

## Steering Committee Meeting Minutes - June 14, 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 <i>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	Peter Mac Donald	Norma Martinez	West Valley Mission CCD	Valerie Jensen	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		Executive Director Bob Harper	Ilse Pollet		Guests:
	Working Lunch				All	
12:30	1) Call to Order Co-Chair Kishan Vujjeni called the meeting to order at 12:45pm.				Co-Chair	ACTION
12:35	2) Approval of Meeting Agenda M/S/C (Williams/Brahim) to approve the meeting agenda.				All	ACTION
12:40	3) Approval of May 24 Public Governance Meeting Minutes Page 2, add language in to Goal 6, sentence 3. <i>It was clarified for him that this was an ongoing process, including a personalized learning plan.</i> M/S/C (Williams/Narayanan) to approve the May 24 Public Governance Meeting Minutes with the amendment.				All	ACTION
12:50	4) Public Comments/Announcements – 2-minute limit a) CAEP Summit Will be in Anaheim Oct. 28-30. Kishan has received 11 PINs for members to be able to attend. Presenters will be assigned their own unique PIN. Jaime and Ratna have submitted the proposal to present on Community Partners pilot at CACE. Phil, David and Margarita have submitted a proposal to present on the Consultation Council. Christine and Valerie will submit to present on their ESL collaborative. Kishan, Usha, Ilse, Traci, Peter, Giuliana/Greg, Brenda, Mae, Leslie, William for PINs • Traci shared that at the East Side Union HSD board meeting, the Board of Trustees voted to approve the change in language in the board policy related to adult education so East Side Adult Education (ESAE) now has 150 graduation credits. This is effective starting the 2019-20 school year.				All	INFORMATION

