

Steering Committee Meeting + Annual Plan Study Session Minutes · June 28, 2019 · 11:00am-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 Co-Chair	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 CC Co-Chair		West Valley Mission CCD	Mae Conroy		
San José Evergreen CCD	William Watson		Executive Director	Ilse Pollet		
				Bob Harper		

ANNUAL PLAN STUDY SESSION							
11:00	1) SBCAE Mission & Vision					All	
11:30	2) Projects Part 1						
	<ul style="list-style-type: none"> • Project 1 - <i>Organizational Structure</i> (Usha, Kishan) • Project 5 - <i>Community Partners/Outreach</i> (Jaime, Ratna, Usha) • Project 6 - <i>Support Services/Childcare</i> (Christine) • Project 3B – <i>CTE</i> (Kishan, Peter) • Project 3C – <i>IET</i> (Leslie, Val) 						
12:30	LUNCH						
1:00	2) Projects Part 2					All	
	<ul style="list-style-type: none"> • Project 3F – <i>Parents</i> (Christine) • Project 3G - <i>Re-entry</i> (Giuliana) • Project 3A – <i>ESL</i> (Mali, Kathy) • Project 2 - <i>Data & Accountability</i> (Brenda F., Emilio) • Project 7A - <i>Professional Development</i> (Leslie) • Project 7B - <i>Credentialing Program</i> (Bob) 						
2:30	BREAK						
FORMAL GOVERNANCE MEETING							
2:40	1) Call to Order					Co-Chair	ACTION
	The meeting was called to order by Co-Chair Usha Narayanan at 2:40pm.						

2:42	<p>2) Approval of Meeting Agenda Traci Williams moved to approve the meeting agenda; motion was seconded and carried unanimously.</p>	All	ACTION
2:45	<p>3) Approval of June 14 Steering Committee Meeting Minutes Traci Williams moved to approve the June 14 Steering Committee meeting minutes; motion was seconded and carried unanimously.</p>	All	ACTION
2:50	<p>4) Consultation Council Report Nothing to report.</p>	David, Phil	INFORMATION
2:55	<p>5) Steering Committee Meeting Format Discussion To increase efficiency and allow for discussion time, it was suggested that the Steering Committee meetings be structured as follows:</p> <ul style="list-style-type: none"> - Standing agenda items (Call to order, agenda approval, approval of meeting minutes, public comment, Consultation Council report) - Consortium Business - Project/Faculty Work Group reports (on a rotating schedule) - Announcements / member reports 	Co-Chairs, Bob, Ilse	INFORMATION
3:05	<p>6) Identification of Faculty Work Groups’ Co-Chairs a) Roles and Responsibilities Steering Committee members were tasked with identifying possible FWG Co-Chairs and suggest names to the Steering Committee Co-Chairs/Co-Directors before the next Steering Committee Meeting.</p>	Co-Chairs, Bob, Ilse	INFORMATION
3:15	<p>7) Changes to CAEP Reporting Ilse highlighted some upcoming changes to CAEP reporting for 2019-2020:</p> <ul style="list-style-type: none"> - Five Main Program Areas: ABE/ASE, ESL, CTE, AWD, and K12 Student Success - CTE – will include subcategories for Short Term CTE, Workforce Preparation, and Pre-apprenticeship - Workforce Reentry will be redefined as Workforce Preparation - Consortia no longer need to report service hours, just services <p>A presentation from CAEP on the subject will be shared with the Steering Committee. All are invited to register for a data webinar on July 19th, as well as an in-person training at San Mateo Adult School on October 1st.</p>	Ilse	INFORMATION
3:20	<p>8) Public Comments/Announcements – 2-minute limit a) Data submission dates reminders CAEP and WIOA b) work2future update work2future informed the consortium that the work2future foundation will be dissolved effective June 28th. Eckerd will take over service delivery at the Foxworthy AJCC effective July 1st. The change might impact the consortium’s MOU with work2future. Co-chairs and Co-Directors will schedule a follow up meeting with work2future leadership to discuss. work2future has plans to provide services at satellite locations in the community. They are having conversations with San Jose Public Libraries and Community Centers. This could be an opportunity to suggest co-located services at SBCAE member sites.</p>	All Bob, Ilse Co-Chairs	INFORMATION

3:25	<p>NOVA training for Transition Specialists: Christine shared that the TS group has been planning a training with NOVA Workforce Development board. NOVA's job coach trainers would provide 6 hours of PD for TS, at a cost of \$1750 for SBCE. Discussion of PD for TSs (NOVA, WIOA, Human Centered Design, ...) will be included in the TS work plan discussion on 7/12.</p> <p>9) Agenda Development</p> <ul style="list-style-type: none"> a) AWD discussion – how does it line up w/3yrs? What is Natalie's direction? (Discuss data-numbers of AWD students served) b) Additional AWD support at Adult Schools (Peter) c) Child care – invite community partners d) Who will be the LEA for the Credentialing program? (July 12) e) Faculty Work Groups, Transition Specialists Leads Compensation (July 12) f) Professional Development for TS 	All	INFORMATION
3:30	<p>10) Adjournment</p> <p>With no objection, the meeting was adjourned at 3:30pm.</p>	Co-Chair	ACTION

Steering Committee + Annual Plan Study Session – June 28, 2019

CALENDAR 2019

July 12 Steering Committee, 12-3:30pm
 July 14-17 ACCE
 July 31 Final Data & Accountability expense report due

 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

 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)

 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

 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

 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)

 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

 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

 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

 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 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)