

Steering Committee Meeting Minutes - March 1, 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 <i>AS Co-Chair</i>		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	Lynette Gray	Executive Director Bob Harper	Ilse Pollet	Richard Uribe	Guests:

12:00	1) Networking Lunch	All	
12:30	2) Call to Order Co-Chair Usha Narayanan called the meeting to order at 12:42pm.	Co-Chair	ACTION
12:35	3) Approval of Meeting Agenda Traci Williams moved to approve the meeting agenda. Usha will pull Item 10. Giuliana Brahim moved to approve the agenda with the amendment; the motion was seconded and carried unanimously.	All	ACTION
12:40	4) Approval of February 8 Steering Committee Meeting Minutes Traci Williams moved to approve the February 8 Steering Committee Meeting Minutes; the motion was seconded and carried unanimously.	All	ACTION
12:50	5) Public Comments/Announcements – 2-minute limit Traci-How should we establish subcommittees for HS credit review? How do we go about collaborating as a consortium? Usha’s response-discuss it here and form a subcommittee. Traci will send an email asking for interest to join the ad hoc subcommittee. Peter- How do foreign born students get credits when they graduated in another country? Usha’s response- take official documents to community college. Phil Did presented to the academic senate on behalf of SBCAE and CCCEM to give clarity on their roles. Referring to the last meeting minutes from February 8: <i>Kathy Jasper- would like EVC to have a seat at the Steering Committee so information is better conveyed.</i> He suggested Kathy Jasper should be part of the Consultation Council.	All	INFORMATION

	<p>Usha recognized the ALLIES team’s work with Transition Specialist, Kelle Mason at CACE on the pilot referral process. They have been working with Gardner Health Services and started a referral process for immigrant immigration services. 147 students expressed interest in signing up for health insurance. 32 are signed up currently.</p> <p>Phil- Is it possible to do dual credit with noncredit with Adult Ed? Christine has been working on this with SJCC in the medical bridge classes.</p> <p>Ilse shared on the labor market demand – three key points: don’t build a bridge to nowhere, student interest and institutional capacity – do we have the buy-in to set up the program?</p> <p>Phil - Opening two positions: Dean of Workforce and Director of CTE. Phil will try to write bridges with adult ed schools into these job descriptions.</p> <p>Christine - March 22 – PD to raise awareness among staff about the TOPS program at SJCC.</p> <p>Kathy shared a Refugee/Immigrant Forum update. There will be a Welcome Weekend retreat on Memorial Day weekend. March 13 is a city and county engagement webinar. Kathy will email all of her announcements upon request.</p>		
<p>1:10</p>	<p>6) Consultation Council Report Only five members showed up on February. 8 for the Consultation Council meeting and data study session. Administrators please remind your representatives to attend. Phil is focusing on helping the colleges understand the function of the consultation council.</p>	<p>David, Phil</p>	<p>INFORMATION</p>
<p>1:20</p>	<p>7) 3 Year Planning Process/Activities Update</p> <p>a) Community Leader Focus Interviews Ilse shared the list of providers they have interviewed (about 40) to date or are in the process of interviewing. Will need more action in the areas of veterans and elected officials. Notes are being organized into themes and will be sent out prior to the February 15 data study session. There is interest in the community to partner with SBCAE in various capacities. There will be a Community Leader Focus Group on March 12 at SJCC. Peter started the conversation on connections he has in the community, specifically with the SAP group, and members shared ideas on leads and possible collaborations.</p> <p>b) CBO Meetings Co-Chairs and Bob have met with Chief Business Officers of most schools in the consortium. Meetings have been productive and they have a much better understanding of the reporting and compliance process. Pending schools are EVC, SJCC, WVC.</p> <p>c) Student Focus Groups Ilse did a check-in with the members on the status of their school’s student focus groups. Each member reported in on their progress and will send in notes if they have not yet done so.</p>	<p>Co-Chairs, Ilse, Rich</p>	<p>INFORMATION</p>