	<ul style="list-style-type: none"> <li>• Peter shared at Silicon Valley Adult Education, they are looking to model after ESAE with digital literacy, financial literacy, workplace skills and adding career development with 140 credits. (They are not tied to a K-12) They will add a healthcare component to reach 145 if needed. He is hoping to have something before the Board at the end of the month for the first reading. They will need to figure out the grandfather issue for those already in the program.</li> <li>• Traci will send out her FAQ list on this subject to help counselors navigate conversations with the students.</li> <li>• Campbell has done the first reading for 150 and it goes to the Board for the second reading next week. Campbell’s teachers decided which electives to offer.</li> <li>• Milpitas will submit readings to their Board for 150.</li> <li>• Ilse-The 3YRP was submitted to the state on June 4.</li> <li>• The final report from the EL Navigator pilot is now available and will be posted on the website.</li> <li>• World Refugee Day is this evening. Ana Rosa Camacho is coordinating a table and there will be performances from East Side Adult Ed.</li> <li>• CASAS Summer Institute – Usha shared we did four presentations. Ilse and Leslie presented on the immigrant integration framework along with the census. This is making people think about what they need to do in their schools. There was a presentation on the pilot done at CACE. People were very interested in the Stanford survey. There was a poster session on immigrant integration along with a round table discussion. Usha learned there’s confusion surrounding IET. There are good models that work due to good partnerships. Only 4,700 IET payment points throughout the state. We are looking at having an IET specific work group next year.</li> <li>• Phil shared SJCC is the first college to adopt building imagery technology into the construction courses. BIM (Building Information Modeling) grant was set up with Workforce Institute several years ago. These courses are being offered at SJCC and EVC. The dual enrollment is partnering with the pathways.</li> <li>• CTE workplan should include options to add to annual plan with co-enrollment/dual enrollment. (Work on this June 28.)</li> <li>• Rob- Where is SBCAE on expanding apprenticeship? He is looking at a pre-apprenticeship program with VTA. Phil shared there is a program at SJCC that has approved, but has not been written yet, that is targeted to the laborers union. They need to recruit.</li> <li>• Bob- AB2098 taskforce identified additional metrics of immigrant integration that were added to the CAEP list of metrics, finished its work and submitted their report last Friday. We will see information about expanded EL Civics. Legislation did not include ALLIES eight goal areas, but the report put them back into metrics. Will look at two important additional areas, navigational skills and digital literacy, and demonstrated competency in these areas.</li> <li>• Credentialing program is a goal for next year. Who will be the Local Educational Agency (LEA)? It will most likely need a dedicated position. July 12 agenda item – who will be the LEA? We need to start</li> </ul>		
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	<p>the application process and decide who’s applying. It cannot be the consortium; needs to be the LEA.</p> <ul style="list-style-type: none"> <li>• Silicon Valley Adult Education is having two summer sessions. As we move into the census, Peter went to a citizenship class and found out about two grant opportunities. One is up to \$250,000 for citizenship and up to \$100,000 something related to refugees. Peter will email the information.</li> <li>• Kishan- CFAD – two members still pending. Please log in and certify the amendment portion.</li> </ul>		
1:15	<p>5) Consultation Council Report No report since the last meeting. Will present at the CAEP Summit.</p>	David, Phil	INFORMATION
1:25	<p>6) Approval of 2019-20 SBCAE Meeting Calendar Changed the Consultation Council meeting from September 6 to September 20. Added February 7, 2020 SC meeting and left April 24, 2020 SC meeting. Add EL Civics conference at SVAE, March 13, 2020. Ilse is putting the calendar in Google as a sharable calendar. <b>M/S/C (Williams/Carrillo) to approve the 2019-20 SBCAE meeting calendar.</b></p>	Co-Chairs, Bob, Ilse	ACTION
1:45	<p>7) 3YRP Goals and Implementation a) 2019-20 Projects b) Steering Committee Assignments Annual plan is due to the state August 15. Ilse reviewed and explained the proposed SBCAE 2019-20 projects and leads’ roles. (Attachment) Start thinking about how many program areas are listed and the assignments and bring feedback on June 28.</p> <ul style="list-style-type: none"> <li>• Kishan would like pre-apprenticeship added to the CTE project name.</li> <li>• Where does student ambassador programs fit? (Under #1 is student representation.)</li> <li>• Outreach between businesses and SBCAE/panel conversation (Example by Kathy of Refugee and Immigrant convening)</li> <li>• Need to identify FWG co-chairs. <ul style="list-style-type: none"> <li>○ Kishan is requesting CTE faculty from the colleges.</li> </ul> </li> <li>• Phil said at SJCC the grievance officer is working on having faculty work groups as ancillary so attendance in them doesn’t count towards the hourly cap.</li> <li>• Bob would like to narrow this down to 5 activities.</li> <li>• Are you okay with your assignment; what do you see as the priorities? Discuss on June 28.</li> </ul> <p>c) Annual Plan Development Template for project work plan with progress indicators and outcomes. Before the 28<sup>th</sup>, start working with the chairs of the FWGs to start on this work plan structure. We do need to submit something to the state in August, but this is a living document.</p> <p>d) SBCAE Resources and Accountability for Consortium-wide Goals e) Contracting Process What is our accountability for the selection process for hiring contractors? Every contract has been brought to the committee.</p>	Co-Chairs, Bob, Ilse	INFORMATION

