

Steering Committee Special Meeting Minutes - July 7, 2020 - 11:00-11:30am

<https://cccconfer.zoom.us/j/96308517004> /Dial in: +1 669 900 6833 (US Toll) ID: 96308517004

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	Eric Grabiell	Brad Weisberg	
San José Evergreen CCD	Vacant		Executive Director Bob Harper	Co-Director Ilse Pollet		

11:00	<p><i>Attendance in color.</i></p> <p>1) Call to Order Co-Chair Kishan Vujjeni called the meeting to order at 11:05am.</p>	Co-Chair	ACTION
11:01	<p>2) Approval of July 7 Meeting Agenda M/S/C (Williams/Barnes) To approve the amended July 7 Meeting Agenda with the Annual Plan discussion item added.</p>	All	ACTION
11:02	<p>3) Public Comments Christine Berdiansky: Will the Heroes Act funds be part of today's discussion for the action item? Kishan responded, this is what the State is putting in the NOVA system, so it needs to be approved, but this can be discussed during the item.</p>	All	INFORMATION
11:05	<p>4) Consultation Council Report</p>	David, Phil	INFORMATION
11:10	<p>5) Revised 2020-21 CFAD Approval Kishan reviewed the revised CFAD allocation. He added a column to show the new allocation for each member. The transfer of funds between SJECCD to Campbell for the Director position is \$152,837. Santa Clara holds \$125,000 for the consortium-wide AWD position. Bob Harper shared do not spend the money yet. The current state budget is predicated on receiving more money from the feds and recently both the Senate Majority Leader and the President said they expect to have more pandemic relief. It is not looking bad, however,</p>	Co-Chairs	ACTION

	<p>state taxes will come in. Within a week or so, the amount of money the feds contribute to the state to help with the crises will affect the current state budget. The recommendation is to be cautious through the year. There are too many uncertainties to depend on this level of funding.</p> <p>Kishan cautioned to be conservative and not spend too fast. They could come back and cut some money again in December, but at least it currently looks good. Once this item is approved, all members need to go into NOVA to approve their numbers.</p> <p>M/S/C (Williams/Barnes) To approve the 2020-21 CFAD Allocation as presented.</p> <p>Annual Plan Update</p> <p>Ilse Pollet shared an update on the timeline and process for the Annual Plan. We are looking at a two-step process for the month of July. The first is the draft projects and work plan for 2020-21, our internal planning document based on the input received at the last couple of Steering Committee meetings with the breakout sessions and individual conversations with members and FWG chairs over the last couple of months. The second is the Annual Plan template that needs to be completed and submitted into NOVA. We will send the draft projects and work plan document this week, so you will have a chance to review and add feedback into the Google doc. This needs to be narrowed down into actionable strategies for next year. Next week we will start scheduling a series of roundtable discussions to continue the conversations from the Steering Committee retreat. Shana will send the Outlook invitations. We expect to have a draft of the NOVA template by mid-month and a final version ready for review by the next Steering Committee meeting on July 31.</p>		
11:30	<p>6) Adjournment (Williams/Barnes) The meeting adjourned at 11:18am.</p>	Co-Chair	ACTION