

Steering Committee Meeting Minutes - July 20, 2018

Santa Clara Adult Education, 1840 Benton St, Santa Clara, CA 95050 - Multipurpose Room

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 <i>AS Co-Chair</i>	Burr Guthrie	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 (August 2018)	Rob Gamble	
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley Mission CCD	Mae Conroy		
San José Evergreen CCD	William Watson	Lynette Gray	Guests:			

12:00	1) Networking Lunch	All	
12:30	2) Call to Order Co-Chair Usha Narayanan called the meeting to order at 12:39pm.	Co-Chair	ACTION
12:35	3) Approval of Meeting Agenda Peter MacDonald moved to approve the meeting agenda; the motion was seconded and carried unanimously.	All	ACTION
12:40	4) Public Comments/Announcements – 3-minute limit <ul style="list-style-type: none"> • Novella Simonson, SJCC, asked about a subcommittee to discuss AB705. Bob Harper responded it has been added to the project plans and annual plan. • Kathy Frye reported out on the Refugee and Immigrant Forum that took place at Overfelt Adult Center. <ul style="list-style-type: none"> ○ Red Cross has a Restoring Family Links announcement for people trying to reconnect with family members in Guatemala affected by the volcano. They also want people to know that they do have the ability to reconnect families in any of the 7 countries in Central America, or in Mexico that have become separated due to migration. ImmigrantInfo needs materials, please forward any information relevant to refugees and immigrants to ImmigrationInfo.org, so they can post it. ○ AMAAN Is participating in the August 7th National Night Out in support of police departments and will be hosting a dinner on that date at their center. 	All	INFORMATION

	<ul style="list-style-type: none"> ○ SJ Office of Immigrant Affairs: August 28th there is a Board of Supervisors meeting about funding for the Rapid Response Network. They need a show of support (the Network is asking the County for additional funding). ○ SCC Office of Immigrant Relations: Two changes in immigration – With respect to SB54, business owners no longer need to see a warrant to let people in, and there are no fines for businesses with respect to SB54. With respect to VAWA, U visas, if someone applies for a U visa and doesn't get it, they are placed in deportation. We are waiting for information on the Public Charge issue (used to allow people to enter, and for status changes). ○ There is a request from the County Executive for partnerships with CBOs for comprehensive family services. They need data, and will ask CBOs to do a survey from the Office of Cultural Competency. The purpose of the survey is to identify community, centers and holistic services and find out what are the needs. ○ Bijan Yaminafshar, Upwardly Global's "Heartwired Storytelling" was the guest speaker. Bijan works to enable immigrants to re-enter their careers. They have a program that coaches, and works with local CBOs. This program was started earlier this year, with Wonderful Good Strategies (WGS). WGS helps with messaging to the outside world. ○ The meeting culminated with a World Refugee Day was a good turnout. People liked the new location. There were a lot of fun activities. Changes to make for next year: Do not isolate the activities from the rest of the event. More exhibits are needed. Make sure to have food for volunteers and organize the food protocol more carefully so that it is truly multicultural. Next Meeting: Will be on August 15th, hosted by Immanuel House, at the San Jose Presbytery Office in the Cornerstone Church of Silicon Valley, 890 Meridian Ave., San Jose, 95126. ○ She wants HCD to present at her meeting. ● Usha Narayanan explained Human Centered Design (HCD) in the consortium. ● Co-Chair Kishan Vujjeni introduced Josie from JC Tech Solutions. She is working in the Website/Technical position, contracted with ESAE. ● Josie shared she is working with FCM on editing the Open Doors site and CTE navigation tool and focusing to make deadlines. She was the webmaster for the County Office of Education in Monterey. ● Bob updated on the status of AB2098. 		
1:00	<p>5) Approval of June 29 Public Governance Meeting Minutes Christine Berdiansky noted a correction needed under item 4 – Public Comments/Announcements. <i>Up to 10,000 tests are conducted at</i></p>	All	ACTION

