

## Public Governance Meeting Minutes - May 24, 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 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		Guests:
			Bob Harper			

Time	Topic	Participants	Action/Status
	Working Lunch	All	
12:30	1) Call to Order Co-Chair Kishan Vujjeni called the meeting to order at 12:33pm.	Co-Chair	ACTION
12:35	2) Approval of Meeting Agenda M/S/C (Barnes/Narayanan) to approve the Meeting Agenda.	All	ACTION
12:40	3) Approval of April 24 Steering Committee Meeting Minutes M/S/C (Williams/Barnes) to approve the above listed meeting minutes. Jensen abstained.	All	ACTION
12:50	4) Public Comments/Announcements – 2-minute limit Bob Harper shared on the well-received consortium-wide Professional Development day on May 10 with Virginia Hamilton, a national expert on human centered design (HCD). Virginia was impressed with this consortium's work and would like to do more trainings beginning in the Fall, specifically with the Transition Specialists. The notes from the PD day breakout sessions will be ready and sent out soon. Giuliana Brahim mentioned their CSEA president was impressed with the HCD presentation at PD day and will start sharing more on Adult Ed in her chapter. Peter Mac Donald-East Side has reduced the number of required hours to 140 to get a High School diploma. Add to future agenda.	All	INFORMATION
1:15	5) Consultation Council Report Phil Crawford shared on the recent elections and changes within SJECCD. Both campuses have elected new members/senators, which will hopefully result in more participation in the Consultation Council. At San José City College (SJCC) they have met with the local labor union about a pre-apprenticeship program for laborers. They are interested in working with the adult schools. The starting pay is good with benefits, and is a good career pathway. They will	David, Phil	INFORMATION

