Steering Committee Meeting Minutes · November 30, 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 speaks at a time
• All members are given opportunity to be heard

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<th>SBCAE District</th>
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<th>Faculty</th>
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<td>Campbell Adult &amp; Community Education (CACE)</td>
<td>Usha Narayanan</td>
<td>AS Co-Chair</td>
<td>Burr Guthrie</td>
<td>East Side Adult Education</td>
<td>Traci Williams</td>
<td>Kathy Frye</td>
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<td>Milpitas Adult Education</td>
<td>Greg Barnes</td>
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<td>Giuliana Brahim</td>
<td>Santa Clara Adult Education</td>
<td>Brenda Carrillo</td>
<td>Christine Berdiansky</td>
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<td>San José City College</td>
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<td>Silicon Valley Adult Education</td>
<td>Peter Mac Donald</td>
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<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 Vujjeni</td>
<td>CC Co-Chair</td>
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<td>West Valley Mission CCD</td>
<td>Mae Conroy</td>
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<td>San José Evergreen CCD</td>
<td>William Watson</td>
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<td>Lynette Gray</td>
<td>Executive Director Bob Harper</td>
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12:00 1) Networking Lunch
12:30 2) Call to Order
   The meeting was called to order at 12:45pm by Co-Chair Kishan Vujjeni.
12:40 3) Approval of Meeting Agenda
   Traci Williams moved to approve the Meeting Agenda; the motion was seconded and carried unanimously.
12:50 4) Approval of November 9 Steering Committee Meeting Minutes
   Giuliana Brahim moved to approve the November 9 Steering Committee Meeting Minutes with the correction; the motion was seconded and carried unanimously.
   Change Item 9a from Contextualized CTE programs to: HS credits and HS equivalency programs in CTE context.
1:00 5) Public Comments/Announcements – 3-minute limit
   • Fiscal reporting is closed for 2017/18. Q1 is due Dec. 1 and will be approved Dec. 20. You can modify budget as needed. Call Lynette with any questions. Program area reporting begins first of Feb.
   • Peter- credentialing. His HR director is working with the state and CTC for restructuring in the county.
   • Kathy and Burr just attended an IET training. Reiterated how these models were exactly what the legislature and state advocates for adult education. IET is important for more than
just the possibility of more money. Also, a new governor will begin making staff appointments and set the goals for the new state budget. He has said he'll have a strong focus on universal preschool, that education starts at age 0. So there is an opportunity to position ourselves so he sees the benefit of Adult Ed to families and parents.

- Immigrant Integration task force. Serve on field team – ALLIES filling out application.
- Peter mentioned possible CTE funds available.
- Christine - TOPS started a new cohort - pre-apprenticeship training - thru SJCC and WPUSA last week. They had 31 students in attendance, with 11 women, ages 19-51.

### 3:05 Consultation Council Report

Send out the Feb. 8 location and get them the copy of the draft. Administrators please remind your staff/faculty.

### 3:20 7) Independent Contracts

#### a) CommunityPro – Judy Gehman

This proposal is to extend Judy’s contract through 6/30/19 to continue the implementation of CommunityPro (CP). Data funds will not be exhausted from this; there will still be a reserve ($100k). *This item will be tabled to the Dec. 14 meeting with the contract provided as an attachment.

Data team- Rommel, Brenda and Emilio are handling the data part. Judy will focus only on CP. Ilse will connect with the Data team as well. (Brenda F. provides full time data help for adult schools.) TE/Jay Wright will be at SCAE to provide training. Christine and Mary (staff) should attend a regular data meeting.

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#### b) 3 Year Plan Development – Ilse Pollet, Rich Uribe

Rich will assist with community connections and record the interviews and compile in one place. This will be funded out of Kishan’s allocation-used for consortium-wide functions. Where is Adult Ed happening? Adult Ed charter schools. Could there be consortium marketing? How should appointments be made? Mixed preferences noted on who should establish contact. Christine would like prompts of information to collect to inform the 3YRP.

