

Steering Committee Meeting Minutes

June 12, 2018 - 8:30 – 9:30 am

Center for Employment Training - 701 Vine Street, San Jose, CA 95110

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	Burr Guthrie	East Side Adult Education	Richard Uribe, AS Co-Chair	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	Gloria Curd	Norma Martinez	Mission College	Valerie Jensen (July 2018)	Rob Gamble	
San José Evergreen CCD	Kishan Vujjeni, CC Co-Chair		West Valley College	Mae Conroy		
San José Evergreen CCD	William Watson	Lynette Gray	Guests:			

8:30	1) Call to Order Co-Chair Uribe called the meeting to order at 8:45am. Rob Gamble introduced Valerie Jensen, Mission College’s Dean of Language Arts and Library Services. She will become the Steering Committee representative in July upon her district’s board approval.	Co-Chair	ACTION
8:35	2) Approval of Agenda Rob Gamble moved to approve the agenda. Item 7 was pulled from this meeting agenda for further discussion at a future meeting. Usha Narayanan moved to approve the agenda as amended; the motion was seconded and carried unanimously.	All	ACTION
8:40	3) Public Comments/Announcements Rich Uribe is working with the Si Se Puede collective to implement project 6. He shared the proposal with the Steering Committee. Introductions were given to Valerie Jensen.	All	INFORMATION
8:45	4) Approval of June 1 Steering Committee Meeting Minutes Kishan Vujjeni moved to approve the June 1 Steering Committee Meeting Minutes as amended; the motion was seconded and carried unanimously.	All	ACTION
8:50	5) Approval of ICA for Bob Harper, Executive Director – Three-Year Regional Planning Process Kishan detailed Bob’s responsibilities and coordination working on the annual plan and pointed out his valuable knowledge at the state level. Addendum B of the ICA is the state’s guidelines for the three-year regional plan. He also attends conference at state level for furthering the work of the consortium. Rich will research travel costs with STRS.	Bob, Co-Chairs	ACTION

8:55	<p>Gloria Curd moved to approve the Three-Year Regional Planning Process ICA for Executive Director Bob Harper; the motion was seconded and carried unanimously.</p> <p>6) Approval of ICA for ALLIES – Immigrant Integration project This ICA -not to exceed \$150,000-is paid from the balance of in the data fund - approximately \$300,000. The activities in the Immigrant Integration framework are practices that lead to data collection and support recent conversations at the state level. Supplemental report to the state legislature. They are working with CASAS/TE system to track reporting and it is much more technical than the first year of project 6. This is expanding EL Civics. Sustainability plan is explicit in the deliverables. Need to be prepared to support next legislation (July/August). This is considered the model project in the state. Data points that have not been recognized will now be recognized and affect change in students’ lives and will help measure intangibles in classes.</p> <p>Gloria Curd moved to approve the ICA for the ALLIES Immigrant Integration Project; the motion was seconded and carried unanimously.</p>	Bob, Co-Chairs	ACTION
9:05	<p>7) Adults with Disabilities Summer Contract proposal Moved from agenda.</p>	Bob, Co-Chairs	ACTION
9:15	<p>8) Update on SBCAE Information/Technical Management position This position would support the SBCAE website, Immigrant Info, and Open Doors site with Transition Specialist information and navigation tools. We are currently paying the marketing company to manage this site. It is very complex with the CTE program navigation. This person will not work on individual school’s websites because they will not be granted access. They can be available to advise on the CTE part and assist in ensuring accuracy. There will be links so each school’s site matches the Open Doors’ site. Co-Chairs are getting quotes in now. (Approximately \$10/month.) This will be funded by East Side using their repurposed allocated funds.</p>	Kishan, Rich	INFORMATION
9:20	<p>9) Update on 2018-19 Calendar The 2018-19 calendar will be on the 6/29 meeting agenda for approval. Put calendar conflicts/requests in to Shana. David mentioned the desire of having the Consultation Council meet with the Steering Committee.</p>	Bob	INFORMATION
9:25	<p>10) Agenda Development Data and accountability use of funds for 2018-19. (Within five objectives of workplan)</p>	All	INFORMATION
9:30	<p>11) Adjournment 9:42 Giuliana Brahim moved to adjourn the meeting at 9:42am; the motion was seconded, and the meeting was adjourned.</p>	Co-Chair	ACTION

Future Agenda Items

- Information Items: ESL Classes at PARS Update - Mae, Gloria
- Action Items: Information/Technical Management Position approval, 2018-19 Calendar approval, Charter revision approval

CALENDAR 2017-18

June 29 Public Governance/Partner Meeting