

## 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 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 (CACE)	Usha Narayanan <i>AS Co-Chair</i>	Burr Guthrie	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	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	Lynette Gray	Executive Director Bob Harper	Guests:		

12:00	1) Networking Lunch	All	
12:30	2) Call to Order The meeting was called to order at 12:45pm by Co-Chair Kishan Vujjeni.	Co-Chair	ACTION
12:35	3) Approval of Meeting Agenda	All	ACTION
12:40	<b>Traci Williams moved to approve the Meeting Agenda; the motion was seconded and carried unanimously.</b>		
12:50	4) Approval of November 9 Steering Committee Meeting Minutes	All	ACTION
1:00	<b>Giuliana Brahim moved to approve the November 9 Steering Committee Meeting Minutes with the correction; the motion was seconded and carried unanimously.</b>		
1:10	Change Item 9a from <i>Contextualized CTE programs</i> to: <i>HS credits and HS equivalency programs in CTE context.</i>		
1:30	5) Public Comments/Announcements – 3-minute limit	All	INFORMATION
1:40	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Peter- credentialing. His HR director is working with the state and CTC for restructuring in the county.</li> <li>• 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</li> </ul>		
1:55			

<p>2:05</p>	<p>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.</p>		
<p>2:25</p>	<ul style="list-style-type: none"> <li>• Immigrant Integration task force. Serve on field team – ALLIES filling out application.</li> </ul>		
<p>2:40</p>	<ul style="list-style-type: none"> <li>• Peter mentioned possible CTE funds available.</li> </ul>		
<p>2:50</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>		
<p>3:05</p>	<p>6) Consultation Council Report Send out the Feb. 8 location and get them the copy of the draft. Administrators please remind your staff/faculty.</p>	<p>David, Phil</p>	<p>INFORMATION</p>
<p>3:20</p>	<p>7) Independent Contracts</p>	<p>Bob, Co-Chairs</p>	<p>ACTION</p>
<p>3:30</p>	<p>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.</p>		
	<p>----- 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.</p> <ul style="list-style-type: none"> <li>• What do you know about Adult Ed?</li> <li>• What is the need for Adult Ed in the region?</li> <li>• How can we better meet that need with you?</li> </ul> <p>5-10 contacts in each category. Mae offered PD – to which she credits the success of the AWD program.</p>	<p>Co-Chairs</p>	<p>INFORMATION</p>
	<p>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</p>	<p>Brenda, Giuliana, Lynette</p>	<p>INFORMATION</p>



