



Governance Meeting Minutes:
October 26, 2015: 3:00 - 5:00pm

San Jose City College
600 South Bascom Avenue
Technology Auditorium, T415 (4th Floor)
San Jose, CA 95128

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.

Our Guiding Principles are to:

- focus on the needs of adult education students first
work with transparency and inclusion with all stakeholders
embrace collaboration and partnership to have a positive collective impact on our region
explore expansion and innovation in adult education services in the region
seek other community partnerships and connections to leverage resources and achieve better outcomes
commit to ideas, decisions and practices that anticipate the future needs for adult learners in our region.

Table with 4 columns: SBCAE District, Member, SBCAE District, Member. Rows include Campbell Union High School District, Milpitas Unified School District, Metropolitan Education District, San Jose-Evergreen CCD, East Side Union High School District, Santa Clara Unified School District, West Valley-Mission CCD, Mission West Valley CCD.

1) Call to Order at 3:20 p.m. Welcome and Introductions

All SBCAE Member institutions were represented by a Board-designated representative. Steering Committee introduced themselves: Bob Harper, Co-Chair (Campbell Adult Education/CUHSD), Kishan R. Vujjeni, Co-Chair (San Jose/Evergreen Community College District), Carol Coen (San Jose/Evergreen Community College District), Rob Gamble (Mission Community College – Rob was alternate for Kathy Henderson who was ill) Marie de la Cruz (Silicon Valley Adult Education/Metro Ed), Mae Conroy (West Valley Community College), Usha Narayanan (Milpitas Adult Education), Kathy Martarano (Santa Clara Adult Education), Rich Uribe (East Side Adult Education).

Co-Chairs reviewed the purpose of the meeting: to plan, develop, recommend and implement adult educational programs aligned with AB104 legislation. The co-chairs shared the guiding principles of the SBCAE Charter: focus on the needs of adult education students first, work with transparency and inclusion with all stakeholders, embrace collaboration and partnership to have a positive collective impact on our region, seek other community partnerships and connections to leverage resources and achieve better outcomes, and commit to ideas, decisions and practices that anticipate the future needs for adult learners in our region. Carol Coen shared her perception, from speaking with others around the state that SBCAE is far ahead of

some in our work.

2) Approval of Agenda

Approval of Agenda. Motion by Rob Gamble; Seconded by Rich Uribe. Motion carried unanimously.

INFORMATION 3) AB104 Legislation Overview

Co-Chairs provided information about AB104 legislation and how it was built upon the AB86 planning process. AB104's student outcomes were presented. The website was presented as something designed to present information publically and transparently in compliance with AB104's mandates. The SBCAE website was reviewed. **Phillip Crawford** (San Jose/Evergreen CCD Academic Senate representative) commented that instruction in the areas covered by AB104 is extremely important to his district's students and that building non-credit pathways with adult education is new for colleges. He said he is happy to see funding available and generally expressed appreciation for the Steering Committee's work.

INFORMATION 4) General Public Comments (*three minute limit*)

Philip Crawford, SJCC Academic Senate, Executive Senate  
Michael Burke, SJCC Academic Senate – Vice President

The Steering Committee provided additional details regarding AB104 with financial information (statewide and local allocations) and provided more details on outcomes addressed in AB104 as well as the collective impact.

ACTION 5) Faculty Workgroups – Nov 13, 2015

Motion by Rich Uribe; Seconded by Rob Gamble. Motion carried unanimously. The first Action Item (Faculty Workgroups) was addressed and prior to voting additional comment from the public was received. **Ann Marie Wasserbauer** (West Valley College, ESL Department Chair) commented that there has been little communication about the consortium since June. She acknowledged that the Steering Committee's work was on-going as evidenced by the formal meeting. She thanked the committee for bringing the workgroups together and said that joint ESL faculty saw eye to eye and they were excited to reconvene. She said more involvement (from workgroups) is better. **Usha Narayanan** commented how important the faculty workgroups were to producing the consortium plan. Steering Committee comments included information challenges and launching of the SBCAE website as well as commendation of the workgroups. **Val Clifford** (Campbell Adult Education) suggested a calendar and timeline of workgroup meetings to maintain continuity of work and information dissemination. The Steering Committee acknowledged all public comments, and unanimously approved the next Faculty Workgroup meetings on November 13, 2015 1:00-3:00 pm at Overfelt Adult Ed Center.

