

## Steering Committee Meeting Agenda - November 8, 2019 - 12:30pm-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<br><i>AS Co-Chair</i>   | Leslie Johnson-Tatsuta             | East Side Adult Education   | Traci Williams             | Kathy Frye           | David Grant<br>Santa Clara Adult Education |
| Milpitas Adult Education             | Greg Barnes  | Giuliana Brahim                    | Santa Clara Adult Education | Brenda Carrillo            | Christine Berdiansky | Phil Crawford<br>San José City College     |
| Silicon Valley Adult Education       | Alecia Myers-Kelley  | Peter Mac Donald<br>Norma Martinez | West Valley Mission CCD     | Valerie Jensen             | Rob Gamble           |  |
| San José Evergreen CCD               | Kishan Vujjeni<br><i>CC Co-Chair</i>   |                                    | West Valley Mission CCD     | Mae Conroy                 |                      |  |
| San José Evergreen CCD               | William Watson   |                                    | Co-Director<br>Bob Harper   | Co-Director<br>Ilse Pollet |                      |  |
| 12:00                                | Networking Lunch   |                                    |                             |                            | All                  | INFORMATION                                |
| 12:30                                | 1) Call to Order   |                                    |                             |                            | Co-Chair             | <b>ACTION</b>                              |
| 12:31                                | 2) Approval of November 8 Meeting Agenda   |                                    |                             |                            | All                  | <b>ACTION</b>                              |
| 12:35                                | 3) Approval of October 25 Steering Committee Meeting Minutes   |                                    |                             |                            | All                  | <b>ACTION</b>                              |
| 12:40                                | 4) Public Comments   |                                    |                             |                            | All                  | INFORMATION                                |
| 12:45                                | 5) Consultation Council Report   |                                    |                             |                            | David, Phil          | INFORMATION                                |
| 12:55                                | 6) CAEP Summit Debrief   |                                    |                             |                            | All                  | DISCUSSION                                 |
| 1:15                                 | 7) Annual Plan Progress Report – Part 2<br>a) Projects 4-7<br>b) Program Development and Alignment   |                                    |                             |                            | Ilse, Usha           | DISCUSSION                                 |
| 2:00                                 | 8) Process for Internal Fiscal Review  |                                    |                             |                            | Bob                  | DISCUSSION                                 |
| 2:15                                 | 9) Newsletter  |                                    |                             |                            | Ilse                 | INFORMATION                                |
| 2:30                                 | 10) Announcements/Member Reports – 2-minute limit  |                                    |                             |                            | All                  | INFORMATION                                |
| 3:00                                 | 11) Agenda Development<br>a) Childcare – invite community partners<br>b) Regulations on Public Charge<br>c) AWD discussion/Consortium plan for learning disabilities |                                    |                             |                            | All                  | INFORMATION                                |

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| 3:30 | <ul style="list-style-type: none"> <li>d) Continue reviewing the projects at the next meeting</li> <li>e) WIOA coalition</li> <li>f) Credit requirements for Adult Schools</li> <li>g) Updates to Fiscal Language in Charter - after review of each school</li> <li>h) SB554</li> <li>i) Action item – provide answers to questions during work plan presentation</li> <li>j) Presentation on legal responsibilities for students who come with IEPs or 504s</li> </ul> <p>12) Adjournment</p> | Co-Chair | <b>ACTION</b> |
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**CALENDAR 2019**

