

Steering Committee Meeting Minutes - October 25, 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 |
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| 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 12:46pm. | | | | Co-Chair | ACTION |
| 12:31 | 2) Approval of October 25 Meeting Agenda Item 12 will be postponed to a later date. M/S/C (Williams/Carrillo) To approve the October 25 Meeting Agenda as amended. | | | | All | ACTION |
| 12:35 | 3) Approval of October 11 Steering Committee Meeting Minutes M/S/C (Williams/Brahim) To approve the October 11 Steering Committee Meeting Minutes. | | | | All | ACTION |
| 12:40 | 4) Public Comments Brenda Carrillo publicly acknowledged the tremendous work of the Transition Specialist leads, Sonya Espinola and Monica Sain, and their efforts to facilitate change. Kishan seconded this acknowledgment. Peter Mac Donald shared SVAE has sponsored trainings. | | | | All | INFORMATION |
| 12:45 | 5) Consultation Council Report Phil Crawford reminded of the three things they wanted to address from their last Consultation Council meeting. 1. 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 | | | | David, Phil | INFORMATION |

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| <p>12:55</p> | <p>that is waiting for them. What is their incentive? 3. Participation in the selection of staff. Policies at the colleges are that they have representation from all constituency groups in the hiring process. Faculty Work Group co-chairs should be elected by groups, not selected for the groups. Co-Chair Usha Narayanan shared this is the plan originally put into place. Giuliana Brahim shared one of the Faculty Work Group members from Milpitas volunteered to Co-Chair a group because one had not been assigned. Bob Harper spoke to the different dynamics of different work groups. ESL and Basic Skills work groups, which encompass 95% of classes in Adult Schools, are faculty-driven. The other two work groups have different challenges. The CTE work group has trouble getting college faculty to attend. The goal is to have classroom teachers co-chair the groups. Phil mentioned some of the teachers are working at full capacity and could not take on more hours to attend these meetings. He is working on finding an exception for this. David Grant would like to know what percentage of community college faculty attend the Faculty Work Group meetings.</p> <p>5) Annual Plan Review</p> <p>a) 14 Projects Status Check: Successes/Challenges</p> <p>Ilse Pollet reviewed the status of the 14 projects. (PPT attached) How do we make it intentional and connect with the colleges to expand bridge programs, and accelerate, etc? This is more relational than systematic. Future agenda item- will look at the credit requirements at all adult schools. Christine Berdiansky shared the results of the survey were underwhelming. There are challenges supporting 504/IEP students. Future agenda item- SB554. Future agenda item- presentation on legal responsibilities for students who come with IEPs or 504s. How do we best support students that are vision or hearing impaired? Explore partnerships for resources to support AWD. Kathy Frye would like to see more connection between K-12 and Adult Schools. Ilse proposed to review the rest of the projects at the next SC meeting.</p> <p>b) Next Steps</p> <p>Project 1: Organizational Structure: Sustainability</p> <p>Internal accounting practices will be scrutinized more closely to make sure they are consistent among members and aligned to the state requirements. Kishan explained the history of SJECCD as the fiscal agent for SBCAE. As the implementation of the plan was developed, the consortium chose to move to direct funding. SJECCD continues to support SBCAE with the fiscal reporting, administrative support, etc. Working to fill the Web/Tech position. Funds have been distributed to schools based on the consortium positions they have hired for and all schools received funds for PD. This system has worked so far for our consortium. For sustainability, we need to be more organized regarding allocations. The proposal is to do an internal audit and look at QSS reports. There are some anomalies in NOVA system. Review fiscal reporting of all members and report back to the SC after the first of the year. Look at the charter language. Add amended fiscal language. Bob will invite a subcommittee to suggest amended language –Jan./Feb. Subcommittee: Rob would like to nominate Brad Weisberg because has been in the college system the longest and would a deep understanding.</p> | <p>All</p> | <p>DISCUSSION</p> |
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| 1:45 | <p>Traci Williams is volunteering for adult schools. Consultation Council – Phil and David both volunteered.</p> <p>Two reports: In January, a fiscal analysis of accounting and in March, suggested amended language to the Charter to identify fiscal resources that will be sustainable.</p> <p>6) Important CAEP Deadlines</p> <p>a) Member Program Year Budget 2019-20 and Workplan: Certified by Consortia October 30</p> <p>Member reports were due one month ago. Now it is time for consortia certification. Put indirect up to 5%. Enter allocation plus rollover.</p> <p>b) Q1 Student Data Submission to TOPSPro October 31</p> | Kishan | INFORMATION |
| 1:55 | <p>7) New Pre-Apprenticeship Program Opportunities</p> <p>SJCC is focusing on high tech, although enrollment is telling them otherwise. There are opportunities with the labor’s union for pre-apprenticeship programs. SBCAE needs to take initiative to get this started. He would like SBCAE leadership to meet with the laborers to get a startup going. He is currently focusing on his division, Humanities and Social Science and the core CTE programs: Administration of Justice, Pathway to Law School, Street Law, Early Childhood Education, Alcohol and Drug Studies. Phil would like Santa Clara Adult Ed and Kishan to meet with VP Pratt to get started on setting up a pathway program and put curriculum to put together for a public safety career pathway hosted at the adult schools. He wants to continue to work with WPUSA on the TOPs program.</p> <p>Rob Gamble- in discussion with VTA about doing a pre-apprenticeship program.</p> <p>technest – noncredit bridge will be offered in the spring along with other programs.</p> | Phil | INFORMATION |
| 2:15 | <p>8) SparkPoint Personal Finance Class for SBCAE Member Institutions</p> <p>Vanessa Muniz is promoting a personal finance class sponsored by SparkPoint. She would like to be invited to the Adult Schools and go to present at a TS meeting. Her staff and coach would present. There are a couple of options: one, three-hour session, or two, one and a half hour sessions. They will break up the curriculum and make classes interactive. This is open to teachers and community members. Vanessa will send a soft copy of flyer. She would like a coordinator on site to assist with logistics. Class size 25-30. A suggestion was given to have a group of teachers together from all schools to receive the presentation. SparkPoint also provides one on one coaching and follow up financial support. They can do classes in English and Spanish. Peter - Could this be applied toward Financial Literacy credits? He will share the curriculum with Vanessa so she can include in her workshop.</p> | Vanessa M. | INFORMATION |
| 2:30 | <p>9) AWD Data Collection</p> <p>Ilse shared on a recent meeting with Natalie Bradley, AWD specialist and Brenda Carrillo regarding data collection and reporting for AWD. Natalie will send monthly summaries to Shana to send out to the Steering Committee. To streamline how she reports data back to the SC, use her</p> | Ilse | INFORMATION |