ACTION 6) The second Action Item (Governance Template/Charter) was introduced by reviewing and detailing the spirit of the consortium's guiding principles and compliance issues. There was no public comment on this item. Governance Template/Charter. Motion by Rich Uribe; Seconded by Carol Coen. Motion carried unanimously.

ACTION 7) Required Reporting Documents Submitted to the State

- a) Organization Chart
- b) Three year Template
- c) Distribution schedule/annual plan

*Process – presenting item, discussion, public comment, call for the question*

The third Action Item(s) (Org. Chart, Three Year Template and Distribution Schedule/Annual Plan) were introduced. The Co-Chairs referred to compliance issues regarding the Organization Chart, necessary outreach and consortium operations. The Three Year Template and Annual Plan also detail activities associated with funding and there was considerable information shared by the Steering Committee about this aspect of allocating funds for specified activities. **Carol Coen** shared information about how the amount of funding for the consortium was determined.

**Rich Uribe** shared how important it was that the funding support the curriculum work to be done in the adult schools to achieve “college and career readiness.”

It was noted that each agency in the Consortium will have a Transition Specialist on staff and those individuals will coordinate their work with regular meetings. **Ann Marie Wasserbauer** from West Valley College inquired about Transition Specialist positions on the Community College side of the consortium and the Committee affirmed that those positions will be filled.

The Committee spent some time explaining the Three Year Template and the populations being served, particularly areas for older adult now fall into either re-training for the workforce or helping school aged children as opposed to former enrichment classes for older adults (this population is now integrated into programs). The Committee also pointed out that while a certain victory should be acknowledged with passage of AB104, the funding is still inadequate. The Committee acknowledged that this undertaking represents systemic change for Community Colleges.

The Co-Chairs then explained the Distribution Schedule/Annual Plan and how allocations were made following the prioritized three tiers as outlined in the consortium's final plan as submitted in March 2015. The Co-Chairs solicited inquires about Maintenance of Effort (MOE) and Maintenance of Capacity (MOC). San Jose/Evergreen CCD Faculty Senate representative **Michael Berke** publicly commented that he sees transparency in the process and the Governance Charter as demonstrated by the meeting and thanked the Steering Committee for organizing

the work. **Ann Marie Wasserbauer** asked about CTE block grants and how/if they figure into AB104 allocations. **Rob Gamble** helped her understand the CTE block grants were separate and part of a pre-apprenticeship effort, and to understand the nature of AB104 which does not provide for a COLA and does not allow for fund balance (rolling over unspent balances). Further, the Committee explained the MOC is a basic provision to keep adult schools open and does not provide for expansion. The last public comment noted was provided by **Illse Pollet** of Catholic Charities as she inquired about the allocation schedule specific to one agency and why that agency had not allocated funds for some activities. The Committee explained that the allocation schedule as presented was for the consortium funds beyond the adult school's MOE, and that those MOE funds will also be aligned to the SBCAE goals. **Kathy Matarano** reminded the group that all of adult schools operational costs were dependent on the MOE and consortium funding. and each agency would be allocating funds that best serve their population and in the best interest of adult learners in our region, and those allocations may very well change as our work continues.

Required Reporting Documents Submitted to the State.

Motion by Carol Coen; Seconded by Kathy Martarano. Motion carried by a majority vote

All Action Items were voted upon and approved by consensus, with **Bob Harper** explaining, in the spirit of consensus he accepted the allocation schedule but was concerned about the funding being inadequate, and that a greater number of participants should be served..

- 8) Next meeting date – Tentative date Jan. 29, 2016
- 9) Meeting adjourned at 4:35 pm