

Steering Committee Meeting Agenda · February 26, 2021 · 12:30-3:30pm

<https://cccconfer.zoom.us/j/99596297649? Password: 644150/> Dial in: +1 669 900 6833 (US Toll)

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	Carrie Casto	Christine Berdiansky	Phil Crawford San José City College
Silicon Valley Adult Education	Alecia Myers-Kelley	Norma Martinez	West Valley Mission CCD	Aaron Tolbert	Valerie Jensen	
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley Mission CCD	Eric Grabiell	Brad Weisberg	
San José Evergreen CCD	Lena Tran	Robbie Kunkel		SBCAE Director Ilse Pollet		
12:30	1) Call to Order			Co-Chair		ACTION
12:32	2) Approval of February 26 Meeting Agenda			All		ACTION
12:35	3) Approval of February 5 Steering Committee Meeting Minutes			All		ACTION
12:40	4) Public Comments			All		INFORMATION
12:45	5) Consultation Council Report			David, Phil		INFORMATION
12:50	6) Cross-Promoting Programs between Community Colleges and Adult Schools Part 2: Adult School Transition Specialists			Kelle Sonya, Patti		INFORMATION/ DISCUSSION
1:20	7) SCAE Health Pathways (Pharmacy Tech)			Christine		INFORMATION/ DISCUSSION
1:30	8) CommunityPro Suite Evaluation Update			Rick		INFORMATION
1:50	9) Organizational Structure Subcommittee Update: Proposed Job Descriptions for Approval <ul style="list-style-type: none"> • Consortium Lead • Tech Position • Community Partnership Specialist 			Traci, Eric, Co-Chairs		ACTION
2:10	10) Preliminary 2021-22 Allocations			Co-Chairs		INFORMATION

2:15	11) Resources for Consortium-wide Positions and CommunityPro	Co-Chairs	DISCUSSION
2:30	12) Apprenticeship Presentation by SJCC	Christiaan	INFORMATION
3:15	13) Announcements and Member Reports – 1 minute each a) Consortium-wide PD Day – May 7 b) Virtual Resource Fair – April 28-30 c) Public Review and Comment on the Workforce Innovation and Opportunity Act (WIOA) Local and Regional Plan Through 3/18: https://novaworks.org/about/public-comment d) Advocacy: Contact Your CA Legislators e) Upcoming CAEP Due Dates <ul style="list-style-type: none"> • Feb 28: Preliminary allocations for 2021-22 and 2022-23 released by this date. • Mar 1: 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2) • Mar 1: Close out of 18/19 Member Funds due in NOVA • Mar 31: 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2) • Mar 31: Close out of 18/19 funds in NOVA certified by Consortia in NOVA • Mar 31: End of Q3 	All	INFORMATION
3:29	14) Agenda Development a) AWD discussion/Consortium plan for learning disabilities. Presentation on legal responsibilities for students with IEPs/504s – In progress b) Childcare – invite community partners – In Progress c) CAEP funds to serve corrections population	All	INFORMATION/ DISCUSSION
3:30	15) Adjournment	Co-Chair	ACTION

Steering Committee – February 26, 2021

CALENDAR 2020

July 7 Steering Committee, 11-11:30am (Approve Revised CFAD)
 July 30 Community Partner Meeting, 11am-1pm
 July 31 Steering Committee, 12-1:30pm (Approve Annual Plan)

 Aug. 1 Student Data due in TOPSPro Q4 FINAL
 Aug. 15 Annual Plan for 2020-21 due in NOVA
 Aug. 21 Steering Committee, 12:30-3:30pm
 Aug. 27 Community Connections Partner Meeting 11am-1pm

 Sep. 1 18/19, 19/20 Member Exp Rept due in NOVA Q4
 Sep. 1 19/20 exp by program area due in NOVA
 Sep. 17 Community Connections Partner Meeting 11am-1pm
 Sep. 18 Steering Committee+ Data Session, 11am-3:30pm Sep.
 18 Consultation Council, 10-11am
 Sep. 22 Transition Specialists meeting, 2-4pm
 Sep. 30 18/19, 19/20 Exp Rept certified by Consortia in NOVA Q4
 Sep. 30 20/21 Member Prog Yr Budget & Work Plan due in NOVA

 Oct. 9 Faculty Work Group meeting, 1-4pm
 Oct. 15 Community Connections Partner Meeting 11am-1pm
 Oct. 16 Steering Committee, 12:30-3:30pm
 Oct. 27 Transition Specialists meeting, 2-4pm
 Oct. 30 20/21 Member prog yr budget & Work Plan certified in NOVA
 Oct. 31 Student Data due in TOPSPro Q1

 Nov. 17 Transition Specialists meeting, 2-4pm
 Nov. 20 Steering Committee + Data Session, 11am-3:30pm
 Nov. 20 Consultation Council, 10-11am

 Dec. 1 19/20 Instr hrs & Exp by prog area due in NOVA & certified
 Dec. 1 18/19, 19/20, 20/21 Member exp rept due in NOVA Q1
 Dec. 4 Faculty Work Group meeting, 1-4pm
 Dec. 11 Steering Committee, 12:30-3:30pm
 Dec. 15 Transition Specialists meeting, 2-4pm
 Dec. 17 Community Connections Partner Meeting 11am-1pm
 Dec. 31 18/19, 19/20, 20/21 Member exp rept certified in NOVA Q1

2021

Jan. 8 Steering Committee, 12:30-3:30pm
 Jan. 21 Community Connections Partner Meeting 11am-12:30pm
 Jan. 28 Transition Specialists meeting, 2-4pm
 Jan. 31 Student Data due in TOPSPro Q2

 Feb. 5 Steering Committee + Data Session, 11a-3:30pm
 Feb. 5 Consultation Council, 10-11am
 Feb. 18 Community Connections Partner Meeting 11am-12:30pm
 Feb. 25 Transition Specialists meeting, 2-4pm
 Feb. 26 **Steering Committee, 12:30-3:30pm**
 Feb. 28 Prelim allocations for 21/22 & 22/23

 Mar. 1 18/19, 19/20, 20/21 Exp Rept due in NOVA Mar. 1
 Close out 18/19 Member Funds due in NOVA
 Mar. 5 Faculty Work Group meeting, 1-4pm
 Mar. 18 Community Connections Partner Meeting 11am
 Mar. 25 Transition Specialists meeting, 2-4pm
 Mar. 26 Steering Committee, 12:30-3:30pm
 Mar. 31 18/19, 19/20, 20/21 Exp Rept certified
 Mar. 31 Close out 18/19 funds in NOVA certified

 Apr. 15 Community Connections Partner Meeting 11am
 Apr. 23 Steering Committee, 12:30-3:30pm
 Apr. 29 Transition Specialists meeting, 2-4pm
 Apr. 30 Student Data due in TOPSPro Q3

 May 2 CFADS for 22/22 due in NOVA
 May 7 Consortium-wide Professional Development Day
 May 21 Steering Committee + Data Session, 11a-3:30pm May 21
 Consultation Council, 10-11am
 May 27 Transition Specialists meeting, 2-4pm

 June 1 19/20, 20/21 Exp Rept due in NOVA Q3
 June 18 Steering Committee, 12:30-3:30pm
 June 30 19/20, 20/21 Exp Rept certified in NOVA Q3