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 and end on time and the public space is respected. • Decision making is by consensus with all members given the opportunity to be heard. • One person speaks at a time following acknowledgement from the Chair. • The body, and the public, should engage in turn order comment (i.e., raising of hands). • Speak courteously when making queries of members of the body or the public and listen actively, allowing each participant to express their viewpoints without interruption or judgment. • Respect diverse opinions and perspectives to foster a collaborative and inclusive environment. • Offer feedback and critique constructively, focusing on ideas rather than individuals. • Personnel matters should be addressed privately to leadership.

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 williamst@esuhsd.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	Harkirat (Kira) Mann	Thao Nguyen	**East Side Adult Education**	Traci Williams *AE Co-Chair*	Shawn Tran
Milpitas Adult Education	Priti Johari	Giuliana Brahim	**Santa Clara Adult Education**	Carrie Casto	*Vacant*
Silicon Valley Adult Education	Maliheh Vafai	Lars Guntvedt	**Mission College**	Julian Branch	Steve Duong
San Jose City College	Claudia Amador *CC Co-Chair*	*Vacant*	**West Valley College**	Mark Manrose	*Vacant*
Evergreen Valley College	Robert Gutierrez	Angel Fuentes			

Consultation Council (non-voting members)			SBCAE Staff		
Margarita Ortiz-Minett, Campbell Adult and Community Education			Rick Abare, Director	Yvonne Phan, Data Analyst	Brenda Flores, Data & Accountability Specialist
			Victoria Silva, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Anthony Narvaez, AWD Specialist

Steering Committee Meeting Agenda · June 12, 2026 · 12:30 PM - 2:30 PM

Location - Campbell Adult and Community Education - 1224 Del Mar Ave, San Jose, CA 95128

AGENDA

12:30	**Open Session** 1) Call to Order Claudia called the meeting to order at 12:31 pm.	Carrie, Claudia	ACTION
12:35	2) Approval of June 12, 2026 Steering Committee Meeting Agenda Motion to approve SBCAE Steering Committee Meeting Agenda for June 12, 2026 M/C/S Brahim/Brown All in favor Approved	All	ACTION
12:40	3) Approval of May 15, 2026 Steering Committee Meeting Minutes Motion to approve minutes from May 15, 2026 SBCAE Steering Committee Meeting. M/C/S Nguyen/Brahim Carrie had to abstain from voting due to her absence in the previous meeting. All in favor Approved	All	ACTION
12:45	4) Public Comments No public comments.	All	INFORMATION

12:50	5) Consultation Council Report Margarita reported that the July 31 Consultation Council meeting will be shortened to approximately 30 minutes due to limited attendance during the summer, as many members will not be under contract. She emphasized that the Council's primary focus for the upcoming year is ensuring broad representation from both classified and certificated staff across the consortium, including representatives from adult education programs and community college noncredit programs. Margarita noted that, with the many leadership and staffing changes occurring across member agencies, it is especially important that adult education voices remain represented and that advocates from each bargaining unit are able to speak to the unique needs of adult learners. Giuliana asked for clarification regarding the July 31 meeting date and expressed concern that some classified staff may be returning to work that day. Margarita acknowledged that attendance would likely be limited but explained that the abbreviated meeting was intentionally planned with that in mind. She also shared that future Consultation Council meetings are expected to continue on their regular schedule and emphasized the importance of providing a comfortable environment where members can openly discuss issues impacting their schools. For that reason, she indicated a preference for holding meetings in person rather than remotely or in a recorded format. Carrie shared that recruiting representatives for the Consultation Council had been challenging this year and requested that Margarita provide a brief written description explaining the Council's purpose and the importance of participation. Margarita agreed to prepare language highlighting the Council's role in advocating for adult education students and ensuring representation from the consortium's diverse member groups.	Margarita	INFORMATION
12:55	6) Transition Specialist Co-chair Update Carrie shared an update regarding Transition Specialist staffing, noting that Daya is no longer serving as the Transition Specialist for SCAE. Rick shared that the TS Co-Chair position nominations had already been gathered and that voting would be distributed to members shortly. Margarita confirmed that the nomination process had been completed and emphasized the importance of having TS representation in a leadership role to support coordination across agencies. Giuliana provided a staffing update from Milpitas Adult Education, noting that recruitment is underway for a 30-hour Career Transition Specialist position. Members acknowledged the staffing transitions occurring across consortium agencies and emphasized the importance of maintaining strong Transition Specialist representation to support student success, cross-agency collaboration, and pathway navigation throughout the consortium.	Daya, Patty	INFORMATION
1:00	7) Approve SBCAE 2026-27 Calendar Rick presented the proposed 2026–2027 Consortium Calendar, highlighting several planned professional development opportunities and consortium meetings throughout the year. He noted that the Leadership Retreat will include fiscal training for consortium members, followed by onboarding for new administrators, providing an overview of consortium resources, CAEP requirements, and available supports. The afternoon will	All	ACTION

