Steering Committee Meeting Agenda · December 14, 2018 · 12:30-3:30pm
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

<table>
<thead>
<tr>
<th>SBCAE District</th>
<th>Member</th>
<th>Alternate</th>
<th>SBCAE District</th>
<th>Member</th>
<th>Alternate</th>
<th>Faculty</th>
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<tbody>
<tr>
<td>Campbell Adult &amp; Community Education (CACE)</td>
<td>Usha Narayanan</td>
<td>Burr Guthrie</td>
<td>East Side Adult Education</td>
<td>Traci Williams</td>
<td>Kathy Frye</td>
<td>David Grant, Santa Clara Adult Education</td>
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<td>Milpitas Adult Education</td>
<td>Greg Barnes</td>
<td>Giuliana Brahim</td>
<td>Santa Clara Adult Education</td>
<td>Brenda Carrillo</td>
<td>Christine Berdiansky</td>
<td>Phil Crawford, San José City College</td>
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<tr>
<td>Silicon Valley Adult Education</td>
<td>Peter Mac Donald</td>
<td>Norma Martinez</td>
<td>West Valley Mission CCD</td>
<td>Valerie Jensen</td>
<td>Rob Gamble</td>
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<td>San José Evergreen CCD</td>
<td>Kishan Vujeni</td>
<td>West Valley Mission CCD</td>
<td>Mae Conroy</td>
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<td>San José Evergreen CCD</td>
<td>William Watson</td>
<td>Lynette Gray</td>
<td>Executive Director Bob Harper</td>
<td>Guests:</td>
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12:00 1) Networking Lunch
12:30 2) Call to Order
12:35 3) Approval of Meeting Agenda
12:40 4) Approval of Nov. 30 Steering Committee Meeting Minutes
12:50 5) Public Comments/Announcements – 3-minute limit
1:10 6) Consultation Council Report
1:25 7) 3 Year Planning Process/Activities
   a) Group Self-Assessment
   b) Community Leader Focus Interviews
   c) Spring Calendar Dates

- **February 8**
  - Data study session I — Setting Goals
- **March 15**
  - Data study session II — Strategies to Achieve Goals
- **March 29**
  - Next Faculty Work Group meeting
- **TBD**
  - Districts’ CEO meeting

- **April 2**
  - Student leader interviews
- **May 3 – 10am-2pm**
  - Community focus group
- **May 10**
  - All-consortium PD-HCD with Virginia Hamilton
- **Ongoing**
  - Community leader focus interviews

All
- Co-Chair
- ACTION

All
- ACTION

All
- ACTION

All
- INFORMATION

David, Phil
- INFORMATION

Bob, Ilse, Co-Chairs
- ACTION
8) Data and Accountability Funds
   a) Approval of Judy Gehman’s contract – CommunityPro implementation
   b) Tableau software purchase for SBCAE members

9) Communications Planning with AWD Consultant

10) TS CommunityPro Training Report from December 13

11) Budget Deadlines Review

12) Agenda Development

13) Adjournment

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<thead>
<tr>
<th>Time</th>
<th>Task Description</th>
<th>Person(s)</th>
<th>Type</th>
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<tbody>
<tr>
<td>2:10</td>
<td>8) Data and Accountability Funds</td>
<td>Bob, Co-Chairs</td>
<td>ACTION</td>
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<tr>
<td>2:30</td>
<td>9) Communications Planning with AWD Consultant</td>
<td>Brenda</td>
<td>INFORMATION</td>
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<td>2:45</td>
<td>10) TS CommunityPro Training Report from December 13</td>
<td>Peter, Bob</td>
<td>INFORMATION</td>
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<td>3:00</td>
<td>11) Budget Deadlines Review</td>
<td>Lynette, Co-Chairs</td>
<td>INFORMATION</td>
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<td>3:15</td>
<td>12) Agenda Development</td>
<td>All</td>
<td>INFORMATION</td>
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<tr>
<td>3:30</td>
<td>13) Adjournment</td>
<td>Co-Chair</td>
<td>ACTION</td>
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**CALENDAR 2018**

