

Steering Committee Meeting Minutes - July 12, 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 Co-Chair	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 CC Co-Chair		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 <i>The meeting was called to order at</i>			Co-Chair		ACTION
12:32	2) Approval of July 12 Meeting Agenda <i>M/S/C (Mac Donald/Gamble) To approve the July 12 Meeting Agenda.</i>			All		ACTION
12:35	3) Approval of June 28 Steering Committee Meeting Minutes <i>M/S/C (Barnes /Frye) To approve the June 28 Steering Committee Meeting Minutes.</i>			All		ACTION
12:45	4) Public Comments <i>None</i>			All		INFORMATION
12:55	5) Consultation Council Report <i>David would like more attendance and commitment. We will add this to the agenda for August 16. Shana will send out the Consultation Council distribution list and Charter language. William Watson will commit to support and enrich the Consultation Council.</i>			David, Phil		INFORMATION
1:05	6) 2019-20 Project Work Plans *See attachments <i>Ilse reviewed the annual plan template on the CAEP website. Annual plan is due August 15. This plan will be drafted and sent out by August 1.</i> a) AWD – Mae, Giuliana, Natalie <i>Ilse reviewed this work plan. She will check with Mae on the status of the workforce preparation and career exploration.</i>			All		INFORMATION

	<p>Convene meeting with four campuses to see how existing services can help pick up some of the AWD load (counseling, etc.)</p> <p>Add bullet to Capacity building: Accessing college resources.</p> <p>Peter would like Natalie's role specified. An administrative support person for Natalie was discussed, whether it be a person assigned to her or a point person at each site. SVAE will look for resources to assist the consortium. An indicator in AWD this year is that a lead is identified to create a community of practice. Possibly Natalie to train the trainer.</p> <p>Accessing what's possible in K12 system, colleges, community - Community of practice.</p> <p>b) <i>Transition Specialists</i> – Monica, Brenda, Sonya, Kishan</p> <p>Refers to transition to post-secondary, workforce and to the community. (When we understand the student's community goal, the likelihood to help them achieve their other goals is higher.) What kind of counseling and support helps students transition? This needs to be the entire capacity of the system, not just the role of the Transition Specialist. <i>Framework for Counseling</i> handout. Add this framework to the number 1 objective.</p> <p>CommunityPro will be rolled out in August. Virginia Hamilton is willing to do Human-Centered Design PD for the Transition Specialists in September. Working on confirming the date(s). work2future will provide training on WIOA. NOVA/Career training will be provided as well.</p> <p>c) <i>ABE/ASE</i> – Traci, Valerie, Bob</p> <p>Ilse reported on this item. Basic Skills/Adult Secondary Education/high school diploma. ESL goals -expand articulation agreements. Explore articulation agreements with the colleges around Basic Skills. What preparation is adequate to prepare a student for the next step. Need increased rigor in adult schools for success in college. Add contextualized work/curriculum to the current programs. A practice is to have two instructors with different skillsets co-teaching. Reciprocal referrals, sending out TS so they understand options to offer students and recruit students, measure the needs of the region to cover gaps with new programs. Adult Charter school may be a possibility. AB705 will allow students to no longer be trapped in developmental education. Guided pathways centers around a specific career.</p> <p>Strike #7 on the plan.</p>		
2:05	<p>7) Calendar – Reschedule August 2 Steering Committee Meeting to August 1</p> <p>Importance is annual plan is due August 15. CACE, MAE, Bob, Ilse, Usha, not there on the 2nd. SCAE and SVAE unavailable on the 1st.</p> <p>Will leave the meeting on August 2.</p>	Co-Chairs	ACTION
2:15	<p>8) Credentialing Program Update</p> <p>CACE is willing to be the LEA. Greg has agreed to work on the project team. Will need a fiscal person from CACE to be part of the team. Project team will consist of curriculum, fiscal, all of the elements to run the program. The team will go through training. Timeline: identify LEA, project team, initial application, training (December). Kathy would like to be part of the team. Peter suggested the new ASE curriculum specialist at SVAE may be involved. Bob asked him to set up a meeting.</p>	Bob	INFORMATION

2:25	9) Faculty Work Groups, Transition Specialists Leads Compensation The leads of the Faculty Work Groups should be a faculty member. M/S/C (Mac Donald/Frye) To approve Faculty Work Groups and Transition Specialists leads receive \$1000 compensation for serving as a co-chair.	Co-Chairs	DISCUSSION/ ACTION
2:45	10) Fiscal Reporting Timelines Kishan reviewed the deadlines from the CAEP website. He reminded members that the summary of activities needs to be added with each entry. Q4 is due on Sept. 1. Student data due July 31. Promise with Practice will be the pilot done with CACE. Please pay attention to due dates through Sept. 30. Shana will send out calendar reminders one week prior to due date. Shana will send out a PDF meeting calendar list. We are working on embedding the Google calendar in the SBCAE website.	Co-Chairs	INFORMATION
3:00	11) Announcements/Member Reports – 2-minute limit Peter Mac Donald – Volunteered to host the NOVA PD for Transition Specialists. Rob Gamble – w2future system is in transition. Remember the adult schools are the one stops. Margarita Ortiz-Minett – Partnering with CalFresh and Sacred Heart on a campaign for food sustainability at CACE. Christine Berdiansky - How many schools have security guards at night? Most do except Milpitas. TOP program will hold an orientation on Sept. 27. NOVA PD will be hosted by SVAE. Christine will work with the contractor on details as well as TS leads, Sonya and Monica, to confirm the date. Kathy Frye - Immigrant and Refugee forum meeting on July 17 at 12:30pm. There will be a presentation on serving the LGBTQ asylum seekers. The skilled immigrants and refugees group continues to meet at Overfelt on a monthly basis. There will be a half-day convening event on Sept. 26 on how to better serve our skilled community immigrants and refugees. Ilse will be on the panel. Giuliana Grahim – At MAE, ESL/ECE continues to be strong. SJCC will partner with them to build a pathway. Ilse Pollet on behalf of Usha Narayanan- Identify who will attend the WIOA training- let her know today. Ilse - Is working on a newsletter. Send submissions to her, including student success stories, pictures, etc. She went to a census meeting – 7000 enumerator jobs only 1500 filled. Multilingual preferred; pays \$30-\$35/hour. We may invite someone from the census bureau to a Steering Committee meeting to explain more.	All	INFORMATION
3:15	12) Agenda Development a) Childcare – invite community partners b) Consultation Council discussion – August 16 c) Project 6 report – Immigrant Integration	All	INFORMATION
3:30	13) Adjournment (Mac Donald/Frye) To adjourn the meeting at 3:30pm.	Co-Chair	ACTION

