

Steering Committee Meeting Minutes - February 7, 2020 - 12:30pm-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	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	Brad Weisberg	Mae Conroy	
San José Evergreen CCD	William Watson		Co-Director Bob Harper	Co-Director Ilse Pollet		

12:00	*Attendance in color above.					
12:00	Networking Lunch				All	
12:30	1) Call to Order Co-Chair Kishan Vujjeni called the meeting to order at 12:45pm.				Co-Chair	ACTION
12:31	2) Approval of February 7 Meeting Agenda M/S/C (Williams/Barnes) To approve the February 7 meeting agenda.				All	ACTION
12:35	3) Approval of January 31 Steering Committee Meeting Minutes Heather Jellison -page 5, item 12, add the language: ESL 98, which is transferable, is coming soon, in the fall. M/S/C (Barnes/Williams) To approve the amended January 31 Steering Committee Meeting minutes.				All	ACTION
12:40	4) Public Comments Phil Crawford introduced the new SJCC president. He would like her to meet the adult ed and community college representatives who are working together in the consortium. They are working on ways to be more effective in partnerships and with pathways and it is vital to make that happen in the various divisions of this college, particularly language arts, workforce division, and in social sciences. There have been wonderful results in the area of ESL in partnering with adult ed districts. She came from a district that was the lead in the Northern Alameda adult ed consortium. At her previous college, the transition liaison had office hours at the adult school. They had success in adult ed				All	INFORMATION

	<p>students transitioning into credit pathways for transfer or associate degree programs. She is happy to hear we are aligning with career education pathways and about the collaboration and innovative planning that will make an impact. She is excited to hear about the specific work happening with each of the partners.</p> <p>Introduction of Jeff Pallin, Dean at Mission college, subbing for Jackie Escajeda.</p>		
12:50	<p>5) Consultation Council Report David Grant asked for clarification on the contractors list he was given. Kishan clarified that he provided the list of CCCEM contractors, but can edit to add the AWD contractor from SCAE. Phil asked for the consortium operations budget. The Consultation Council has a meeting this month (February 28). They need to adjust the member list. Many of those on the list are no longer in the organizations they are representing on the Consultation Council. The Charter will need to be modified with language around Consultation Council composition. Phil will send language for the charter. He will contact the constituency groups to confirm membership or a designee.</p>	David, Phil	INFORMATION
12:55	<p>6) WIOA RFA Check In Co-Chair Usha Narayanan created a Google doc and shared current and previous WIOA RFAs. The prompts are not the exact same. Please review the new prompts to respond appropriately. It will be submitted on the 28th after obtaining the Superintendent’s signature.</p>	Usha	INFORMATION
1:10	<p>7) Recognition of Peter Mac Donald Peter has served on the Steering Committee for two years. Co-Chair Kishan Vujjeni appreciated his passion that is apparent and said he makes others accountable. Co-Chair Usha Narayanan expressed gratitude to Peter for his passion and student attentiveness, and for his team always attending Faculty Work Group meetings.</p>	Co-Chairs	INFORMATION
1:15	<p>8) Announcements/Member Reports – 1-minute limit <u>Phil Crawford</u> – SJCC’s new president has an understanding of adult ed and consortium work. This should help in using the funding allotted to SJCC for specific programs. We should see an increase in apprenticeship programs with grants available. He is working on community relationships with West Valley and Mission college’s Consultation Council representatives. <u>Usha Narayanan</u> – Shared CAEAA conference highlights. The Ed code is in the revision process and includes the age of adult students, noncredit courses and immigrant integration framework. CCAE and CAEAA are now working together. A political action committee is raising funds to endorse candidates. Usha has the tiny URL to send. <u>Traci Williams</u> – They are waiting on the results of the survey on PD for Census 2020 and are looking at early March to schedule it. This will provide teachers instructional strategies around the census. <u>Kathy Frye</u> – One of the students from East Side Adult Ed, who participated in the focus interviews, just got a job with the city.</p>	All	INFORMATION