	transition into the Steering Committee meeting. Rick also shared that meeting dates will be scheduled and communicated well in advance to improve planning and attendance. During the discussion, members provided feedback on professional development opportunities included in the calendar. Erin expressed interest in scheduling faculty networking groups earlier in the year to encourage collaboration among instructors. Mali recommended offering additional program specific networking opportunities, noting that schools have welcomed many new instructors who would benefit from connecting with colleagues in similar instructional areas. Rick acknowledged the feedback and shared that previous networking opportunities, including CTE groups, had been well received and would continue to be considered. The committee also discussed balancing consortium led professional development with statewide opportunities offered through OTAN and CALPRO. Carrie supported a mixed approach, emphasizing that statewide training provides valuable learning opportunities while allowing the consortium to focus on targeted local priorities. Giuliana and Mali echoed the importance of expanding professional development opportunities for both instructional and classified staff to ensure all employee groups have access to meaningful training and collaboration. Claudia requested a motion to approve SBCAE 2026-2027 Calendar M/C/S Brown/Nguyen All in favor Approved.		

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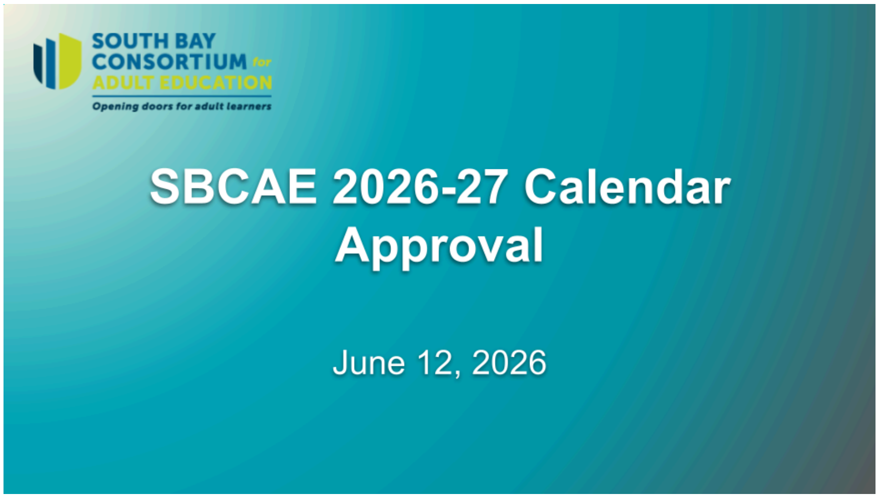
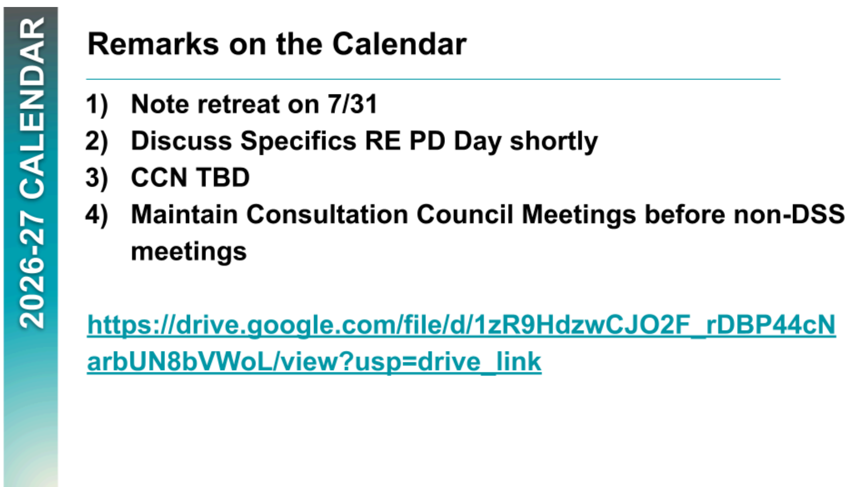
<tr><td></td><td>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<tr><td>1:20</td><td>8) Approve Proposed SBCAE Bylaws Amendment

Rick presented the proposed revisions to the Consortium Bylaws, explaining that the updates were intended to provide greater clarity and align the document with current consortium practices. He noted that, based on feedback from Traci and Christine, language within the bylaws had been revised to more clearly define member responsibilities and expectations, particularly within Section C, Bullet 3.