- What do you know about Adult Ed?
- What is the need for Adult Ed in the region?
- How can we better meet that need with you?

5-10 contacts in each category.

Mae offered PD – to which she credits the success of the AWD program.

### 3:30 8) Accelerator Grant Report – Santa Clara Adult Education and Milpitas Adult Education

This grant is due Dec. 10 and is up to $150k. Planning to do two, but can do more in the consortium. SCAE is currently working on a proposal for an 18-month grant for low income earners which
includes immigrant students and barriers they face. They will provide job training skills and coaching along with wrap around services and life support skills. They are leveraging a couple of partners.

Giuliana – Combine reentry with WIOA accelerator. Had meeting with reentry county director. Putting education plan together at the county level. Jail wants bridge classes with a dedicated person-who sets goals and reports outcomes. Looking for innovative and scalable grants.

9) Parenting Programs – Direction for 3YRP
   a) Data on family literacy outcomes from TE
      PK project run by SJCC. Where are parents of school age children being served thru our systems? What’s our role?
      West valley has onsite programs. Library teaching adults how to tutor children. Don’t want to replace what the district’s doing, but what’s our role? Are the outcomes captured in TE? Parents need childcare in order to attend training. What would be a systemic way to provide childcare? Bring experts together on this subject. Migration policy institute- intergenerational family educations/support.

   b) Goals and strategies for 3YRP
      • What do you know about Adult Ed?
      • What is the need for Adult Ed in the region?
      • How can we better meet that need with you?

10) CommunityPro Implementation
    a) Next Steps
    Judy presented over the phone. SVAE has the most complete catalog currently. On Dec. 13 the TS will have additional, hands-on training. Try to have catalogs as complete as possible by this date. One administrator and one person setting up courses should be part of the webinar. There should be one CP contact at each school. SC reps will provide point person. Amy sent invitation with Doodle poll for webinar date. (Will be held in the next 1.5 weeks.) Building network of referrals (pilot). This system will track.

11) Faculty Work Group Agenda, December 7 – Proposed Activities
    a) 1:00-1:45pm – Work groups work plan
    b) 1:45-2:45pm – Work group activity (3YRP + HCD)
    c) 3:00-4:00 – 3YRP process timelines and work groups report out

12) Calendar/Participation - Community Leaders Focus Interviews
    Covered in Item 7b.

13) Member Districts’ Budget Review with CBOs – Process for Set-up
Send CBO contact information to Shana. Member rep will accompany in this meeting. Set up for mid-January. Jan. 31 will have to report budgets in a new way, so want to inform on the process.

14) Self-Assessment Instrument – Process and Timeline
Bob and one Co-Chair will sit down with each rep and go thru this tool one on one to get a sense of how we are doing. This will be discussed as a group at the Dec. 14 meeting. Shana will set up meetings.

15) Professional Development Implementation
Currently 78 responses -heavily on the side of adult schools. They are finding some trends that can be used for planning. Resource allocation for some of the work. How will the PD be provided that the survey results are showing the people are interested in? What is that system and how do we move forward with PD? Annual plan for PD - leadership, mechanism, groundwork, logistics, etc. What resources do we have that can be utilized? Need next steps, goals, etc. Share the results with faculty chairs. WIOA funding can be used for PD.
- Finish survey-collect results
- What consortium-wide system should be

16) Agenda Development
Self-Assessment Instrument –Consortium group discuss results Career Pathways tool AWD report by Natalie TS concerned because not all attend meetings. Make it easier for all to attend. What is the expectation to attend all meetings? Co-chairs will communicate and direct supervisors will follow up. Direction to TS.

17) Adjournment
Brenda Carrillo moved to adjourn the meeting at 3:45pm. With no objection, the meeting was adjourned.

3YRP
Expanding contextualized basic skills bridge programs
Figure out roles, responsibilities for the data area
Marketing outreach to the community
(Community Liaison)
Childcare/Parenting/Family Literacy: How do we help parents who need childcare go to school?
System for professional development annual plan