

Steering Committee Meeting Minutes - May 22, 2020 - 11:00am-12:00pm

<https://cccconfer.zoom.us/j/97050130152/> Dial in: +1 669 900 6833 (US Toll) ID: 970 5013 0152

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.

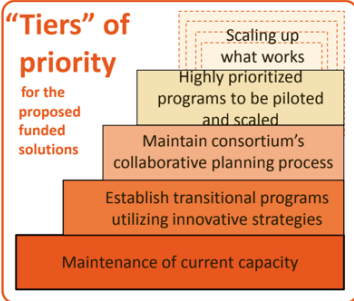
Guiding Principles

- 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	Brad Weisberg	Mae Conroy	
San José Evergreen CCD	William Watson		Executive Director Bob Harper	Co-Director Ilse Pollet		
11:00	Attendance in color. Eric Grabiell attended for WVC and will be added to next agenda template as WVC Member.					
11:00	1) Call to Order Co-Chair Kishan Vujjeni called the meeting to order at 11:31am.			Co-Chair		ACTION
11:01	2) Approval of May 22 Meeting Agenda M/S/C (Weisberg/Carrillo) To approve the May Meeting Agenda.			All		ACTION
11:03	3) Approval of April 24 Steering Committee Meeting Minutes M/S/C (Carrillo/Weisberg) To approve the April 24 Steering Committee Meeting Minutes.			All		ACTION
11:06	4) Public Comments No public comments.			All		INFORMATION
11:08	5) Consultation Council Report Phil Crawford shared the Consultation Council had an exciting meeting. They have concerns about Metro Ed. It has been reported to the Consultation Council that the consortium is taking a large sum of their money back. He brought it up to perhaps get an explanation. They also have questions about the new consortium Executive Director position, particularly in the face of cutbacks. There is an audit in place of SJECCD's use of funds and there will be a careful look at the duties of the co-chairs as opposed to the duties of the director position. Adding all of these salaries plus benefits together equals a lot of administrative			David, Phil		INFORMATION

<p>11:15</p>	<p>overhead and the Consultation Council does not feel they should be in a big hurry when there is not a plan in place yet for the cutbacks. David Grant added that they understand this is not a new position, but is reallocated to Campbell. The consensus was, during this time, any kind of resources should go toward the transition to online learning. Bob Harper commented it is a very fair question to have a sense of the scope of the director functions, compared to what the co-chairs do.</p> <p>6) Annual Plan Process and Timeline Ilse Pollet shared a PPT. Today at 1-3pm, we will have a Data Study Session, which will be the first step in the annual plan development for next year. We will look at student data review of Q3 numbers, the LaunchBoard, labor market information and the results of the COVID-19 impact survey –all to inform next year’s annual plan. The next two SC meetings will have time dedicated to annual plan development, especially the June 26 meeting where Faculty Work Group co-chairs and other project leaders will join us for more of a work session approach. The plan is due August 15 to the state, so the goal is to have the first draft ready by the end of June and presented to the Steering Committee for approval at the end of July. Bob commented that the first year, maintenance of current capacity was agreed upon as the highest priority as we tried to develop innovative practices and build bridges, collecting data about what worked and what did not. Co-Chair Usha Narayanan commented, adult schools sole reliance is on CAEP funds and economic impact affects the adult schools much more than the colleges.</p> 	<p>Ilse</p>	<p>INFORMATION</p>
<p>11:20</p>	<p>7) CFAD Revision The CFAD needs to be entered soon so funding is not delayed, especially now during this crisis. There is not an absolute deadline, but the first week of June is too late. NOVA reflects the CFAD submitted with COLA added. Kishan shared the new proposal showing two options with the 12.1% cut (with and without COLA). Eric Grabiell voiced concerns about not being able to fund the noncredit administrative operating costs at West Valley, including funding a Transition Specialist. Bob commented that CAEP funds were never intended to support noncredit programs, but to build transition pipelines, create integrated basic skill short-term CTE programs. Valerie Jensen expressed concern at the discrepancy in funding allocation between WVM and SJECCD college districts. She would like to look at that closer rather than changing the allocation between adult</p>	<p>Co-Chairs</p>	<p>ACTION</p>