Members discussed the proposed revisions and agreed that the updated language more accurately reflected the consortium's governance structure and improved the clarity of member roles.

Claudia requested a motion to approve the SBCAE Bylaws Amendment

M/C/S

Brown/Duong
All in favor

Approved</td><td>All</td><td>ACTION</td></tr>
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1:30	9) Director Update Rick provided several consortium updates, beginning with planning for the upcoming Leadership Retreat. He shared that the day will begin with fiscal training for consortium members, followed by an onboarding session for new administrators to familiarize them with consortium resources, the website, CAEP requirements, and available supports. The afternoon will conclude with the Steering Committee meeting. Rick noted that meeting dates for the upcoming year will be scheduled and distributed in advance to improve planning and participation. Rick also reported on several consortium initiatives currently in progress. He shared that the Career Pathways Matrix has been updated and will be reviewed during the Leadership Retreat alongside proposed updates to the dual enrollment process. The leadership team is also exploring strategies to better align counseling services, student registration, and individual academic plans across consortium members to strengthen student transitions between adult education and community colleges. Carrie suggested expanding transfer-focused events by bringing community colleges directly to adult school campuses, allowing students to participate in transfer activities without traveling to a college campus. Steve agreed and highlighted the value of hosting transfer days at adult schools. Rick added that these efforts would complement the consortium's goal of	Rick	INFORMATION

ensuring students are enrolled and connected to postsecondary opportunities through a more coordinated transition process.

Rick then introduced a discussion on the consortium's professional development model. He explained that the leadership team has been evaluating the value of continuing large consortium-wide professional development events versus adopting a mixed approach that combines local professional development with statewide learning opportunities, such as the CAEP Summit. Giuliana asked about the proposed timeline for professional development events and how they would align with the CAEP Summit. Rick explained that the consortium event would likely take place between the beginning of the academic year and the late October CAEP Summit. Carrie expressed support for a mixed professional development model, stating that it would be more manageable for staff while also increasing awareness of training opportunities offered through OTAN and CALPRO. Giuliana agreed and noted that statewide conferences often include valuable sessions for faculty and staff, even if attendees do not participate in the entire conference. Mali also supported the mixed approach, explaining that closing school sites for consortium-wide events can be challenging and emphasizing the need to provide meaningful professional development opportunities for classified staff. Shawn echoed those comments, sharing that classified professionals have limited professional development opportunities and would benefit from additional training options. Rick asked whether Santa Clara Valley Adult Education staff had participated in recent CALPRO offerings. Mali confirmed that several staff members had attended CALPRO trainings. Carrie also highlighted the consortium's Community of Practice opportunities, while Giuliana clarified the distinction between those offerings and the CALPRO Academy. Rick concluded that statewide organizations are able to provide a broader range of professional development than the consortium can offer independently. He noted that leadership will continue exploring a mixed professional development model that leverages both consortium-led and statewide opportunities while ensuring the consortium maintains opportunities to hear directly from students and support collaboration among member agencies.

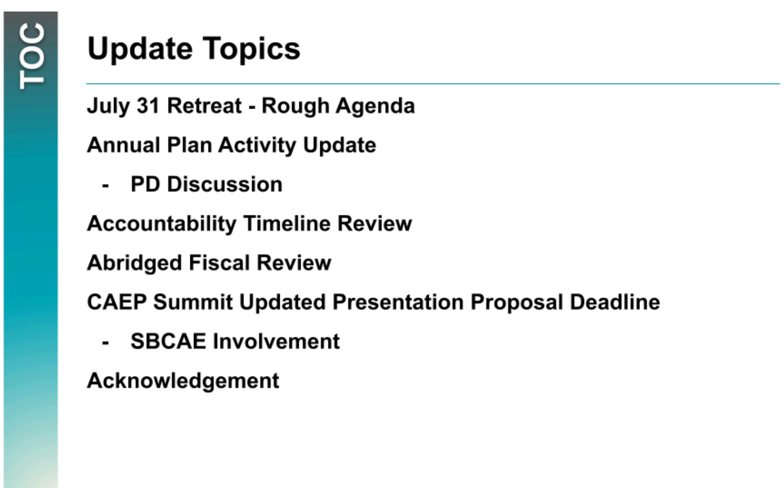
Rick reviewed the consortium's third-quarter fiscal expenditures and upcoming accountability deadlines. He shared that the CAEP Annual Plan has been streamlined compared to previous years and informed members that a draft would be distributed on June 22 for individual review and feedback. The Steering Committee will consider approval of the Annual Plan at its July 31 meeting prior to submission in NOVA by the August 25 deadline. Rick also reminded members that agencies participating in the Healthcare Pathway Grant should remain aware of upcoming reporting requirements due later in the year.

