

Steering Committee Meetings

Purpose: SBCAE is a consortium of 4 community colleges and 5 adult schools that works with regional partners to align educational opportunities for adult learners in order to promote upward social and economic mobility in the South Bay region. SBCAE Steering Committee members represent individual districts and as a region plan, develop, recommend and implement educational programs for adults 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

Public Comment

Members of the public are encouraged to attend Steering Committee meetings and to address the Committee concerning any item on the agenda or within the Steering Committee's jurisdiction. Members of the public will be given opportunity to address the Committee in-person during *agenda item 4) Public Comments*, or in writing by emailing ilse.pollet@sbcae.org prior to the start time of the Steering Committee meeting. Public comments received in writing will be shared with Steering Committee members during the Public Comment item on the agenda. In-person public comment is limited to 3 minutes.

Meeting Information

Meeting calendar, agenda, minutes and supporting documents are posted on <https://sbcae.org/governance/steering-committee/>

Dates, times, and locations may change. Agendas will be posted 72 hours in advance of Steering Committee meetings.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting of the SBCAE Steering Committee, please contact ilse.pollet@sbcae.org. Notification 72 hours prior to the meeting will enable the Consortium to make reasonable arrangements to ensure accommodation and accessibility to this meeting.

Roster:

SBCAE District	Member	Alternate	SBCAE District	Member	Alternate
Campbell Adult & Community Education	Usha Narayanan	Leslie Johnson-Tatsuta	East Side Adult Education	Traci Williams <i>AE Co-Chair</i>	Shawn Tran
Milpitas Adult Education	Priti Johari	Giuliana Brahim	Santa Clara Adult Education	Carrie Casto	Christine Berdiansky
Silicon Valley Adult Education	Kiran Grewal	Patricia Pottorff-Croghan	Mission College	Jackie Escajeda	vacant
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley College	Eric Grabiell	vacant
Evergreen Valley College/San Jose CC	J. Edward Stevenson	Robbie Kunkel			
Consultation Council (non-voting members)			SBCAE Staff		
David Grant, Santa Clara Adult Education			Ilse Pollet, Director	Rick Abare, Data Analyst	Brenda Flores, Data & Accountability Specialist

Phil Crawford, San Jose City College			Katie Hass, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Willard Williams, AWD Specialist
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Steering Committee Meeting Agenda · August 19, 2022 · 12:30 PM - 3:30 PM

Pursuant to AB361, the meeting will be held via teleconference:

<https://esuhsd.zoom.us/j/86564462455?pwd=SThGOEVOMVBZYUJKNTVnNIBQakJaZz09>

AGENDA – August 19, 2022

12:30	1) Call to Order	Co-Chair	ACTION
12:32	2) Approval of August 19, 2022 Meeting Agenda	All	ACTION
12:35	3) Approval of June 17, 2022 Steering Committee Meeting Minutes	All	ACTION
12:40	4) Public Comments	All	INFORMATION
12:45	5) Consultation Council Report	David, Phil	INFORMATION
12:55	6) Member Effectiveness Committee Report	Traci	INFORMATION
1:00	7) Guest Presentation: Vision for Adult CTE Programs at MetroED <i>Presentation by MetroEd Superintendent Alyssa Lynch regarding MetroEd's vision for expanded CTE Programs for Adults.</i>	Alyssa Lynch	DISCUSSION
1:20	8) 2022-2023 Annual Plan Approval <i>Presentation of the 2022-23 SBCAE Annual Plan for Steering Committee approval. Due date for plan submittal to CAEP is 9/14/2022.</i>	Co-Chairs, Ilse	ACTION
1:30	9) 2022-2023 Projects & Work Groups proposal <i>Proposal of 12 SBCAE projects for the 22-23 program year, based on the goals and objectives in the Three Year and Annual Plan, along with updated work group structure. Discussion of next steps for plan implementation.</i>	Ilse	INFORMATION
2:00	10) Allocation Amendment <i>Approval of allocation amendment based on COLA increase to 6.56% in the June enacted CA budget.</i>	Co-Chairs	ACTION
2:10	11) work2future board representative <i>Selection and confirmation of SBCAE representative to work2future board</i>	Co-Chairs	ACTION
2:20	12) Member Updates & Announcements <ul style="list-style-type: none"> a. CAEP Due Dates: <ul style="list-style-type: none"> ● 9/1: 20/21 and 21/22 Member Expense Report due in NOVA (Q4) ● 9/1: July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA ● 9/14: Annual Plan for 2022-23 due in NOVA b. CAEP Summit: October 25-28, https://summit.caladulthood.org c. Transition Specialist Presentations 	All	INFORMATION

