

Steering Committee Meeting Minutes - November 22, 2019 - 2:30pm-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	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	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		Co-Director Bob Harper	Co-Director Ilse Pollet		

2:30	1) Call to Order Co-Chair Usha Narayanan called the meeting to order at 2:45pm.		Co-Chair	ACTION
2:31	2) Approval of November 22 Meeting Agenda Add Steering Committee special meeting on Dec. 6 for WIOA Coalition RFA, Action item. (Members can opt in or opt out. It's not all or nothing.) M/S/C (Williams/Mac Donald) To approve the November 22 Meeting Agenda.		All	ACTION
2:33	3) Approval of November 8 Steering Committee Meeting Minutes M/S/C (Williams/Mac Donald) To approve the November 8 Steering Committee Meeting Minutes.		All	ACTION
2:35	4) Public Comments Peter Mac Donald - SVAE is the host site for the EL Civics conference on March 13. Only 9 have registered to date. Please promote. Phil Crawford – Attended the TOPs Advisory Committee meeting. They are holding six orientation programs and have had 100 students apply. They would like the Transition Specialists (TS) to attend the orientations for student support. He would like to present this at the next TS meeting and connect them to Louise Auerhahn. They are putting in a grant. Phil would like to see contextualized ESL and Math instructors in class to offer student support. He is working on in-kind contribution from SJCC. Kishan Vujjeni asked about connecting Adult Ed ESL to this program. Add this to future agenda item.		All	INFORMATION

2:40	<p>5) Consultation Council Report</p> <p>They want to formalize their concerns and ask for action items to create policy/operating procedure regarding compensation for Classified employees attending meetings, the process for electing Faculty Work Group (FWG) co-chairs and the Consultation Council becoming involved in the hiring process. David Grant shared they would like a more directional/goal focused PD in May in regards to the 3YRP. Phil will work with SJCC on residency issues to make it as easy as possibly for non-residents to get into programs.</p>	David, Phil	INFORMATION
2:45	<p>6) Reminder: CAEP Due Dates</p> <p>a) December 1 - 17/18, 18/19, 19/20 Member expense reports (Q1)</p> <p>Total life span of any funds is 30 months. 17/18 expiration is Dec. 30. First in/first out. Need to clean up 17/18 first. Remember to add summary of activities.</p> <p>December 31 – Program area reporting is due. Final numbers cannot be changed.</p>	Kishan	DISCUSSION
2:47	<p>7) Adult Education Advocacy</p> <p>a) Appointments with Legislators</p> <p>Bob Harper - Our job, locally, is to work with our legislators. Invite them to your site. Will plan meetings with them in their field offices in January or February.</p> <p>b) Producing Fact Sheets</p> <p>Will work together to develop a fact sheet. William Watson is working on a regional need portion. Will send out template to committee members fill in/update. This will be used as a resource to present to legislators. We will figure out a team to go to Sacramento for Leg Day in April.</p>	Bob	DISCUSSION
2:52	<p>8) Comprehensive Framework for SBCEA Transitions and Support Programs</p> <p>Kishan shared a logic model from the Palo Alto Unified School District. This is comprehensive two years' work. They gave this outline to TS. They are working to create a TS logic model for the consortium. There is no definite timeline at the moment. Margarita Ortiz-Minett said they want to work on this during the TS workgroup at the FWG meetings. Ilse Pollet – This applies to the whole consortium and relates to the TouchPoint Study. She suggested putting together a workgroup of administrators, classified, students, etc. to work on this further. Bob - CAEP data study - should be data points on here.</p>	Brenda C., Kishan	INFORMATION
3:02	<p>9) College Engagement</p> <p>a) Mapping of roles/responsibilities</p> <p>Kishan shared a handout that demonstrates CAEP program alignment with community college departments. Heather Jellison, SJCC - Change DSPS to SAS.</p> <p>b) Non-credit offerings</p> <p>He explained the goal of the pathways on each school's program lists. If you see any areas that need updating, let Kishan know.</p>	All	INFORMATION

3:17	<p>10) Partnering with Stanford They have two asks. The first is to assist with rolling out the survey to the students at the schools in our consortium. The second is for the consortium to sign on as a partner to the grant proposal for the Stanford Social X-Change program, due on Dec. 6. We will sign the letter of support. The Steering Committee voted Yes by consensus.</p>	Ilse	INFORMATION
3:22	<p>11) Announcements/Member Reports – 1-minute limit Kathy Frye is in the process of organizing a professional development on January 24.</p>	All	INFORMATION
3:28	<p>12) Agenda Development</p> <ul style="list-style-type: none"> a) Childcare – invite community partners b) Regulations on Public Charge c) AWD discussion/Consortium plan for learning disabilities. Presentation on legal responsibilities for students with IEPs/504s d) WIOA coalition e) Credit requirements for Adult Schools f) SB554 g) TOPs program 	All	INFORMATION
3:30	<p>13) Adjournment (Williams/Mac Donald) The meeting adjourned at 3:47pm.</p>	Co-Chair	ACTION