Rick reviewed each member agency's third-quarter expenditure progress. CACE reported approximately 70% of its allocation expended and remains on track for the end of the fiscal year. ESAE reported expenditures of nearly 63%, noting that delays in office supply and equipment purchases contributed to the lower expenditure rate but that remaining funds are expected to be spent. SVAE reported expenditures at approximately 80%, with Rick commenting that actual expenditures were closely aligned with projected spending. SJCC reported expenditures of approximately 53% and indicated that planned expenditures are forthcoming. West Valley/Mission Community College District reported expenditures of approximately 55%, with an increase in spending anticipated during the remainder of the fiscal year. SJECCD District also reported that fiscal processes have progressed smoothly this year. SCAE has expenditures of approximately 62%.

Carrie reminded members that quarterly fiscal reviews are an important component of the consortium's accountability process and encouraged agencies to regularly monitor expenditures to ensure funds are fully utilized and aligned with approved budgets before the close of the fiscal year.

Rick informed the Steering Committee that the deadline to submit presentation proposals for the upcoming CAEP Summit had been extended from June 18 to July 31, providing additional time for members interested in presenting. He recognized SVAE for submitting a strong proposal and thanked consortium members for their willingness to share promising practices and innovative work at the statewide conference.

Giuliana also announced that Jennifer had recently been recognized as Teacher of the Year, and members congratulated her on this achievement.



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RETREAT

Retreat Day July 31 - Rough Agenda

1) **9:00 - 10:30**
   a) 9:00 - 9:15 - Breakfast
   b) 9:15 - 10:00 - CAEP Fiscal Training with TAP
   c) 10:00 - 10:30 - SBCAE Fiscal Training
2) **10:45 - 12:15**
   a) 10:45 - 12:00 - New SBCAE Admin Onboarding
   b) 12:00 - 12:15* - Lunch
3) **12:30 - 3:00**
   a) SBCAE Steering Committee Meeting and Annual Plan Activity 'Planning'

UPDATE

Annual Plan Activity Update

Career Pathways:

- CTE Matrix Update ongoing
- LMI Confirms Healthcare as primary focus industry
- Focus on Common program outcomes and study alignment (IE State or Fed MA Certification)
- Build infrastructure for Articulation / CPL
- Began pulling Member stakeholders to state goals for partnership / alignment / transition
- Kira - employer outreach

Adult Dual Enrollment:

- Always be clear about nomenclature
- Connect all relevant Member level responsible parties
- Discuss Dual Enrollment Form at July Retreat
- College processes are under construction and form difficulty differs
- Acquire forms and contacts and map
- Consolidate information on above

UPDATE

Annual Plan Activity Update

Individual Academic Plans:

- Discussed Ed-Plans at colleges
- At Adult Ed, IAP should be transition focused
- Internal from ESL -> ASE/CTE
- Students identifying interest in CC transition
- Discussed a process for identifying, enrolling, and registering students
  - Registration Day!

Professional Development:

- Discussed relative value of PD Day
  - Typical 8:? - 2:30 - Student Panel, two sessions etc
  - OR focus on a Combination of
    - Topic Specific Seminar / Encouraging OTAN / CALPro / Attending CAEP Summit
- **Annual Plan Topics pending further development**

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	UPDATE **Annual Plan Activity Update** **PD Day** - **Heavier Lift for whole day event** - **Food and Facility Budget** - **Camaraderie** - **Fewer options for experts / topics** - **May make CAEP Summit less palatable** **PD Mix** - **Lighter Lift for ½ day Seminar** - **Food and Facility Budget minimal** - **Expanded and increased customization for experts / topics** - **Less 'SBCAE Time' together** - **May make CAEP Summit more palatable** TIMELINE **Accountability Timeline Review** ~~1) CFAD Approved - **May 1**~~ 2) Annual Plan finalization process a) First Draft of 2026-27 Annual Plan distributed - **June 26** b) Feedback due from Members - **July 10** c) Second Draft of Annual Plan distributed **- July 20** d) Feedback due from Members **- July 24** e) **Vote to Approve Annual Plan - July 31** 3) May Revise due **in NOVA - September 1** 4) Annual Plan due **in NOVA - August 15** 5) 2026-27 Budget and Workplan **- September 30** 6) 2025-26 Program Year Expenditures Due **- September 30** FISCAL RUNDOWN **Abridged Fiscal Review - Q3 Expenditures** **Brief run through of Expenditures through Q3** **1) Check Run Rates** **2) Prompt Discussion** https://docs.google.com/spreadsheets/d/1vh-GlrVeEAyDw_2_oj16L0JYrkgO-0viMJXB9TSK_6s/edit?usp=sharing		