<p>1:25</p>	<p>continue to work with the TOPs program. Not a difficult screening process, only GED or HS diploma. The Senate has approved this non-credit program. This information can be put on the next agenda and Phil will ask the training coordinator to present.</p> <p><b>6) Approval of the SBCAE Three-Year Regional Plan (3YRP)</b>          Ilse Pollet commended the SC for going above and beyond the state’s mandates and thanked community partners for their participation in the planning process          The Co-Chairs reviewed the Executive Summary with the seven goal areas. During the process there were about 45 community partners interviewed to inform this plan. Data team members, Brenda Flores and Emilio Espinosa, were acknowledged for their work on the logic model. Ilse explained the logic model by goal and highlighted areas of specific activities, outputs, etc.  <u><b>Goal 1:</b></u> Question by Joe Herrity- Would people other than institutional representation be included in a governance role? This consortium will discuss having a student seat on the SC although there has been mixed responses from students. Let’s talk to the San Mateo consortium about how they structure having a student seat. SJCC has student seats on its senates and work very closely with the ASG. The student voices have been heard throughout this three-year planning process (Giuliana).  <u><b>Goal 2:</b></u> Are there ways to share and unify data – a uniform systematic way to collect the data? Brenda Flores shared they are starting on this and working towards a community of practice.  <u><b>Goal 3:</b></u> This goal focuses on building IET contextualized programs and bridge programs with HCD. Joe Herrity - Stackable credentials seems to be missed in this goal. Question- Why is it not until ‘Intermediate’ outcomes where programs are aligned to the unique needs of adult learners/special populations, instead of up front? Perhaps this should be sequenced more tightly. Bob – We have made significant progress in some specific areas such as immigrant integration and will continue to expand and focus on and make equal progress on the unique needs of adult learners/special populations. Specifically state stackable credentials to the annual plan. Mae is concerned that this may not be something that can be controlled in this group. It’s the pathway that needs to be clearly laid out.  <u><b>Goal 4:</b></u> Joe Herrity – This appears to be too reliant on the Transition Specialists (TS). We have learned that the TS in our consortium cannot serve all of the students who come through. There is a systemic transition without intervention. We need to build capacity across the consortium to support the student transition in all functions. The intent is the right things happen for students, not to be focused on the description of the Transition Specialists. We need a structural component in terms of access along with human centered design.  <u><b>Goal 5:</b></u> How can SBCAE have a stronger presence in the community? We need to be invited to community functions as well as invite them to our meetings.  <u><b>Goal 6:</b></u> One indicator is by year 3, every student in an adult school is aware of where there is childcare. Joe Herrity is concerned with the onboarding process taking 3 weeks. This refers to an ongoing process, including a personalized learning plan. This item may need to be reworded for clarification.  <u><b>Goal 7:</b></u> Create a PD team. Plan joint PD events with partners. Have all events listed on the website.          Bob – We will have flexibility to add more explicit language to the annual plan, which has a new field for progress indicators.</p>	<p>Co-Chairs, Bob, Ilse</p>	<p><b>ACTION</b></p>
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<p>2:05</p>	<p>Ilse – with the addition of Logic Models, we are over the page limit for plan submittal to CAEP. The plan will be minimally truncated for state submittal purposes.  <b>M/S/C (Williams/Barnes) To accept the SBCAE Three-Year Regional Plan as presented today with the understanding that the language will be modified as needed.</b>                  Bob would like to reiterate that the Annual Plan will be very concrete and specific to comments made today. Mae Conroy points out the several opportunities for discussion and feedback during this 3YRP process, including Steering Committee meetings with data study sessions, community partner meetings, student focus groups, and Faculty Work Group meetings and the immense amount of work condensed into this plan. Co-Chair Usha Narayanan shared our commitment is to the extensive plan.</p> <p>7) Next Steps for 3YRP Implementation                  a) 2019-20 Annual Plan Development  <ul style="list-style-type: none"> <li>• Set June 14 and 28 as Plan Development Study Sessions</li> </ul>                 Ilse – The next step is to shift our focus to the Annual Plan and to take this big plan and break it down into actionable steps and more complete indicators of progress.                  Change time on June 28 to start at 11am.  <ul style="list-style-type: none"> <li>• CAEP Best Practices: SBCAE Projects, Consultation Council</li> </ul>                 Bob shared SBCAE’s best practices that were noted in the state governance report. Kishan shared the new CTE Navigation tool was mentioned in the state newsletter.                  b) Assignments: Steering Committee Leads for Certain Areas                  We will identify who will take ownership of each project and areas of the 3YRP including who will lead ad-hoc committees and how will responsibility be distributed more throughout the Steering Committee.                  CTE is looking to redo minimum qualifications. There is a taskforce working on this. Would a community college recognize the CTE credential from an adult school? If it meets minimum qualifications. As we create an adult ed credential program, should we add a CTE credential?</p>	<p>Co-Chairs, Bob, Ilse</p>	<p>INFORMATION</p>
<p>2:35</p>	<p>8) Independent Contracts                  a) 2019-20 Independent Contractor Agreements for Ilse Pollet, Bob Harper                  Bob will assist with strategic help and Ilse will provide strategic help plus ongoing technical assistance. The terms of these contracts are July 1, 2019- June 30, 2020. This is a job share - 75% Ilse and 25% Bob. Bob will also develop the credentialing program along with other listed deliverables. The first 3YRP process took a consulting company (\$390,000) - what Bob and Ilse were able to accomplish this time. Peter noted the contracts do not mention their authority to speak on behalf of the consortium. Billing is based on project completion and deliverables within the scope of work according to our plan.  <b>M/S/C (Williams/Conroy) To approve the agreement with the independent contractor, Bob Harper, for the scope of work of strategic planning and support for the South Bay Consortium for Adult Education.</b>  <b>M/S/C (Williams/Jensen) To approve the agreement with the independent contractor, Ilse Pollet, for the scope of work for technical assistance and support for the South Bay Consortium for Adult Education.</b>  <b>Mac Donald abstained.</b></p>	<p>Co-Chairs</p>	<p>ACTION</p>

	<p>b) SBCAE Contracting Process                  June 14 - the contract process will be discussed further. Do we need language in the Charter and is there language to cover every eventuality?</p>		INFORMATION/ DISCUSSION
3:00	<p>9) CFAD – Changes in State Directions                  a) Adjustments to Member Allocations                  Governor reduced the COLA from 3.46% to 3.36%. He added funds to K-12 to back fill STRS. Kishan reviewed the spreadsheet with the new allocation totals.                  b) Approval June 14                  (There may be more information available by June 14.) No action item is needed.                  c) Member Certification by June 28</p>	Bob, Co-Chairs	INFORMATION
3:10	<p>10) Calendar – Proposed 2019-20 Meeting Dates                  Will add the TS meeting dates by the June 14 meeting. Create PD calendar? Calendar community advisory groups? Send any calendar items to Shana.</p>	Ilse, Shana	INFORMATION
3:25	<p>11) Agenda Development                  a) AWD discussion – how does it line up w/3yrp? What is Natalie’s direction? (Discuss data-numbers of AWD students served)                  b) Childcare – invite community partners                  c) Approve Annual Plan                  d) Approve 2019-20 Calendar                  e) Pre-apprenticeship/laborers program - Phil                  f) HS diploma credits/hours - Traci/Peter                  g) Community advisory committees – create, calendar and recruit</p>	All	INFORMATION
3:30	<p>12) Adjournment                  (Williams /Mac Donald) The meeting adjourned at 2:54pm.</p>	Co-Chair	ACTION