

Steering Committee Meeting Minutes - 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 <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		
12:00	Networking Lunch				All	INFORMATION
12:30	1) Call to Order Co-Chair Kishan Vujjeni called the meeting to order at 12:40pm.				Co-Chair	ACTION
12:31	2) Approval of November 8 Meeting Agenda M/S/C (Williams/Barnes) To approve the November 8 Meeting Agenda.				All	ACTION
12:35	3) Approval of October 25 Steering Committee Meeting Minutes M/S/C (Brahim/Williams) To approve the October 25 Steering Committee Meeting Minutes.				All	ACTION
12:40	4) Public Comments Gina Riccitelli, Transition Specialist to Evergreen Valley College – EVC is very student-centered and work to make students feel comfortable. Giuliana Brahim – On November 6 she attended the ACSA Adult Ed Council meeting in San Francisco. Dr. Carolyn Zachary from CDE stated that the CDE has the authority to send out money to the adult schools and the Chancellor gives out to the community colleges. They are fixing the process to move and send the money faster. Monies to be sent approximately in December. They emphasized the need for all to get involved in the 2020 Census, helping students apply for jobs as enumerators. Bob Harper would like a data sheet created for consistent easily accessible documentation.				All	INFORMATION

12:45	<p>5) Consultation Council Report David Grant reiterated the priorities of the Consultation Council: Guarantee of compensation. If a senate or union member attends, they should be guaranteed compensation. 2. For Adult Ed reps, teachers specifically, if they leave a class with a substitute, then they are compensated for the entire class time. Classified staff are expected to go back and complete their work that is waiting for them. What is their incentive? Giuliana shared how Milpitas Adult Ed has streamlined this process. Ilse Pollet asked that the types of representation and compensation be documented for review. Bob Harper spoke to the Faculty Work Group and Transition Specialist leads being compensated. (Reminder-Regarding annual progress report - assess progress needs to include student input.)</p>	David, Phil	INFORMATION
12:55	<p>6) CAEP Summit Debrief William Watson said the conference was fun and rich with content. He felt the presentations were outstanding. He is looking forward to downloading the presentations from the CAEP site. One presentation he attended was on the Implementation of AB2098, includes framework of future activities. Traci Williams went to a workshop on reporting and leveraging practices of other consortiums. They highlighted forms in 18 languages. Another was about data from Long Beach Community College. She received information from him today, which she shared with Brenda Flores. Giuliana attended a presentation related to jails, practices and how instruction happens better. She was happy this is a conversation. She also attended a presentation on an IET for para professionals. MAE is working on becoming a para professional testing center. Bob went to Dawn Koepke’s presentation regarding state advocacy. Will be making appointments with local legislators and making an ask for more money. Will use a consortium data fact sheet that clearly demonstrates the need for more money. He also attended a presentation by LAUSD on Family Success Initiative. Ilse’s highlights were from presentations she attended on apprenticeships and pre-apprenticeships. Giving a presentation on HCD in 3YRP implementation provided an opportunity to reflect on SBCAE’s progress in that regard.</p>	All	DISCUSSION
1:15	<p>7) Annual Plan Progress Report – Part 2 a) Projects 4-7 Project 4. Sonya Espinola-PD. NOVA has done several workshops. One focused on LinkedIn. There is a new structure in place for the TS meetings to make them more focused. Each agenda item to match with a 3YR Plan strategy. For CommunityPro (CP) implementation, Sonya brings a new topic each time to continue clarification on this topic. Transitions framework study session for future agenda item. Project 5. Sacred Heart and Catholic Charities have both signed MOUs. Immigrant Integration final report is on the website and will be emailed to targeted key state people. We are making progress with the exchange of information and participation with partners. Marketing outreach-</p>	Ilse, Usha	DISCUSSION