1:05	<p><i>SCAE... should be changed to Up to \$10,000 goes toward the cost of tests...</i></p> <p>Giuliana Brahim moved to approved the June 29 Public Governance Meeting Minutes with the revision; the motion was seconded and carried unanimously.</p> <p>6) Approval of Revised Steering Committee Charter Amendments to Charter:</p> <ul style="list-style-type: none"> • Remove <i>regional</i> on bottom of page 1. • Change <i>regularly</i> to <i>regular</i> on bottom of page 5. <p>Note - New members in the position need to be approved by their district's board.</p> <p>Rob Gamble moved to approve the Revised Steering Committee Charter with amendments; the motion was seconded and carried unanimously.</p>	Bob, Co-Chairs	ACTION
1:25	<p>7) Mission College/Santa Clara Adult Education High School Equivalency Pilot Project</p> <p>They will have students meet with a college Transition Specialist on the SCAE campus.</p>	Brenda, Christine, Rob	INFORMATION
1:40	<p>8) First Reading of Draft of 2018-19 Annual Plan</p> <ul style="list-style-type: none"> • Bob is proposing to capture highlights of the 9 project areas in 5 regional needs. • The plan will be available for review – posted on the website- by July 30. It will be important to look at the outcomes and benchmarks of the outcomes. The final version will be approved on August 10 and will be submitted in the state system on August 15. • All 7 districts need to enter their budgets by the 30th along with allocation by program area and how much of leveraged funds including apportionment. • (ESL) Professional Development will assist in some of the concerns. • Volunteerism-preparing students for that. • Peter MacDonald asked about a K-12 plan which Bob explained is addressed in project 8. 	Bob, Co-Chairs	INFORMATION
2:00	<p>9) New Steering Committee Members' Orientation with Co-Chairs (Set the date)</p> <p>The Co-Chairs will schedule an orientation with the new members to on board them with important information including the guiding principles established in the charter, the previous 3-year plan, operational structure, etc. This will be scheduled for 1-1.5 hours, time and place TBD.</p>	Co-Chairs	INFORMATION
2:15	<p>10) Faculty Work Group Co-Chairs</p> <p>a) Status Review – Information</p> <p>Ava Magana is the new co-chair for CTE. Keep CTE and Apprenticeship together. Need to assure the right people are chairs as we are investing more authority. Phil wants to bring in someone from the SCC Apprenticeship Coordinators /CCI to attend the CTE work group. Shana</p>	Bob, Co-Chairs	INFORMATION/ ACTION

	<p>will send out work group lists to the SC to be updated and find out who the co-chairs are of the groups. Executive Director of Building Trades would be a good representative. Christine would like a presentation on apprenticeship. (Add TS to this presentation.) Rob Gamble spoke on state funded positions.</p> <p>b) Propose Increase in Stipend - Action Current stipend is \$500/year. Proposal is for \$1,000/year, to be paid by each school. Mae Conroy brought up the discussion of stipend versus hourly wage. She wants to ensure that the pay and workload is explicit with the co-chairs. What is the appropriate way to pay in each institution? Consultation Council does not want employees cutting individual deals. This should be called compensation instead of stipend. This does go toward the load of a community college instructor.</p> <p>First, establish who chairs are. Unless they're admin, \$1,000 amount. Second, explore how to compensate. Put in language that the co-chairs are expected to put in equal amount of time. Possible language: Each co-chair will be compensated for 12 additional hours; Up to \$1,000. Adult schools will pay a flat rate. Community colleges need to figure out the mechanism of how to pay.</p> <p>Clarity about Compensation for Cons Council needs to be addressed – On August 24. (This date may need to be changed because of faculty commitment.)</p> <p>Action item: Identify members, reiterate job description, and Increase compensation by \$1,000.</p> <p>Traci Williams moved to approve the increase in compensation to \$1,000 for the faculty work group co-chairs; the motion was seconded and carried unanimously.</p>		
2:30	<p>11) Need for Lead Transition Specialists from Each System It seems that it would be valuable to have a point person from each system. Rob addressed compensation may be a challenge for identifying the additional hours for this assignment. Mae would honor less positionality. The question was asked: Could someone be responsible to take minutes at the TS meetings and share with the Steering Committee?</p>	Bob, Co-Chairs	INFORMATION
2:45	<p>12) Report from ESL Provider Network Meeting, 7/16/18 This focus group was well-attended. Groups such as the Jewish center expressed they didn't feel connected to the consortium. Peter would like to have one group assigned to reach out to community partners. Mae shared ALLIES was the prior connection to the community. Kathy shared the immigrant and refugee forum shares on community resources. Kishan shared the TS for SJECCD are everywhere. ALLIES convenes their EPN and works as our partner. They contacted 80-90 community partners last Fall to create a resource list. The pilot at CACE is to see how to use the referrals. Mae suggested doing a cohort pilot with members of the consortium and community. Conclusion- we need to be better connected to the community partners. This community focus group will reconvene in Oct/Nov.</p>	Bob	INFORMATION

3:00	13) Agenda Development a) Schedule apprenticeship presentation b) Consultation Council compensation clarity – August 24 (Does this date work for faculty?)	All	INFORMATION
3:30	14) Adjournment Rob Gamble moved to adjourn the meeting at 3:29pm; the motion carried and the meeting was adjourned.	Co-Chair	ACTION

Future Agenda Items : Approval of 2018-19 Annual Plan – August 10, 2018 Submission date