

## Steering Committee Meeting Minutes - February 28, 2020 - 1:00pm-2:30pm

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	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	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	Brad Weisberg	Mae Conroy	
San José Evergreen CCD	William Watson		Executive Director Bob Harper	Co-Director Ilse Pollet		

	Attendance in color above.					
1:00	1) Call to Order Co-Chair Kishan Vujjeni called the meeting to order.				Co-Chair	<b>ACTION</b>
1:01	2) Approval of February 28 Meeting Agenda M/S/C (Williams/Carrillo) To approve the February 28 Meeting Agenda.				All	<b>ACTION</b>
1:03	3) Approval of February 7 Steering Committee Meeting Minutes M/S/C (Williams/Weisberg) To approve the February 7 Steering Committee Meeting Minutes.				All	<b>ACTION</b>
1:05	4) Public Comments <u>Jaime Alvarado:</u> There is new programming around first language literacy. Vision literacy does this program as well as some libraries. City and county governments are beginning their budget process. The consortium may want to advocate for funding for these programs at the libraries. Jaime is starting a new job at First Five, working with men. He will transition out of the consortium. He expressed his gratitude and love for the work here. Bob Harper thanked Jaime for being a valuable, irreplaceable member of the team. Usha Narayanan thanked Jaime for his work. Ilse Pollet appreciated Jaime's perspectives and direction. <u>Phil Crawford:</u> Santa Clara County Construction Careers Initiative runs the TOPs program at the college. Phil attended their meeting because they had an agenda item to possibly eliminate their partnership with SJCC due to funding. He was able to clear this up. Also on the agenda, was SBCAE and possibly a consortium member holding a seat on their				All	INFORMATION

<p>1:10</p>	<p>board. This is a subcommittee of the building trades and they work on issues countywide that affect building trades and support the interests of the labor community. They would like an adult ed representative on their board, which meets monthly. They also want to partner with Milpitas and the jail. Can Phil represent both systems there?</p> <p>5) Consultation Council Report There is concern that the colleges will not receive more funding because they do not spend it all, along with concern that the colleges' funding is used for overhead and not student services. The idea was mentioned to use the funding to pay for more credit classes at adult ed schools. They discussed having a member of the Consultation Council involved in the hiring process and the ability for ex-officio members to make second motions to action items. There was discussion on transparency around budget. For contractors, the position is supposed to be advertised and then bids received. This district (SJECCD) is rolling over consortium money. What are they spending it on? This needs to be used to support the mission of the SBCAE.</p>	<p>David, Phil</p>	<p>INFORMATION</p>
<p>1:25</p>	<p>6) State Guidance for CFAD 2.29 COLA in January is the initial amount that will be coming to our consortium. The consortium has the ability to reallocate funds. Members agree to serve the purposes of the adult education plan and implement the annual plan. According to the Ed code, if the member does not provide services consistent with, or cannot provide the needs identified in the adult education plan, funds can be reallocated. The plan is to have second level draft language for the Charter, including new ideas from the Consultation Council, ready for review on March 20 - for approval April 3.</p>	<p>Bob</p>	<p>INFORMATION</p>
<p>1:30</p>	<p>7) Consortium-wide Supports for 2020-21 Kishan reviewed the consortium positions and org chart. He asked for suggestions of how to support the positions listed that align with the 3YRP. Bob suggested the unused funds from the colleges may be brought in to fund consortium-wide purposes. The Credential program will require some funding. The Faculty Work Group and Transition Specialist (TS) leads receive \$1,000 compensation. The Consultation Council reports the group chairs feel awkward asking for the \$1,000 compensation from their own schools. They are requesting a leader from SBCAE to request it/cover it. Phil will talk to administration to find out what the funds have been spent on and bring back an assessment. This is upon direct request of the Steering Committee. He will also help educate the colleges about how the funding works.</p>	<p>Co-Chairs</p>	<p>INFORMATION</p>
<p>1:50</p>	<p>8) Credential Program Update Greg Barnes shared an update on the Credential program. Bob shared some background in this area and the purpose of a Credential program. The link to the Google doc Greg shared will be sent out. Feedback is welcome.</p>	<p>Greg</p>	<p>INFORMATION</p>

2:00	<p>9) Public Charge Resources                  Ilse Pollet shared two handouts from the National Skills Coalition that will help with talking to students about public charge. Participating in an adult education or a workforce program will not be counted against someone’s immigration application. Shana will send out the webinar link for March 11.</p>	Ilse	INFORMATION
2:05	<p>10) Community Partner Breakfast                  This is currently calendared for March 10. The proposal is to postpone it to a later date. (March 31 or April 7) The consensus is April 7. M/S/C (Narayanan/Williams) To move the Community Partner Breakfast to April 7, 2020, 9:30am.</p>	Ilse	<b>ACTION</b>
2:10	<p>11) NOVA Resource Fair, 4/24                  NOVA workforce board in Sunnyvale is hosting a resource fair at Foothill college, Sunnyvale center in the afternoon of 4/24. Ilse is part of the planning and is inviting TS to take part in the planning as well. There will be short presentations of services by each participant.</p>	Ilse	INFORMATION
2:15	<p>12) Announcements/Member Reports – 1-minute limit</p>	All	INFORMATION
2:25	<p>13) Agenda Development                  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                  g) Reports from colleges on usage of funds</p>	All	INFORMATION
2:30	<p>14) Adjournment                  The meeting adjourned at 2:38pm.</p>	Co-Chair	<b>ACTION</b>