	<p>schools and community college districts. She has seen the allocation roll over at the same percentage but has not seen whether or not consortium costs have changed. They are getting to the point right now that funding is not covering their costs to participate in the consortium. She is concerned about supplementing with their own general funds to sustain programs.</p> <p>Bob responded, the initial allocation table needs to be approved today and can be amended moving forward when there are unique needs or capacity cannot be maintained for some reason. Next year the consortium can decide to change the baseline.</p> <p>Bob recapped the history of why SJECCD has a more significant amount of funds. WVM did not want to be the fiscal agent and SJECCD supports consortium-wide functions. This was agreed upon by both college districts originally. New language in the Charter asks for transparency and accountability of funds, which is overdue. (I.e. is SparkPoint a good use of consortium funds?)</p> <p>Phil mentioned the faculty have always been against funding SparkPoint. It is a good program, but it is not built into our priorities. The district will be forced to look at the allocation before we agree to move things around. He does not think the district budget committee knows what the consortium is doing with the district allocation.</p> <p>Kishan suggested revisiting the JPA model – consortium dollars versus college dollars to avoid confusion.</p> <p>Bob clarified, SJECCD does not make decisions about adult ed and the region. We make decisions together as a consortium. Certain resources are distributed among other members. The AWD, consortium-wide support, is located at Santa Clara. There is a data position at East Side that serves the whole consortium. There can be a more explicit description of what consortium money is used for what purposes. We can make a collaborative decision about the appropriate use of monies going to SparkPoint. Not to pick on SparkPoint –it is a wonderful program for students, probably not for adult school students. In this review, it may be determined that these funds should go to another school. This proposal is to proportionately reduce what was approved last time - CFAD.</p> <p>Phil wants to stop the move of the funds out of SJECCD to Campbell until Vice Chancellor Jorge Escobar has given permission for this transfer. He is concerned at the pace to hurry and move the money from the college to Campbell.</p> <p>Bob responded the CFAD with this movement was approved at the last Steering Committee meeting. The current proposal accommodates that but with different percentages. The director position is not actually being fast-forwarded; it goes back a year and a half and was part of creating the annual plan. It was agreed upon that we need a unique position, not contracted, to have this function. A new proposal can be suggested, but would not erase a decision already made.</p> <p>Phil voiced concerns about the college district administration not being informed and they will raise questions about what is happening with the college money.</p>		
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	<p>Kishan emphasized the discussion around the consortium part of the money, not the colleges’ part. He explained how the money to fund the consortium co-chair moves from district to district based on who the co-chair is. Phil would like to wait until he has concluded the audit of the colleges’ spending and has the full budget picture, including finalized cuts before making decisions on moving money and putting in a permanent position where there is currently a contract.</p> <p>Traci Williams acknowledges Valerie’s concerns and the importance of having to approve a budget today and the impact of what not approving one today would do to the adult schools. She suggests option one may be the fairest impact, where every school would be cut without the COLA. Alecia Myers-Kelley is also in favor of option one. Bob asked, what questions need to be resolved by decision day next week? Alecia echoed Bob’s question, wanting to know what needs to be flushed out. She stated postponing this out to be funded at a later date is not an option. Her position is to move forward, in a timely manner, with one of the options than to try to flush out some of the things that are not in our control regardless of what we want to have happen and how many people we try to serve. Eric asked if we make a commitment to approve a CFAD next week, is that going to impact funding? Bob pointed out the depth of Eric and Phil’s questions are timely and will make us work together more efficiently to improve student support, but the response from the adult schools may not give all of the desired answers right now. He emphasized that we as a group need to be patient and kind with each other and realize that we are going through a difficult year and what we know may change.