

## Steering Committee Meeting Minutes - June 26, 2020 - 11:00am-12:30pm

<https://cccconfer.zoom.us/j/97521003416> /Dial in: +1 669 900 6833 (US Toll) ID: 975 210 03416

**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		
11:00	1) Call to Order Co-Chair Kishan Vujjeni called the meeting to order at 11:06am.			Co-Chair	<b>ACTION</b>	
11:01	2) Approval of June 26 Meeting Agenda M/S/C (Williams/Barnes) to approve the June 26 Meeting Agenda.			All	<b>ACTION</b>	
11:05	3) Approval of June 12 Steering Committee Meeting Minutes M/S/C (Williams/Barnes) to approve the June 12 Steering Committee Meeting Minutes.			All	<b>ACTION</b>	
11:10	4) Public Comments Christine Berdiansky: At last night's school board meeting the position for Principal of Adult Education was approved. This position has not been opened for several years. It will be posted quickly and will close by the end of next week. This person will be the new Steering Committee representative. Bob Harper: The budget that was passed is probably restoring 10-11% of the funding that was cut most recently. This is good news, but do not spend it yet. There is a webinar at 1pm today; the CAEP office will record and post it.			All	INFORMATION	
11:15	5) Consultation Council Report David Grant: The Consultation Council is concerned about the governor's new budget proposal and how it will play out with cuts or not.			David, Phil	INFORMATION	

<p>11:20</p>	<p>Bob: The rationale for the legislature to reject the governor’s cuts was to anticipate backfilling the shortfall with federal dollars. The administration has indicated it is not opposed to some of that relief, but the budget is passed contingent upon receiving additional funding. We will know more in September/October. We may have a third revised CFAD.</p> <p>6) Fiscal Accountability Review  a) Timeline  Usha Narayanan: We have been talking for a while about how members should be presenting how funds are allocated within their systems for CAEP purposes. Last year we started a smaller budget committee to review expenditure reports from members. We received the budget reports from three organizations, but the review was not complete. Completing that fiscal accountability review is our goal for this year. Today was the timeline for the colleges to present their fiscal accounts of what they have been doing with their funding.  b) SJCC and EVC Presentation – Lena Tran, Maniphone Dickerson  Kishan: This item will be postponed to a future Steering Committee meeting due to presenters’ and college representatives’ calendar conflicts.  Bob: We propose a report on the colleges’ expenditures. The questions are - how have these expenditures supported achieving the objectives of the consortium’s regional and annual plans? We have included specific language in the charter, asking for this accountability and transparency among members –and to the public. After the colleges share their reports, we will review consortium-wide resources and support positions. In September when budgets are entered into NOVA, adult schools will also share use of expenditures, which is simpler. Questions that have arisen are more around exactly how the colleges are using their funds to support the consortium’s goals and objectives of adult education. (The plan is to review colleges’ budgets in July, consortium-wide resources in August and all budgets in September.)</p>	<p>Co-Chairs</p>	<p>INFORMATION</p>
<p>11:50</p>	<p>7) AWD Position  Kishan: SCAE hosted the AWD position for about 4 years. The consultant now took a job elsewhere, but the funds are still with Santa Clara.  Christine: We will look to other schools to decide how to handle this position. Will this be a permanent certificated employee position or consultant position? Will this be a part time position between two schools? Looking for direction from the Steering Committee.  Traci Williams: The purpose of a consultant is short term in nature. To fulfill the purpose of our plan, we are looking at more of a certificated employee. She is open to whether the position is full time or part time, positioned at one or more schools. The scope of work needs to be reviewed, the hours expected of this position and how the students’ needs will be addressed. A district’s HR department is the best bet to recruit for a position, to screen background, find appropriate skill set,</p>	<p>All</p>	<p>DISCUSSION</p>

