. They are also replacing the VP of Instruction.  Giuliana Brahim – As a result of the blackface incident, there is a district-wide effort for PD for parents, community, and school. This incident has had a tremendous effect on them.  Peter Mac Donald –SVAE is looking at summer school classes and does not want to duplicate what other schools are doing. How is everyone handling their CalWORKs students?  Bob – Consortium should look at the calendar for how we are best serving the students.  Ilse Pollet – Looking at the 3YRP, exploring offering Adult Ed summer programs is a response to community partners’ input. She shared an article on the front page of the newspaper on the Independence Network program at SCAE. They are holding a fundraiser to raise funds for a new transportation van for that program.  Kishan – There is a new president at SJCC and an acting president at EVC.  Christine Berdiansky– She is looking forward to the meeting with WVC.</p>	<p>All</p>	<p>INFORMATION</p>
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12:25	<p>8) Agenda Development</p> <ul style="list-style-type: none"> <li>a) Childcare – invite community partners</li> <li>b) Regulations on Public Charge</li> <li>c) AWD discussion/Consortium plan for learning disabilities. Presentation on legal responsibilities for students with IEPs/504s – 1/31/20</li> <li>d) Credit requirements for Adult Schools</li> <li>e) SB554</li> <li>f) TOPs program</li> <li>g) WIOA Coalition – 1/17/20</li> </ul>	All	INFORMATION
12:30	<p>9) Adjournment</p> <p>The meeting adjourned at 1:08pm.</p>	Co-Chair	<b>ACTION</b>