<p>1:55</p>	<p>d) Qualitative Data Study Session – 3/15/19 Consultation Council, 10-11am in room T402 and SC/Data Study Session, 11am-3:30pm in room T415.</p> <p>e) Plan Submission Deadline to State – 6/7/19 Plan to have the first draft of the plan by mid-April and the final draft by May 3. Will also present the plan to the school boards and Chancellor’s office and it’s due to the state on June 7.</p> <p>8) Budget/Reporting a) NOVA Reporting Lynette reviewed budget reporting and certification. It is important to remember that this is first in-first out reporting. Budgets can be adjusted. The Co-Chairs’ roles are to validate all information is in the system correctly. Current budget needs to stay balanced.</p> <ul style="list-style-type: none"> • 2017-18 Program Areas Reporting – Certified <ul style="list-style-type: none"> ○ Leveraging of Funds <p>Any fund that supports Adult Ed programs needs to be reported including apportionment in the community colleges.</p> <ul style="list-style-type: none"> ○ Data Inconsistencies <p>Usha- Need to come to a consensus of what data to use and what system to pull reports from; need to have a data community of practice for <u>consistency</u>. Also need to figure out how classes are categorized. Lynette will look into state definitions.</p> <ul style="list-style-type: none"> • 2018-19 Budget – Certified <ul style="list-style-type: none"> ○ Issues/Modifications ○ Q1 Expenditures – Submitted ○ Q2 Expenditures – Due 3/1/19 <p>b) 2019-2020 Allocations Plan is based on priorities. First priority is maintaining the capacity of the Adult Schools.</p> <ul style="list-style-type: none"> • COLA 3.46% • SBCEA-wide Positions: Executive Director, Tech/Web Support, Community Liaison, AWD <p>Please provide input on how we can satisfy these important positions. Need to add CommunityPro maintenance to this list. (Consider additional TS positions as well. Usha suggested looking into the TS job description and how to offer support to that position.)</p> <ul style="list-style-type: none"> • CFAD Process to determine allocations – Due 5/2/19 <p>Can there be a mechanism created for determining allocations?</p> <ul style="list-style-type: none"> ○ Approval at 4/26/19 Steering Committee meeting (CAAE conference is on 4/26-27.) <p>*See all budget reporting handouts.</p>	<p>Kishan, Lynette All</p>	<p>INFORMATION</p>
<p>2:40</p>	<p>9) PDD – Human Centered Design with Virginia Hamilton – 5/10/19 a) Location Options: Campbell Community Center or SCAE b) Touchpoint Study Activity Preparation</p> <p>Next meeting set up with Virginia Hamilton on April 1 to prepare for May 10 PDD. Touchpoint study is designed to build trust with students and involves students, teachers, TS, classified staff. Jaime is asking the schools to conduct focus groups. They preferred to not have</p>	<p>Kishan, Ilse, Jaime</p>	<p>INFORMATION</p>

	<p>administrative staff in the focus groups so the others can speak freely. Would like to conclude these by the first week in April.</p>		
2:55	10) WIOA Allocations for 2019-20 – Remove this item	Usha	INFORMATION
3:00	11) Evergreen Valley College – TS Position Update Kishan shared he may have a substitute TS come in to help at EVC.	Kishan	INFORMATION
3:05	12) English Language Learner Co-Enrollment Pilot RFA This is round two of the EL Navigator funding. This is to promote the role of English language learners into title 1 and title 2. The funding flows through the Workforce Development boards to provide wrap around services. Proposals are due April 1. ALLIES has a good idea of this project as they were involved in the first round of funding. This is a 1 to 1 match so AEP and WIOA funding will count as match. The Steering Committee will endorse this.	Ilse	INFORMATION
3:10	13) CCAE Legislative Day – 4/9/19 The week of April 8 is Adult Ed week. March 15 and April 5 are webinars to prepare for Leg Day. This is an opportunity to speak with legislators to advocate for more funding and better programming, etc. Student reps went last year to attend the Adult Ed rally. Contact Ilse if you are interested in going to Sacramento/carpooling. *See handouts.	Ilse	INFORMATION
3:15	14) Agenda Development	All	INFORMATION
3:30	15) Adjournment <i>The meeting was adjourned at 3:21pm with no objection.</i>	Co-Chair	ACTION