	<p>etc. They are familiar with the law and what is needed for students. What is the sense of urgency for the fall? Kishan – How do we address the immediate need? Creating a position takes longer as well as funding with a benefits package, etc. Bob: It seems there is uncertainty to open a personnel position at this time, especially in a new environment where students are not physically present. Similar to the Director position, the personnel position has been put on hold for six months. We need to think this through and have discussion around what this means in terms of services to students who need support as we start the school year. Giuliana Brahim: She understands Traci’s point and asks how we are going to bring the students back for those coming back on site in the fall. The Transition Specialists do not have the qualifications for AWD. They can access some of the resources created through community connections and refer students to some of those services until something more permanent is put into place. Christine: Maybe the best option now is to hold for six months to determine exactly what services we need and come back to the steering committee with recommendations. We can possibly hire this position as a certificated employee, which gives flexibility in hours and delivering instructional strategies, more of a case management level. This could be a 10-month position. The AWD Faculty Work Group can help with this. Norma Martinez seconded the number of workdays. Kathy Frye agrees with Traci because the skill set and the knowledge one needs to work with students with disabilities is beyond regular instructors and the case management type of position sounds best. Bob: If you review consortium-wide supports in August, that is a time to review services, resources, deliverables for AWD supports. Just as Christine is saying now, delay the decision for six months for more study then come back with a recommendation. This position may not just replicate what Natalie did; there may be another model that is better for disability support. Kishan is concerned there should be a contractor in place as a quick fix while the committee is working on the recommendation for the permanent position. David likes the idea of hiring a contractor for six months to instruct staff to work with people in reentry, people who are coming back from the jail system to instruct the instructors. Natalie was very instrumental in helping students get accommodations for high school equivalency testing and leveraging DSPS programs at the colleges. This position deserves more study. Bob: As David says, there may be benefit in providing AWD support this fall before a final decision is made about the position. Giuliana: As part of the Santa Clara COVID-19 Bridge to Recovery that will be presented later in the agenda, we have met several people and organizations that work specifically with the AWD population. I know that we can reach out to them for advice.</p>		
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	<p>Usha: Regarding Natalie, more demand came from teachers for high school equivalency accommodations and she provided professional development in the jail system. How much of our professional development could happen based on the needs that were expressed by teachers for providing individualized support to students? I think we were trying to balance that. However, right now, when we come back in the fall, none of us knows what our school is going to look like and how we are going to incorporate different support services. We have some in house people who are looking to see how to provide support services to students. So, I don't know whether we have the capacity right now to look at this particular one. Instead, have a study group that makes recommendations and sees how the schools are opening and functioning and then seeing how this position could be incorporated. I would again say that I go with a lot of people who have said that we should we should probably wait and do a little bit more of a study and then get to seeing what is it, how do we how do we do it, whether it's a personnel position or contract. I think it is better to go in as a personnel position.</p> <p>Traci: Natalie did a lot of work on each of our campuses and left documentation at East Side on processes and procedures. We should not reinvent the wheel. She has worked with our staff and Transition Specialist on the ESL side to help that person work with our students. She was trying to create capacity with staff on campuses, so that they are able to assist. I would agree or would recommend that we look at the caseload that she currently had at each of our schools, check to see if those students are still enrolled. I like Giuliana's recommendation about referring students to services within our areas to meet their immediate needs. While we study and decide on what is needed for this position, it is important to not lose the students who have already been identified that needed services.</p> <p>Gina Riccitelli: The referral process is complicated and Natalie was the person to navigate the referral. She had the knowledge, connections, and experience to offer that support. This is year round. Holidays and breaks leave too much of a time gap. This is not a typical classroom structure, but someone coming in as a support to a student whose life is on a continuum.</p> <p>Bob: Just another thing to put on the radar in the AWD study- Natalie for some time was asking for more support. She said she really needed clerical support.</p> <p>David: Natalie was a big proponent of MindPlay. This will fit perfectly into distance learning models. If you are looking for a way to spend money, the more site licenses you purchase, the cheaper the price per unit becomes.</p> <p>Bob: Christine, Giuliana, David should convene the AWD group and propose a study process through fall. We will look at consortium-wide supports in August, what worked, and what did not. Then bring a proposal to the SC later in the year, November or December.</p>		
12:00	<p>8) Acknowledgments                  ◆ Jaime Alvarado</p>	Co-Chairs	INFORMATION