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| | <p>form to collect data. She uses this with teachers who refer students to her. What data are you interested in seeing? What level of detail on AWD in regular reports to the SC would you like to see? What are the critical data points we want to know? Usha would like to receive a high level of information. David would like to know the percentage of students who kept appointments. Is a student considered a student if they only see Natalie, but doesn't go to class?</p> <p>Traci Williams - What are we going to do with the information we receive? Key areas needed: number of students served, level of disability, were interventions put in place? Does the student need to be referred out? Ilse, Brenda and Natalie will finalize this process. Rick will automate it.</p> | | |
| <p>2:40</p> | <p>10) WIOA Coalition: Process and Timeline The application needs to be submitted by October/November. Then we will receive the invitation for the RFA and will decide to apply as a consortium or as individual institutions. What are the advantages in applying as a consortium? There will not be duplication of effort. Regarding the PD plan and applying for IET and submitting every year to the state - Why not combine plans together for submittal? Data submissions, maybe work on a way to coordinate. Fiscal reporting happens together. Payment points go to the state individually. Consider the pros and cons and discuss further at the next meeting. Coalition received more money. Send any questions in advance to leadership to get answers from the state.</p> | <p>Usha</p> | <p>INFORMATION</p> |
| <p>2:45</p> | <p>10) Immigrantinfo.org contract renewal This item is postponed.</p> | <p>Kishan</p> | <p>ACTION</p> |
| <p>3:00</p> | <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) Continue reviewing the projects at the next meeting e) WIOA coalition f) Credit requirements for Adult Schools g) Updates to Fiscal Language in Charter - after review of each school h) SB554 i) Action item – provide answers to questions during work plan presentation j) Presentation on legal responsibilities for students who come with IEPs or 504s. <p>Peter will send information on the College of Creative Arts to set up a meeting with the Co-chairs regarding noncredit classes.</p> | <p>All</p> | <p>INFORMATION</p> |
| <p>3:30</p> | <p>12) Adjournment (Williams/Mac Donald) The meeting adjourned at 3:34pm.</p> | <p>Co-Chair</p> | <p>ACTION</p> |