</p> <p>Usha reminded that this approval needs to be sent in as soon as possible so the adult schools are not affected by a delay of funds.</p> <p>Valerie Jensen moved to approve option one in the proposed allocation table with the understanding and agreement that we will come back as a consortium within six weeks with both community college districts laying out their budgets, showing what they have spent the money on and what consortium costs are going to. As a consortium, we will look at the allocation between the two community college districts and adjust the CFAD as appropriate at that time.</p> <p>M/S/C (Jensen/Williams)</p> <p>Phil brought up a discussion point on parliamentary procedure. He supports the motion, but points out it takes on person to stop a proposal or vote and there needs to be consensus to bring it back to change it.</p> <p>Bob replied that decisions are made by consensus at any point. If one member is not on board with a decision then there will be discussion to talk through the objection.</p> <p><u>Roll call vote:</u> Carrillo - Yes Grabiell - Yes Jensen - Yes Myers-Kelley - Yes</p>		
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<p>11:35</p>	<p>Narayanan - Yes Vujjeni - Yes Williams – Yes</p> <p>Bob and Kishan thanked everyone for the great discussion.</p> <p>8) SBCAE Director Job Description M/S/C (Williams/Myers-Kelley) To approve the SBCAE Director job description. The Consultation Council would like this position put on hold until they have a better picture of the budget situation and where the cuts are. Phil wants to review all college budget expenditures before this is approved and moved to Campbell. Bob responded there are many steps that need to happen before this actually goes forward, but options need to be kept open. This step is for Usha to take this job description to her district. In June, we will have more information about funding and about how the Campbell district has responded. At that point, the Steering Committee and Consultation Council can have a discussion, before the hiring process occurs.</p> <p><u>Roll call vote:</u> Carrillo - Yes Grabiell - Yes Jensen - Yes Myers-Kelley - Yes Narayanan - Yes Vujjeni - Yes Williams – Yes</p>	<p>Co-Chairs</p>	<p>ACTION</p>
<p>11:40</p>	<p>9) Draft 2020-21 Calendar Ilse shared the proposed SBCAE meeting calendar for 2020-21. This is an information item. Please review for the action item June 12. Email Ilse and Shana with any conflicts.</p>	<p>Ilse</p>	<p>INFORMATION</p>
<p>11:45</p>	<p>10) Advocacy Update Ilse emphasized if ever there was a time to advocate for adult ed funding, this is it. We discussed at the last meeting about getting our adult education message to legislators before the May revise. We were successful in establishing contact with Assembly Member Low and Senators Weickowski and Monning. SCAE participated in a meeting and CACE in written communication. There is still time between the May revise and the final budget being approved on July 1 to contact legislators and continue to advocate for adult ed funding. Let Ilse know and she is happy to coordinate logistics for a meeting. Bob noted the May revise cut funding, but there may be flexibility going forward. The concern is the negotiation still needs to happen between the governor, his staff and Department of Finance and the legislature who actually will pass the budget by the end of June. There is some conversation around allowing local districts to have more flexibility in determining how to use categorical funds.</p>	<p>Bob, Ilse</p>	<p>INFORMATION</p>

11:50	<p>11) Announcements/Member Reports – 1-minute limit Brenda will be transitioning into a new role as the Director of Student Services for the Santa Clara Unified School District. This position was created in anticipation of challenges as well as to manage some of the ongoing issues around student support services. Brenda expressed her thankfulness for the opportunity to be part of such a strong and committed consortium, even in challenging situations such as today’s discussion. She will advocate for continued support of adult students in her new role. Kishan thanked Brenda for her three years of work in the consortium.</p>	All	INFORMATION
11:59	<p>12) Agenda Development</p> <ul style="list-style-type: none"> a) AWD discussion/Consortium plan for learning disabilities. Presentation on legal responsibilities for students with IEPs/504s b) Childcare – invite community partners c) Credit requirements for Adult Schools (ready by Fall 2020) d) SB554 e) TOPs program f) CAEP funds to serve corrections population g) Reports from colleges on usage of funds 	All	INFORMATION
12:00	<p>13) Adjournment The meeting adjourned at 1:09pm.</p>	Co-Chair	ACTION