	<p>Significant expenditures, such as Full Capacity Marketing (FCM), was put out to bid. A selection committee from this SC chose FCM. What do the different levels look like? Usha reference the CACE pilot, survey, partnerships to support students. This effort was provided by Ratna and Jaime. Usha would like to continue this at CACE. Does this need to be brought back to the SC to be approved? What is the process –as it will be funded by CACE’s dollars? How far do the levels go to maintain transparency? Traci- Should depend on interaction with the consortium-if it is part of the annual plan and the work will benefit other schools as well as the individual school. (Example- JC Tech Solutions) Need to be more formal for sustainability and clarity for going forward – and protection for resources for consortium-wide purposes. We may need to go back to a fiscal agent. What does supervision look like for a contractor when the work is consortium-wide work, specifically in terms of data collection? Brenda would like more clarity. Ilse said LAUSD has conducted a study on consortium governance models, the CAEP office will also work on this and share best practice examples.</p>		
2:45	<p>8) Faculty Work Groups, Transition Specialists Leads Stipends Change the word, <i>stipend</i> to <i>compensation</i>. What are the names of the FWG co-chairs and what should the compensation be? Currently the amount has been \$500. Phil suggests it be changed to \$500 per semester. How would this be paid? Extra duty hours plus 9 hours in FWG meetings. No action taken today; will discuss further on June 28.</p>	Co-Chairs	ACTION
3:00	<p>9) Data Funds Close Out Usha - CACE is in process of closing out the Data and Accountability funds. The most recent contract is for an MIS specialist to help with SJECCD data collection. As part of the close out of the funds, we are required to submit an example of a best practice. Usha will submit the CACE pilot report, which shows a best practice of being connected to community resources. 44 students got health insurance through Gardner.</p>	Co-Chairs	INFORMATION
3:10	<p>10) June 28 Study Session 11am-3:30pm</p>	Co-Chairs, Bob, Ilse	INFORMATION
3:20	<p>11) Year End Newsletter Idea is to have a quarterly newsletter. What is a good timing to send a newsletter? August was suggested. Send newsletter items to Ilse along with contact information for who should receive it. People can subscribe to it –using MailChimp.</p> <p>Traci recommends moving announcements/public comments to the end of the meeting agenda.</p>	Ilse	INFORMATION
3:25	<p>12) Agenda Development</p> <ul style="list-style-type: none"> <li>a) AWD discussion – how does it line up w/3yrp? What is Natalie’s direction? (Discuss data-numbers of AWD students served) Additional AWD support at Adult Schools (Peter)</li> <li>b) Census – Ilse/Leslie</li> <li>c) Child care – invite community partners</li> <li>d) Who will be the LEA for the Credentialing program? (July 12)</li> </ul>	All	INFORMATION

3:30	13) Adjournment (Williams/Carrillo) The meeting was adjourned at 3:20pm.	Co-Chair	ACTION
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**CALENDAR 2019**

July 12 Steering Committee, 12-3:30pm  
 July 14-17 ACCE  
 July 31 Final Data & Accountability expense report due  
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 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  
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 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  
 Sep. 20 Steering Committee+ Data Session, 11am-3:30pm  
 Sep. 20 Consultation Council, 10-11am  
 Sep. 26 Transition Specialists meeting  
 Sep. 27 Faculty Work Group meeting, 1-4pm  
 Sep. 30 17/18 & 18/19 Member expense rept certified by Consortia  
 Sep. 30 19/20 Member program year budget & work plan due (Q1)  
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 Oct. 3-4 CATESOL  
 Oct. 11 Steering Committee, 12-3:30pm  
 Oct. 16 Community Partner meeting – breakfast  
 Oct. 25 Steering Committee, 12-3:30pm  
 Oct. 29-30 CAEP Summit  
 Oct. 31 Transition Specialists meeting  
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 Nov. 8 Steering Committee, 12-3:30pm  
 Nov. 21 Transition Specialists meeting  
 Nov. 22 Steering Committee + Data Session, 11am-3:30pm  
 Nov. 22 Consultation Council, 10-11am  
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 Dec. 1 17/18, 18/19, 19/20 Member expense rept due (Q1)  
 Dec. 6 Faculty Work Group meeting, 1-4pm  
 Dec. 13 Steering Committee, 12-3:30pm  
 Dec. 19 Transition Specialists meeting  
 Dec. 31 17/18, 18/19, 19/20 Expense rept certified by Consortia

**2020**

Jan. 17 Steering Committee, 12-3:30pm  
 Jan. 30 Transition Specialists meeting  
 Jan. 31 Steering Committee, 12-3:30pm  
 Jan. 31 Student Data due in TOPSPro (Q2)  
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 Feb. 7-8 CAEEA  
 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  
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 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. 10 Community Partner meeting – breakfast  
 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  
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 Apr. 3 Steering Committee, 12-3:30pm  
 Apr. 6-7 Leg Day/Week  
 Apr. 23-25 CCAE  
 Apr. 24 Steering Committee, 12-3:30pm  
 Apr. 30 Student Data due in TOPSPro (Q3)  
 Apr. 30 Transition Specialists meeting  
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 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  
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 June 1 18/19 & 19/20 Member expense rept due (Q3)  
 June 9-11 CASAS Institute?  
 June 12 Steering Committee, 12-3:30pm  
 June 25 Transition Specialists meeting  
 June 26 Steering Committee, 12-3:30pm  
 June 30 18/19 & 19/20 Expense report certified by Consortia (Q3)