- **Sept. 1**: 16/17 & 17/18 Q4 Expense Rept
- **Sept. 10-14**: Student Focus Groups I
  - Community leader focus interviews
- **Sept. 13**: Transition Specialists
- **Sept. 14**: Steering Committee CANCELLED!
- **Sept. 21**: Steering Committee / Data Study Session
- **Sept. 21**: Consultation Council w/SC
- **Sept. 27**: Transition Specialists (open)
- **Sept. 28**: Steering Committee CANCELLED!
- **Sept. 28**: Consultation Council CANCELLED!
- **Sept. 30**: Q4 Exp Rept Certified/Budget due (inc. c/over & 18/19 funds)
- **Oct. 5**: Faculty Work Groups
- **Oct. 12**: Steering Committee
- **Oct. 12**: Consultation Council
- **Oct. 15**: ALLIES EPN meeting, 12:30-3pm
- **Oct. 19**: Faculty Work Groups CANCELLED
- **Oct. 15-19**: Student Focus Groups II
- **Oct. 24**: 3YP Data Regional Training
- **Oct. 25**: Transition Specialists
- **Oct. 26**: Steering Committee
- **Nov. 2**: IIF/CASAS Project Update meeting at SJCC
- **Nov. 8**: Transition Specialists CP Training at CACE, 9am-2pm
- **Nov. 9**: Steering Committee
- **Nov. 9**: Consultation Council with SC
- **Nov. 9**: First draft 3YRP
- **Nov. 12**: 2nd Community Focus Group-3YRP RESCHEDULED to 2019
- **Nov. 29**: Transition Specialists (open) at SVAE
- **Nov. 30**: Steering Committee
- **Dec. 1**: NOVA Q1 Expense Rept due
- **Dec. 7**: Faculty Work Groups (3YRP?)
- **Dec. 13**: Transition Specialists (open) at SVAE
- **Dec. 14**: Steering Committee
- **Dec. 20**: Data & Account budget changes due (old system)
- **Dec. 31**: NOVA Q1 Expense Rept certified

**2019**

- **Jan. 18**: Steering Committee
- **Jan. 22**: Student Leadership Training
- **Jan. 28-31**: Student Focus Groups Ill
- **Jan. 31**: Transition Specialists at MAE
- **Jan. 31**: Student data due in TOPSPro Q2
- **Jan. 31**: Data & Accountability due (old system)
  - **Feb. 8**: Steering Committee *Location TBD
  - **Feb. 8**: Consultation Council with SC - Reviewing
  - **Feb. 11**: 2nd draft 3YRP
  - **Feb. 14**: Transition Specialists (open)
  - **Feb. 22**: 2nd Draft 3YRP
  - **Feb. 25**: Data & Accountability narrative
  - **Feb. 28**: Prelim 29-20/20-21 allocations
  - **Feb. 28**: Transition Specialists at SCAE
  - **March 1**: Steering Committee
  - **March 1**: NOVA Q2 Expense Rept due
    - **March 8**: Faculty Work Groups TO BE CHANGED
  - **March 14**: Transition Specialists (open)
  - **March 15**: Consultation Council/Steering Committee
  - **March 28**: Transition Specialists at Mission
  - **March 29**: Faculty Work Group / 3YRP
  - **March 31**: NOVA Q2 Expense Rept Certified
  - **April 1**: Plan due to state
  - **April 2**: Student Leader Interviews (all members)
  - **April 5**: Steering Committee
  - **April 25**: Transition Specialists (open) at TBD
  - **April 26**: Steering Committee
  - **April 30**: Student data due in TOPSPro Q3
  - **May 2**: CFADs for 19-20 due
  - **May 3**: Community Focus Groups, 10am-2pm
  - **May 9**: Transition Specialists (open) at SJCC
  - **May 10**: Steering Committee – Change to PD
  - **May 10**: Consultation Council
  - **May 23**: Transition Specialists at TBD
  - **May 24**: Public Governance/Steering Committee
  - **May (or June) 3Y Strategic Plan /Eval rept due from Consortia
  - **June 14**: Steering Committee
  - **June 28**: Steering Committee