	<p><u>Jeff Pallin</u> for Mission College – This is an accreditation year. They are pursuing apprenticeships and developing apprenticeship models.</p> <p><u>Brad Weisberg</u> – The first search for the Director of Noncredit resulted in a failed search. They will start again.</p> <p><u>Giuliana Brahim</u>– At Ayers site, it has been a week full of engagement with the students, one of the board members joined a leadership meeting. Ilse visited to discuss student engagement. Census campaign is ongoing and working on the COAAP. Precautions taken with students returning from the Lunar New Year due to the virus. At the corrections site, Supervisor Chavez was happy to see women inmates participating in the program.</p> <p><u>Alecia Myers-Kelley</u> –This is a transitional time. Alecia is overseeing this program until they hire a principal. Enrollment is up. They have just made the shift of leveling up students in classes. Planning ABE/ASE summer program. Looking forward to partnering for the WIOA application.</p> <p><u>Brenda Carrillo</u>, – Their Family Resource Center is hosting opportunities for parents and community to learn about the census. There will be AM and PM sessions in multiple languages on 2/26. Brenda will share the flyer.</p>		
1:30	<p>9) CTE Faculty Work Group Report</p> <p>Ilse Pollet, Aven Magana and Phil Crawford presented* status updates from CTE workgroup and highlighted the importance of CTE alignment across the seven districts in our consortium. Ilse pointed out the consortium’s responsibility to provide the students with the systems, programs and pathways that will set them up to be successful. CTE is mandated by the state and is incorporated in the 3YRP and Annual plan. Kishan highlighted several bridge programs created through SJCC, and the need for more throughout our consortium. Phil noted the importance of looking at models of sustainability of joint labor apprenticeship and joint labor management. He introduced a guest laborer, Forest, who shared his success in this area. He teaches for SJCC and EVC and is in the Stanford doctoral program. The pre-apprenticeship program looks at all trades. The partnership with the laborers will highly benefit the adult ed programs. Kishan shared the model is to bridge adult ed contextualized ESL courses with CTE college courses and bring the students to the CTE pathway.</p> <p>(*PPT)</p>	Aven, Phil	INFORMATION
2:30	<p>10) Fiscal Review – Update from Charter Subcommittee</p> <p>*Bob, Traci, Brad, Phil, David, Ilse</p> <p>The subcommittee met today on this item. Today is the first reading and the action will be taken at the next meeting to approve the updated language. Traci Williams reviewed the suggested language changes for the group. The new language reflects member accountability and consortium structure. Contractors would be measured based on deliverables. Additional language will be included in the last bullet around contracts and contractors. Language will be added to identify Faculty Work Groups and specify the Co-Chairs’/leads’ compensation is paid by each individual district/school.</p>	Co-Chairs*	INFORMATION

<p>3:15</p>	<p>Check on language for serving populations – should they be listed in the charter? The draft of the amended charter will be sent out after Monday. The action will be taken at the 2/28 Steering Committee meeting. David Grant is asking for more time to review the charter because the Consultation Council meets on 2/28. The action item will be changed to the 3/20 Steering Committee meeting.</p> <p>11) Agenda Development</p> <ul style="list-style-type: none"> a) 1. AWD discussion/Consortium plan for learning disabilities. Presentation on legal responsibilities for students with IEPs/504s b) 2. Credentialing update c) Childcare – invite community partners d) Regulations on Public Charge e) Credit requirements for Adult Schools (ready by Fall 2020) f) SB554 (dual enrollment) g) TOPs program h) CAEP funds to serve corrections population <p>Giuliana suggested that the information shared on the AWD item (c) might inform a workshop at the May 8th PD day. Phil with Dennis Meakin - S4CA, brings building trades programs to high schools – possibly bring these programs to adult ed.</p>	<p>All</p>	<p>INFORMATION</p>
<p>3:30</p>	<p>12) Adjournment (Williams/Barnes) To adjourn the meeting.</p>	<p>Co-Chair</p>	<p>ACTION</p>