

Steering Committee Meeting Minutes
May 25, 2018 - 12:00 – 3:30 pm
San José City College Technology Building
600 S. Bascom Ave., Room T112, San Jose, CA 95128

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 | Burr Guthrie | East Side Adult Education | Richard Uribe, AS Co-Chair | 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 | Gloria Curd | Norma Martinez | Mission College | Brian Miller | Rob Gamble | |
| San José Evergreen CCD | Kishan Vujjeni, CC Co-Chair | | West Valley College | Mae Conroy | | |
| San José Evergreen CCD | William Watson | Lynette Gray | Guests: | Jaime Alvarado, Natalie Bradley, Rommel Bunuan, Brenda Flores, Judy Gehman, Kina Mann, Ilse Pollet, Gina Riccitelli | | |

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| 12:00 | Working lunch | All | |
| 12:30 | 1) Call to Order The meeting was called to order at 12:30pm. | Co-Chair | ACTION |
| 12:35 | 2) Approval of Agenda #10 to next meeting. Usha Narayanan moved to approve the meeting agenda with the amendment of item #10 continuing to the next meeting; motion was seconded and carried unanimously. | All | ACTION |
| 12:40 | 3) Announcements Gloria Curd announced her last day in the office will be June 15. Please forward all correspondence to Norma Martinez after that date. | All | INFORMATION |
| 12:45 | 4) Approval of April 27 Steering Committee Meeting Minutes Gloria Curd moved to approve the April 27 Steering Committee Meeting Minutes; the motion was seconded and carried unanimously. | All | ACTION |
| 12:50 | 5) Update on the SBCAE Data Fund a) Balance and projections to Dec 2018. Data and accountability funds were designated with five objectives; CACE is the fiscal agent. Usha reported \$317,225 has | Usha, Kishan, Rich | ACTION |

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| | <p>been spent with a \$319, 853 remaining balance. Funds have been allocated for consulting services. If you need more details Usha will provide by email. Funds have been used for contracts with ALLIES, CommunityPro and individual contracts. Funds expire in December. BACCC contribution to assess data needs for the region.</p> <p>b) BACCC, Community Pro, Immigrant Integration metrics BACCC contribution to assess data needs for the region.</p> <p>c) Community Pro Kick Off – Implementation Plan Presentation by Beth Lehrer, Literacy Pro. Will email PPT. Will compile list with points of contact and send to Beth.</p> | Judy Gehman | |
| 1:40 | 6) Immigration Integration – “Project 6” – progress report Presentation by Ilse Pollet. Will email report at request. | Ilse Pollet | INFORMATION |
| 2:10 | 7) Continuation of Immigrant Integration Project in 2018-19 The Co-chairs and SC discussed the guidelines of the charter and how to correctly designate funds. The proposal is to reallocate the balance of data funds to aid Immigrant Integration project. Questions arise about data/deliverables. Christine Berdiansky moved to discuss the SBCAE data fund and continuation of Immigrant Immigration project in depth at the next Steering Committee meeting; the motion was seconded and carried unanimously. | Kishan, Usha, Rich | ACTION |
| 2:15 | 8) SBCAE Websites Management in 2018-19 a) Current needs Maintain SBCAE website, Immigrantinfo.org, Open Doors website including CTE navigation tools and go to each school – keep each school current. b) Sustaining management – position Position would start on July 1 on a contract with ESAE. Christine Berdiansky moved to approve the hiring of a contractor to manage the deliverables as presented for this SBCAE Website Maintenance and Technical Coordinator position; the motion was seconded and carried unanimously. | Kishan | ACTION |
| 2:25 | 9) Marketing Update Rescheduled to next meeting. | Full Capacity Marketing | INFORMATION |
| 2:40 | 10) ESL Classes at PARS Update Forwarded to future meeting. | Mae, Gloria | INFORMATION |
| 2:50 | 11) June 12 Steering Committee Retreat – CET a) Possible Agenda <ul style="list-style-type: none"> • Work Group Chairs report? • Consultation Council report? <p>Need to send out calendar invites to faculty soon because they will be done on campus by June 1. Natalie Bradley would like to</p> | Kishan, Rich | INFORMATION |

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| | <p>discuss AWD - 705. Get feedback by Tuesday from SC on agenda items. Aven Magana is the new CTE work group chair.</p> | | |
| 3:10 | <p>12) Proposed Timeline and Plan Activities for 3-Year Plan Update</p> <p>a) Summer calendar and meetings The SC members will give feedback after checking school calendars.</p> <p>b) List of 18-19 meetings – tentative</p> <p>c) ICA for Three Year Regional Planning Process</p> | Kishan, Usha, Rich | INFORMATION |
| 3:20 | <p>13) Agenda Development</p> <ul style="list-style-type: none"> • AB705 <p>Next SC meeting will be June 1.</p> | All | INFORMATION |
| 3:30 | <p>14) Adjournment</p> <p>Rob Gamble moved to adjourn the meeting at 3:38pm; the motion was seconded and carried unanimously.</p> | Co-Chairs | ACTION |

CALENDAR 2017-18

- May 25 Steering Committee
- May 31 Transition Specialists
- June 1? 8? (Added) Steering Committee Meeting
- June 12 Steering Committee Retreat
- June 29 Public Governance/Partner Meeting

CALENDAR 2018-2019

- July 16 Community Partners Focus Group – 3YRP
- July 20? Steering Committee
- Aug 3? Steering Committee
- Aug 15 SBCAE 18-19 Annual Plan due to state (NOVA).
- Aug 24? Steering Committee and Consultation Council together – 3YRP
- Sept 30 Each SBCAE Members’ 18-19 Budget (aligned to 18-19 SBCAE Plan) due to state (NOVA).