2:50	13) Agenda Development	All	INFORMATION
3:30	14) Adjournment	All	ACTION

2022 – 2023 Calendar

2022

Aug. 19	Steering Committee Meeting 12:30 – 3:30	Nov. 1	Transition Specialist Meeting (PD) 2:30 – 4:30
Sept. 1	20/21 and 21/22 Member Expense Report due in NOVA (Q4)	Nov. 4	Faculty Work Group Meetings 1:00 – 4:00
Sept. 1	July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA	Nov. 15	Transition Specialist Meeting 2:30 – 4:30
Sept. 9	Faculty Work Group Meetings 1:00 - 4:00	Nov. 18	Consultation Council Meeting 10:00 – 11:00
Sept. 14	Annual Plan for 2022-23 due in NOVA	Nov. 18	Steering Committee Meeting 11:00- 12:30
Sept. 16	Consultation Council Meeting 10:00 – 11:00	Nov. 18	Data Study Session 1:00- 3:00
Sept. 16	Steering Committee Meeting 11:00 – 12:30	Nov. 30	22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA
Sept. 16	Data Study Session 1:00 – 3:00	Dec. 1	July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
Sept. 20	Transition Specialist Meeting (2:30 -4:30pm)	Dec. 1	20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
Sept. 30	20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4)	Dec. 9	Steering Committee Meeting 12:30 – 3:30
Sept. 30	End of Q1	Dec. 13	Transition Specialist Meeting 2:30 -4:30
Oct. 4	Transition Specialist Meeting (PD) 2:30 -4:30	Dec. 31	20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1)
Oct. 14	Steering Committee Meeting 12:30 – 3:30	Dec. 31	End of Q2
Oct. 18	Transition Specialist Meeting 2:30 -4:30		
Oct. 30	22/23 Member Program Year Budget and Work Plan due in NOVA		
Oct. 31	Student data due in TOPSPro (Q1)		
Oct. 31	Employment and Earnings Follow-up Survey		

2023

Jan. 17	Transition Specialist Meeting 2:30 – 4:30	April 7	Steering Committee Meeting 12:30 – 3:30
Jan. 20	Steering Committee Meeting 12:30 – 3:30	April 18	Transition Specialist Meeting 2:30 – 4:30
Feb. 3	Faculty Work Group Meetings 1:00- 4:00	April 28	Steering Committee Meeting 12:30 – 3:30
Feb. 10	Consultation Council Meeting 10-11	May 5	Faculty Work Group Meetings 1:00- 4:00
Feb. 10	Steering Committee Meeting 11 – 12:30	May 16	Transition Specialist Meeting 2:30 – 4:30
Feb. 10	Data Study Session 1:00- 3:00	May 19	Consultation Council Meeting 10:00- 11:00
Feb. 14	Transition Specialist Meeting 2:30 – 4:30	May 19	Steering Committee Meeting 11 – 12:30
March 3	Professional Development Day 9 - 3	May 19	Data Study Session 1-3
March 7	Transition Specialist Meeting (PD) 2:30 – 4:30	June 9	Steering Committee Meeting 12:30 – 3:30
March 10	Steering Committee Meeting 12:30 – 3:30		
March 21	Transition Specialist Meeting 2:30 – 4:30		

