

Steering Committee Meeting Agenda - June 12, 2020 - 12:00pm-2:00pm

<https://cccconfer.zoom.us/j/98178233264> /Dial in: +1 669 900 6833 (US Toll) ID: 981 7823 3264

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	William Watson		Executive Director Bob Harper	Co-Director Ilse Pollet		
12:00	1) Call to Order				Co-Chair	ACTION
12:01	2) Approval of June 12 Meeting Agenda				All	ACTION
12:05	3) Approval of May 22 Steering Committee Meeting Minutes				All	ACTION
12:10	4) Public Comments				All	INFORMATION
12:15	5) Consultation Council Report				David, Phil	INFORMATION
12:20	6) Approval of the 2020-2021 SBCAE Calendar				Co-Chairs	ACTION
	7) Annual Plan Development					
12:25	a) Labor Market Information Presentation				Brad	INFORMATION
12:45	b) 2019-20 Annual Plan Activities Review				All	INFORMATION
1:15	c) Emerging Priorities				All	DISCUSSION
1:40	d) Next Steps				Ilse	DISCUSSION
1:50	8) Announcements/Member Reports – 1-minute limit				All	INFORMATION

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1:59	9) Agenda Development a) College fiscal review b) AWD discussion/Consortium plan for learning disabilities. Presentation on legal responsibilities for students with IEPs/504s c) Childcare – invite community partners d) Credit requirements for Adult Schools (ready by Fall 2020) e) SB554 f) TOPs program g) CAEP funds to serve corrections population	All	INFORMATION
2:00	10) Adjournment	Co-Chair	ACTION

CALENDAR 2019

Aug. 1 Student data due in TOPSPro (Q4)
 Aug. 2 Steering Committee, 12-3:30pm
 Aug. 15 Annual Plan 2019-20 due in NOVA
 Aug. 16 Steering Committee, 12-3:30pm
 Aug. 26 Data & Accountability close out
 Aug. 29 Transition Specialists meeting, 2-4pm, SJCC

 Sep. 1 17/18 & 18/19 Member expense report due in NOVA (Q4)
 Sep. 1 July 1, '18 – June 30, '19 expenses by program area in NOVA
 Sep. 3-5 CWA Conference –Meeting of the Minds, Monterey
 Sep. 6 Steering Committee, 12-3:30pm; NOVA training, 10am-1pm
 Sep. 12 CAEP/WIOA overview/Data Accountability, 4:30-5:15pm
 Sep. 12 CP Refresher Training, 5:30-7:30pm
 Sep. 20 Steering Committee+ Data Session, 11am-3:30pm
 Sep. 20 Consultation Council, 10-11am
 Sep. 26 Transition Specialists meeting, 2-4pm
 Sep. 27 TOP Orientation, SJCC 12-2pm
 Sep. 30 17/18 & 18/19 Member expense rept certified by Consortia
 Sep. 30 19/20 Member program year budget & work plan due (Q1)

 Oct. 3-4 CATESOL
 Oct. 4 NOVA training, 10am-1pm
 Oct. 10 CP Follow up Training/Q&A on Functionality, 2-4pm
 Oct. 11 Steering Committee meeting, 11am-12pm
 Oct. 11 Faculty Work Group Orientation and mtg, 12:30-4pm
 Oct. 16 Community Partner meeting – breakfast
 Oct. 24 Transition Specialists meeting, 2-4pm
 Oct. 25 Steering Committee, 12-3:30pm
 Oct. 29-30 CAEP Summit

 Nov. 1 NOVA training, 10am-1pm
 Nov. 7 CP Follow up Training/Q&A on Functionality, 2-4pm
 Nov. 8 Steering Committee, 12-3:30pm
 Nov. 21 Transition Specialists meeting, 4-6pm
 Nov. 22 Steering Committee + Data Session, 11am-3:30pm
 Nov. 22 Consultation Council, 10-11am

 Dec. 1 17/18, 18/19, 19/20 Member expense rept due (Q1)
 Dec. 6 Steering Committee meeting, 11:30am-12:30pm
 Dec. 6 Faculty Work Group meeting, 1-4pm
 Dec. 19 Transition Specialists meeting, 2-4pm
 Dec. 31 17/18, 18/19, 19/20 Expense rept certified by Consortia

2020

Jan. 17 Steering Committee, 12-3:30pm
 Jan. 29-31 CAEEA Conference
 Jan. 30 Transition Specialists meeting
 Jan. 31 Steering Committee, 12-3:30pm
 Jan. 31 Student Data due in TOPSPro (Q2)

 Feb. 7 Steering Committee, 12-3:30pm
 Feb. 27 Transition Specialists meeting
 Feb. 28 Steering Committee + Data Session, 11am-3:30pm
 Feb. 28 Consultation Council, 10-11am
 Feb. 28 Preliminary allocations 20/21 & 21/22 released by state

 Mar. 1 17/18, 18/19, 19/20 Member expense rept due (Q2)
 Mar. 1 Close out 17/18 funds due in NOVA
 Mar. 6 Faculty Work Group meeting, 1-4pm
 Mar. 13 EL Civics Conference, SVAE
~~Mar. 20 Steering Committee, 12-3:30pm~~
 Mar. 26 Transition Specialists meeting
 Mar. 31 Close out 17/18 funds certified by Consortia in NOVA

 Apr. 3 Steering Committee, 12-3:30pm
~~Apr. 7 Community Partner meeting – breakfast~~
~~Apr. 23 Leg Day~~
~~Apr. 23-25 CCAE State Conference – moved to Spring 2021~~
~~Apr. 24 NOVA Resource Fair, Foothill College, Sunnyvale~~
 Apr. 24 Steering Committee, 12-2:30pm
 Apr. 30 Student Data due in TOPSPro (Q3)
 Apr. 30 Transition Specialists meeting

 May 2 CFADs for 20/21 due in NOVA
~~May 8 Professional Development Conference~~
 May 22 Steering Committee + Data Session, 11am-3:30pm
 May 22 Consultation Council, 10-11am
 May 28 Transition Specialists meeting

 June 1 18/19 & 19/20 Member expense rept due (Q3)
June 12 Steering Committee, 12-2:00pm
~~June 23-25 CASAS Summer Institute~~
 June 25 Transition Specialists meeting
 June 26 Steering Committee, 12-3:30pm
 June 30 18/19 & 19/20 Expense rept certified by Consortia (Q3)