<p>12:10</p>	<ul style="list-style-type: none"> <li>◆ Natalie Bradley</li> <li>◆ Brenda Carrillo</li> <li>◆ Mae Conroy</li> <li>◆ Rob Gamble</li> <li>◆ Ratna Noteman</li> <li>◆ William Watson</li> </ul> <p>Usha: Rob and Mae have been members of the consortium since the beginning. Rob participated in the WIOA coalition. He supported the colocation classes between Mission and SCAE. Mae supported child development classes and ESL classes collocated at CACE. They are original members who believed in the work of the consortium and have helped grow it. Thank you to Mae and Rob.</p> <p>Kishan: Our consortium is known throughout the state by how well we work together. Jaime and Ratna have helped us with community connections, immigrant integration and pilot programs, including providing health insurance for students at CACE. Dr. Watson retired effective June 30. We are working on his replacement on this committee, preferably a college representative.</p> <p>Usha: Jaime and Ratna added so much value to the work done with community connections. The work could not have been done without their coordinating ability, their knowledge, and relentless work behind the scenes. Brenda brought so much to the Steering Committee, helping us think through the Transition Specialist work.</p> <p>Kathy seconded what Usha said about Jaime and Ratna. They conducted the Touch Point Study and the community connections that have been built have been immense and have informed us about resources for students. She truly appreciates the work they have done. The committee thanked Natalie. She is now at College of the Siskiyous. Gina acknowledged Natalie and all of the contractors for the standard and model they have set. She is grateful.</p> <p>Bob: Natalie took on a job that was impossible. The scope of what was being asked of her was to create a whole system of support where none was in place. It is quite amazing what she was able to do and she will not be replaced. Jaime and Ratna brought an outside perspective in the most productive, and positive way. About Mae and Rob, when the whole reform model was being developed six or seven years ago, they, along with Kishan, came to the table from the colleges and set a collaborative environment for our work together. This set the stage for the work done over the past several years. They are adult educators in the best sense, and I want to recognize and thank them.</p> <p>9) Announcements</p> <p>a) CA Budget Update</p> <p>Bob shared on this under Public Comments.</p> <p>b) DACA &amp; Public Charge</p> <p>Ilse: On June 18, the Supreme Court ruled DACA recipients will be able to renew their DACA. <a href="http://www.ilrc.org/daca">www.ilrc.org/daca</a></p>	<p>All</p>	<p>INFORMATION</p>
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<p>12:15</p>	<p>This is the link to the Immigrant Legal Resource Center website for more information.          Office of Immigrant Affairs offered to put a webinar together on public charge for our Transition Specialists, etc. They will have a recording of a webinar accessible to our consortium and we will have the opportunity to follow up with the county and their legal service providers to ask questions in the fall.          Kathy: In regards to DACA, at East Side they have had more and more students retrieving transcripts.          Giuliana: Santa Clara County Community Resource Guide  <a href="https://www.sccgov.org/sites/ssa/about_us/debs/Documents/2020-DEBS-Resource-Guide.pdf">https://www.sccgov.org/sites/ssa/about_us/debs/Documents/2020-DEBS-Resource-Guide.pdf</a></p> <p><b>10) Member Reports – 1-minute limit</b>  <u>Kishan Vujjeni, SJECCD</u>: EVC hired a new president, Tammeil Gilkerson. She has previously worked within SJECCD. They also hired a VP of Instruction along with a Dean of Noncredit, Library Learning Resources, Dual Enrollment and Distance Learning all packaged into one position. The Dean of Workforce, Dean of Social Services and Dean of Student Services are all open positions at SJCC.  <u>Usha Narayanan, CACE</u>: Update on consortium director position – They are moving forward with a contract and this position as a consultant for the first six months, especially with the budget the way it is. They will continue the current contract with Ilse for six months with her existing scope of work. The plan is to post a position in January 2021 to follow the hiring process. Kishan added Ilse’s contract is .75. Kishan recommends rolling over Bob’s contract to assist with the Annual Plan and critical elements happening now, including working with the state. He will explore extending it by a few months.  <u>Bob Harper, SBCAE</u>: There needs to be an official end date. I will always be around to support, though not in a formal role. The best days of the consortium are ahead.  <u>Traci Williams, ESAE</u>: The plan for reopening has changed many times. East Side plans to have a hybrid approach, some in person, some distance learning. The biggest change will be to the nighttime offerings, where the campus will only be open two nights a week instead of four. The other two nights will be distance learning. This will provide for savings in the night supervisor and security positions. The first week open, they will be training teachers and classes will start the next week, being mindful of social distancing and health and hygiene requirements.  <u>Giuliana Brahim, MAE</u>: All Milpitas schools will open remotely for the first month and then transition to a hybrid model. The adult school has continued CASAS testing in the parking lot. Conversations continue as there is not a time frame for classes to resume at the correctional facility.  <u>Brad Weisberg, WVC</u>: They are trying to figure out how to reopen in the fall. There will be a few classes in person. WVC held its first zoom commencement yesterday. It was the 55<sup>th</sup> commencement for WVC. Staff are not invited back to campus yet.</p>	<p>All</p>	<p>INFORMATION</p>
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	<p><u>Jackie Escajeda, Mission</u>: They are offering mostly distance education this fall with the exception of nursing labs and EMT. Next spring they are looking to expand more face to face, with social distancing, mainly for CTE areas. They have an opening for a Dean in Health Occupations.</p> <p><u>Norma Martinez, SVAE</u>: They are planning to offer hybrid courses with two cohorts. Half of the students would attend Mondays and Tuesdays and the other cohort would be Wednesdays and Thursdays. They will offer distance learning and are trying to capture all of the hours that a student would normally have been there. Opening is planned for August 10. They are looking for CalWORKs site representatives.</p> <p><u>Gina Riccitelli</u>: EVC is doing a slow return back to campus for staff that services students, starting next week. They will be alternating times, social distancing and taking safety precautions. There will be staff available in Counseling, Financial Aid, and Admissions and Records, but will be very strict on how they receive students. Kishan added there is a good roll out plan for the district.</p> <p><u>Ilse Pollet, SBCAE</u>: We are updating the consortium master contact list. Shana will reach out to members to update district administration contacts and confirm partner contacts. Today from 1-3pm, we will have our Annual Plan retreat or study session.</p>		
12:25	<p>11) Agenda Development</p> <ul style="list-style-type: none"> <li>a) College budget reports</li> <li>b) AWD discussion/Consortium plan for learning disabilities. Presentation on legal responsibilities for students with IEPs/504s</li> <li>c) Childcare – invite community partners</li> <li>d) Credit requirements for Adult Schools (ready by Fall 2020)</li> <li>e) SB554</li> <li>f) TOPs program</li> <li>g) CAEP funds to serve corrections population</li> </ul>	All	INFORMATION
12:30	<p>12) Adjournment</p> <p>The meeting adjourned at 12:24pm.</p>	Co-Chair	<b>ACTION</b>