	SUMMIT **CAEP Summit Proposals** **Proposal deadline extended to July 31** - **It's here! We should be too** GRATITUDE **Acknowledgement** **Thank you so much for being part of SBCAE** - **Christine** - **Giuliana** - **Mali** - **Shawn** - **Traci**		
2:10	10) Member Updates & Announcements EVCC: Robert shared that he is excited to begin work on the Rose Battery Project, noting that classes are scheduled to begin the following Tuesday and that students have already registered for the course. SJCC: Claudia shared that she and Kira have been collaborating to expand course offerings through partnerships with consortium agencies to better serve adult learners. Margarita asked why some community colleges are limited by district boundaries while others appear to have greater flexibility in serving students. Rick explained that these decisions are guided by each district's right-of-refusal policy, while Giuliana added that similar considerations also exist within labor market regions. Claudia announced that Ana has returned to her TS duties and encouraged members to send referrals as appropriate. She also shared that three new vice presidents will begin their roles on July 1 and reported that all invoices for the Round 1 ELL Grant, including purchase order numbers, have been submitted. SCAE: Erin reported several staffing changes resulting from Christine's retirement, including a reorganization within the administrative office. She shared that Daya has transitioned into a new role and highlighted the continued partnership with Mission	All	INFORMATION

	College to offer summer classes. Erin also reported that students in the Medical Assistant program are completing their externships and that the credential program continues to grow. MAE: Giuliana thanked Victoria for highlighting Milpitas Adult Education in the consortium newsletter and introduced the agency's incoming director, who brings extensive ROP experience after serving in Fresno. She shared that interviews were conducted to fill Antonio's former position, although no candidate was selected. Giuliana also celebrated a successful ESL graduation, noted an evening ESL instructor vacancy, and shared that the agency continues to implement its Innovation Project, including ongoing planning and coordination efforts to support program development and student services. MC: Steve shared that Mission College is looking forward to expanding the use of Individual Academic Plans and is planning to offer a financial literacy workshop during the fall semester. CACE: Thao reported that the school year concluded on Thursday evening and announced the launch of the program's first summer CTE course in Digital Photography. She also shared that CACE is working to establish additional MOUs with local school districts and is continuing to develop partnerships with healthcare facilities to support student clinical placements. ESAE: Shawn reported that summer school is underway, with ESL classes offered across all six instructional levels for returning students. He introduced Jenner as the program's new director and shared that his successor has been selected from one of the district's high schools. Shawn also announced that Jenner's former position has been posted, resulting in a largely new administrative team for the fall. Additional staffing efforts include hiring approximately 20 positions, including 10 ESL instructors, while continuing to support CalWORKs and High School Diploma programs. Giuliana noted that ESAE's two CalWORKs representatives are also retiring. Brenda reminded members of a retirement luncheon scheduled for June 24 in honor of Traci and Shawn. Shawn concluded by thanking consortium members for their partnership and support throughout his time with SBCAE, expressing his appreciation for the opportunity to serve and wishing the consortium continued success. SVAE: Mali shared that, despite staffing vacancies and teacher layoffs, summer school is progressing well. She proudly announced that SVAE successfully completed its WASC accreditation cycle and received approval for another three years. She reported that the school's graduation ceremony was successfully held indoors after weather required a change in venue and announced the addition of two new Automotive CTE courses. Mali also provided leadership updates, noting that the district continues recruiting for a Director of Human Resources and that Joell will serve as the daytime director while Lars will oversee evening operations. As she prepares for retirement, Mali thanked the Steering Committee and consortium members for welcoming her as a new member over the past year. She reflected on her experience as both an honor and a valuable learning opportunity, expressing appreciation for the collaboration and support she received throughout her time with the consortium.		

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	Members thanked Mali for her contributions and wished her a happy retirement.		
2:25	11) Agenda Development Margarita suggested exploring alternative catering options for the upcoming Leadership Retreat. Members briefly discussed the request and agreed to consider additional meal options during the retreat planning process. No other agenda items were proposed for future meetings.	All	INFORMATION
2:30	12) Adjournment Meeting adjourned at 1:59 pm	All	ACTION