Aug. 1 Student data due in TOPSPro (Q4)  
 Aug. 2 Steering Committee, 12-3:30pm  
 Aug. 15 Annual Plan 2019-20 due in NOVA  
 Aug. 16 Steering Committee, 12-3:30pm  
 Aug. 26 Data & Accountability close out  
 Aug. 29 Transition Specialists meeting, 2-4pm, SJCC  
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 Sep. 1 17/18 & 18/19 Member expense report due in NOVA (Q4)  
 Sep. 1 July 1, '18 – June 30, '19 expenses by program area in NOVA  
 Sep. 3-5 CWA Conference –Meeting of the Minds, Monterey  
 Sep. 6 Steering Committee, 12-3:30pm; NOVA training, 10am-1pm  
 Sep. 12 CAEP/WIOA overview/Data Accountability, 4:30-5:15pm  
 Sep. 12 CP Refresher Training, 5:30-7:30pm  
 Sep. 20 Steering Committee+ Data Session, 11am-3:30pm  
 Sep. 20 Consultation Council, 10-11am  
 Sep. 26 Transition Specialists meeting, 2-4pm  
 Sep. 27 TOP Orientation, SJCC 12-2pm  
 Sep. 30 17/18 & 18/19 Member expense rept certified by Consortia  
 Sep. 30 19/20 Member program year budget & work plan due (Q1)  
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 Oct. 3-4 CATESOL  
 Oct. 4 NOVA training, 10am-1pm  
 Oct. 10 CP Follow up Training/Q&A on Functionality, 2-4pm  
 Oct. 11 Steering Committee meeting, 11am-12pm  
 Oct. 11 Faculty Work Group Orientation, 12:30-1pm  
 Oct. 11 Faculty Work Group meeting, 1-4pm  
 Oct. 16 Community Partner meeting – breakfast  
 Oct. 24 Transition Specialists meeting, 2-4pm  
 Oct. 25 Steering Committee, 12-3:30pm  
 Oct. 29-30 CAEP Summit  
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 Nov. 1 NOVA training, 10am-1pm  
 Nov. 7 CP Follow up Training/Q&A on Functionality, 2-4pm  
**Nov. 8 Steering Committee, 12-3:30pm**  
 Nov. 21 Transition Specialists meeting, 4-6pm  
 Nov. 22 Steering Committee + Data Session, 11am-3:30pm  
 Nov. 22 Consultation Council, 10-11am  
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 Dec. 1 17/18, 18/19, 19/20 Member expense rept due (Q1)  
 Dec. 6 Faculty Work Group meeting, 1-4pm  
 Dec. 13 Steering Committee, 12-3:30pm  
 Dec. 19 Transition Specialists meeting, 2-4pm  
 Dec. 31 17/18, 18/19, 19/20 Expense rept certified by Consortia

**2020**

Jan. 17 Steering Committee, 12-3:30pm  
 Jan. 30 Transition Specialists meeting  
 Jan. 31 Steering Committee, 12-3:30pm  
 Jan. 31 Student Data due in TOPSPro (Q2)  
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 Feb. 7-8 CAEEA  
 Feb. 7 Steering Committee, 12-3:30pm  
 Feb. 27 Transition Specialists meeting  
 Feb. 28 Steering Committee + Data Session, 11am-3:30pm  
 Feb. 28 Consultation Council, 10-11am  
 Feb. 28 Preliminary allocations 20/21 & 21/22 released by state  
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 Mar. 1 17/18, 18/19, 19/20 Member expense rept due (Q2)  
 Mar. 1 Close out 17/18 funds due in NOVA  
 Mar. 6 Faculty Work Group meeting, 1-4pm  
 Mar. 10 Community Partner meeting – breakfast  
 Mar. 13 EL Civics Conference, SVAE  
 Mar. 20 Steering Committee, 12-3:30pm  
 Mar. 26 Transition Specialists meeting  
 Mar. 31 Close out 17/18 funds certified by Consortia in NOVA  
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 Apr. 3 Steering Committee, 12-3:30pm  
 Apr. 6-7 Leg Day/Week  
 Apr. 23-25 CCAE State Conference  
 Apr. 24 Steering Committee, 12-3:30pm  
 Apr. 30 Student Data due in TOPSPro (Q3)  
 Apr. 30 Transition Specialists meeting  
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 May 2 CFADs for 20/21 due in NOVA  
 May 8 Professional Development Conference  
 May 22 Steering Committee + Data Session, 11am-3:30pm  
 May 22 Consultation Council, 10-11am  
 May 28 Transition Specialists meeting  
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 June 1 18/19 & 19/20 Member expense rept due (Q3)  
 June 12 Steering Committee, 12-3:30pm  
 June 23-25 CASAS Summer Institute  
 June 25 Transition Specialists meeting  
 June 26 Steering Committee, 12-3:30pm  
 June 30 18/19 & 19/20 Expense rept certified by Consortia (Q3)