

**Steering Committee Meeting Agenda - October 11, 2019 - 11:00am-12:00pm**  
**Overfelt Adult Education, 1901 Cunningham Ave., San José, CA 95122**

**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	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		Executive Director Bob Harper	Ilse Pollet		
11:00	1) Call to Order				Co-Chair	<b>ACTION</b>
11:01	2) Approval of October 11 Meeting Agenda				All	<b>ACTION</b>
11:02	3) Approval of September 20 Steering Committee Meeting Minutes				All	<b>ACTION</b>
11:05	4) Public Comments				All	INFORMATION
11:07	5) Consultation Council Report				David, Phil	INFORMATION
11:10	6) CommunityPro Suite				Judy Gehman	INFORMATION
	a) Progress update, information				All	DISCUSSION
	b) Evaluation plan				Kishan	<b>ACTION</b>
	c) CommunityPro Suite contract renewal					
11:40	7) Community Partner Breakfast				Ilse	INFORMATION
11:50	8) Announcements/Member Reports				All	INFORMATION
11:55	9) Agenda Development				All	INFORMATION
	a) Consultation Council member confirmation					
	b) Childcare – invite community partners					
	c) Regulations on Public Charge					
	d) AWD discussion/Consortium plan for learning disabilities					
	e) CAEP Funding Audit					
	f) SBCAE Charter Revisions					
12:00	10) Adjournment				Co-Chair	<b>ACTION</b>

Steering Committee– October 11, 2019

**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)