	<p>possibly do a photo shoot for website pictures, etc. Bring on the Web/Tech position to keep the website updated and Community Liaison to connect reciprocal relationships.</p> <p>Project 6. Jaime Alvarado and Ratna Noteman have developed a Resource Guide. We will need to keep this updated with new partners. What form of this guide will be most useful? It will eventually be embedded in CP.</p> <p>Christine Berdiansky – Childcare update. Working with Jaime and Somos Mayfair. Having challenges trying to provide evening childcare. They are in the process of hiring staff members.</p> <p>Project 7A: Consortium-wide Professional Development (PD) - Leslie wants to hear what PD is happening at schools. That is how the PD calendar will be created. She would like faculty leads to be part of a PD team. The PD team will help organize the one-day conference in the Spring. Collaborating PD efforts and expertise between all of our schools within our consortium along with other consortia would be beneficial. Greg Barnes asked - Do we have the luxury to put some of the PD needs into a credential program -specifically students with disabilities? If the specific PD focus is part of the requirement for the program. Ilse is going through the credential program at UC Berkeley. She would like to see the cost lowered, be allowed to test out of certain classes and be able to make her assignments relevant to her classroom teaching.</p> <p>Project 7B: Credential program</p> <p>Bob Harper - Next step is the training on Dec. 13 with the members of the team who will build and run the program. They are defined by the commission on teacher credential. What are the guidelines around adaptability and designing the program? They will follow a human centered design approach.</p> <p>Usha Narayanan – Working to customize the program to meet the needs of all the groups. How do we bring other consortia in to see whether it is workable for them?</p> <p>Beginning teacher support, supervision and advisement can happen internal. There will be seven decision points to bring to the Steering Committee to determine if they are within the capacity of our consortium. The standards set by the commission are listed in the foundations of adult education and will be covered in the training on Dec. 13. Collaboration between the credential program and the hiring teacher; New teacher orientation; Beginning teacher support, supervision and advising, mentor, ongoing support; Foundation/CAEP orientation; Empathy – how is adult education best delivered? Cultural responsiveness; Instructional planning; Technology; Instructional practices beyond curriculum; Assessments – what resources are available to you and your students; what does it mean to be a professional teacher – ongoing responsibility.</p> <p>Steering Committee meeting conflict on Dec. 13. (Williams/Barnes) Consensus vote to remove December 13 Steering Committee meeting from the calendar. The meeting will be cancelled in Outlook.</p>		
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	<p>b) Program Development and Alignment Ilse shared our charge is to be a program delivery system for adult education across our nine member organizations. Bridge programs/collaboration between adult schools and community colleges were highlighted. Kishan emphasized the importance of strengthening seamless transitions. Usha emphasized the importance of strengthening the practice of coordinating classes consortium-wide. Kishan noted community colleges have the resources for CTE and pipeline opportunities. Find out the interest of the students at the adult schools; find out which college has the capacity to create the program, link to the adult school where Basic Skills and ESL can bridge it. Adult schools can also work together collaboratively. The first step is mapping out what collaborations are in place. Adding an evaluation process would be useful. The state requires us to leverage funds.</p>		
2:00	<p>8) Process for Internal Fiscal Review We are in the process of creating an ad-hoc committee to look at the fiscal reporting of all schools in the consortium. Will look at the documented processes of what makes our work sustainable to ensure resources are protected for the right purposes. The ad-hoc committee will have suggested language to add to the Charter by Feb./March. In the next allocation cycle there will be a much more rigorous compliance component. In the next few weeks, meeting will be scheduled with each school’s fiscal officers. Last year’s reports, 2018-19, will be reviewed.</p>	Bob	DISCUSSION
2:15	<p>9) Newsletter Ilse has committed to sending out a quarterly newsletter. Send her any highlights you would like to share and she will send email reminders.</p>	Ilse	INFORMATION
2:30	<p>10) Announcements/Member Reports – 2-minute limit <u>Leslie Johnson Tatsuta</u> shared on an event/reception at CACE. As a result of HCD training they decided to make their reception area more friendly and student centered. Transition Specialist, Kelle Mason got a grant from CUSD Educational Foundation. They gathered student success stories, took professional student portraits and placed all in the lobby and conference room. District office staff, foundation, students, consortium members, all, were invited to view the new area and tribute to the students. The Foundation provided the food. <u>Christine Berdiansky</u> shared SCAE held their 4th annual job and resource fair for students with approximately 25 vendors. TS leaders made this event happen. They started a student club and represented at this event. <u>Giuliana Brahim</u> shared MAE raised \$291 from the fruit cup sale by the student counsel. This was used for a pumpkin contest. Halloween was made fun, active and teachable. As a result of the community breakfast, they invited a speaker from CET. They are working with a family literacy class on adding chrome books. They are having 2-3 graduations per week at the jail. They are almost done with the 150-credit review/approval. <u>Ilse Pollet</u> reminded all the next SC meeting on 11/22 is a data study session. Rick Abare and Brenda Flores will have the session planned. Monday, 11/18 is EPN at Mission College, sponsored by SBCAE. We will</p>	All	INFORMATION

	<p>share information on the Immigrant Integration project. RSVPs due today.</p> <p><u>Gina Riccitelli</u> highlighted the adult ed tour at SJCC, hosted by Kelle Mason. This helped students formulate questions for learning opportunities. EVC launched a classified senate, which will add another layer of communication at the college level.</p> <p><u>William Watson</u> updated on the SJCC presidential search. The five candidates have been announced. They will hold open forums. There is an acting President named for EVC, Denise Noldon, while a national search is conducted for the new President. SJCC has a new food pantry, the Jaguar Market, in the Student Center. SparkPoint and our TS are being integrated into the Student Center. SparkPoint hosts a free Farmers Market semi-monthly outside the Student Center. CCCEM annual presentation to the Board of Trustees is on Tuesday, 11/12. The theme is CEM at the movies with popcorn and sodas, etc.</p> <p><u>Kishan Vujjeni</u> updated on the Reentry Network. They are working on developing programs to offer in the jail. There is an MOU in process. There is a program currently in place with SJCC and SJSU at the Reentry Center. SparkPoint is offering financial services as well.</p> <p><u>Brad Weisberg</u> shared WVC is in search of a President.</p>		
3:00	<p>11) 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 d) WIOA coalition e) Credit requirements for Adult Schools f) Updates to Fiscal Language in Charter - after review of each school g) SB554 h) Action item – provide answers to questions during work plan presentation i) Presentation on legal responsibilities for students who come with IEPs or 504s j) Transitions Framework 	All	INFORMATION
3:30	<p>12) Adjournment</p> <p>Hearing no objection, the meeting adjourned at 2:53pm.</p>	Co-Chair	ACTION