



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	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	Maliheh Vafai	Kiran Grewal	Mission College	Julian Branch	vacant
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley College	Eric Grabiell	vacant
Evergreen Valley College/San Jose CC	Maniphone Dickerson	Robbie Kunkel			

Consultation Council (non-voting members)			SBCAE Staff		
Margarita Ortiz-Minett, Campbell Adult and Community Education			Rick Abare, Director	Vacant, Data Analyst	Brenda Flores, Data & Accountability Specialist
Phil Crawford, San Jose City College			Vacant, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Willard Williams, AWD Specialist
			Michelle Gonzales, Administrative Assistant		

Steering Committee Special Meeting Agenda · April 19, 2024 · 2:30 PM - 3:35 PM

Location - San Jose City College, 600 S. Bascom Ave., San Jose, CA 95128, Room T-415

AGENDA

2:30	<p>Open Session</p> <p>1) Call to Order - Remarks from the Chair</p> <p>Traci called the meeting to order at 2:37pm.</p> <p>Robbie introduced Alice, the new Transition Specialist at Evergreen Valley College, who introduced herself to the group and briefly highlighted her education journey and excitement for the role.</p> <p>Traci shared updated meeting norms with the group. She noted that it is appropriate to revisit our shared understanding of expectations for conduct and to update periodically. She noted that this will be shared again periodically in subsequent meetings.</p> <div style="border-left: 2px solid #008080; padding-left: 10px; margin-top: 10px;"> <p>Meeting Norms Update</p> <ul style="list-style-type: none"> • 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. </div>	Co-Chair	ACTION
2:35	<p>2) Approval of April 19, 2024 Steering Committee Special Meeting Agenda</p> <p>Motion to approve the agenda for the April 19, 2024 Steering Committee Special Meeting</p> <p>M/S/C: Narayanan/Branch</p> <p>Approved</p>	All	ACTION
2:40	<p>3) Approval of March 8, 2024 Steering Committee Meeting Minutes</p> <p>Motion to approve the minutes from the March 8, 2024 Steering Committee Meeting</p> <p>M/S/C: Branch/Vafai</p> <p>Abstained: Dickerson</p> <p>Approved</p>	All	ACTION

2:45	<p>4) Public Comments</p> <p>No Comment</p>	All	INFORMATION
2:50	<p>5) Co-chair Election</p> <p>Dickerson and Branch addressed the Board:</p> <p>Dickerson discussed her experience with SBCAE and the importance of our members location in the region, highlighting the critical role of adult education</p> <p>Branch discussed his experience with adult ed in the Sacramento area, the understanding of the value of Community College for adults and the importance of transitions.</p> <p>Voting:</p> <p>Five votes cast for Dickerson</p> <p>Two Votes cast for Branch</p> <p>Dickerson is voted in as SBCAE Steering Committee Co-chair</p>	Traci	ACTION
3:00	<p>6) Review Proposed CFAD</p> <p>Kishan framed the discussion of the proposed CFAD, by reminding the group of the history of the process within SBCAE. Kishan then walked the group through the most up-to-date spreadsheet reflecting the proposed CFAD, highlighting the portion of the spreadsheet which identified the amount of funding being held by each agency for consortia wide positions. Kishan began the review by noting the agreement between the total allocation from the state memo and the sum of SBCAE member allocations and how this year's COLA was incorporated. He reminded the group of the current state budget considerations and that these numbers may shift following legislative approval processes.</p> <p>Kishan went into detail regarding the funding allocated to consortia wide positions at each agency, noting how much funding was in balance following as surplus or deficit projected from 2023-24, and how that summed with the projected requirements for 2024-25.</p> <p>Dr. Branch asked about steps being incorporated to attain these figures, and Traci clarified that they work with each agencies' Budget Office to incorporate the current figures and projections.</p> <p>Kishan continued by highlighting the summarization of consortia wide positional balances with any additional consortia wide carryover at each agency where this was applicable.</p> <p>Kishan finished his presentation by reminding the group of the adult ed functions at SJCC moving from the District office in the prior year and noting that final accounting may free up a little more money.</p>	Kishan	INFORMATION

2024-25 Proposed Preliminary Allocations 03/08/2024 (CFAD due on May 2, 2024)

2023-24 Allocations	Est COLA 0.0075422	Member Allocation with COLA 2024-25	Consortium Portion	District's Portion
	0.0075995			
CUHSD	\$4,317,897	\$4,350,711	\$460,409	\$3,890,302
ESUHS	\$8,440,150	\$8,504,291	\$279,464	\$8,224,827
MetroED	\$3,250,918	\$3,275,623	\$0	\$3,275,623
MUSD	\$999,326	\$1,006,920	\$0	\$1,006,920
SJECCD	\$1,425,166	\$1,435,996	\$298,345	\$1,137,651
SCUSD	\$2,418,359	\$2,436,737	\$168,773	\$2,267,965
WVMCC	\$548,821	\$552,992	\$0	\$552,992
Total	\$21,400,637	\$21,563,271	\$1,206,992	\$20,356,279
			Total (E+F)	\$21,563,271

State Spreadsheet SBCAE Total including COLA	\$21,563,271
SBCAE COLA	\$162,635

CONSORTIUM FUNDS ACCOUNTING

School/College	SBCAE Support Positions	2023-24 Allocation	2023-24 Projected Deficit/Surplus as of June 30, 2024 with COLA	2024-25 Projections	2024-25 Projected Deficit/Surplus as of June 30, 2025	2023-24 + 2024-25 Total Surplus/Deficit (add col D and E)	2024-25 Final Allocation for Positions	2024-25 Projected End Balance
CACE	Comm Specialist (Nvaant)	\$110,162	\$56,494	\$110,999	\$135,010	(\$24,011)	\$32,482	\$135,010
	Consortium Director (Rick)	\$238,956	\$42,145	\$240,771	\$213,468	\$27,303	\$69,448	\$213,468
	CACE Sub-total	\$349,118	\$98,639	\$351,770	\$348,478	\$3,292	\$101,930	\$348,478
ESAE	Web Tech Specialist (Shreya)	\$157,043	(\$7,713)	\$158,236	\$166,756	(\$8,521)	(\$16,233)	\$166,756
	Departmental Secretary (Michelle)	\$75,780	(\$2,226)	\$76,356	\$0	\$76,356	\$74,129	\$0
	Data & Accountability (SBCAE) -Brenda	\$0	\$0	\$0	\$40,264	\$0	(\$40,264)	\$40,264
	Co-Chair (Traci)	\$54,399	\$0	\$54,812	\$30,000	\$24,812	\$24,812	\$30,000
	ESAE Sub-total	\$287,222	(\$9,939)	\$289,404	\$237,020	\$92,647	\$42,445	\$237,020
SACE	AWD Specialist (Will)	\$147,054	(\$201)	\$148,171	\$148,554	(\$383)	(\$584)	(\$584)
	SACE Sub-total	\$147,054	(\$201)	\$148,171	\$148,554	(\$383)	(\$584)	\$149,138
SJECCD	Research Analyst II (Rick/New Hire)	\$159,840	\$31,025	\$161,054	\$129,000	\$32,054	\$63,079	\$129,000
	Co-Chair -TBA	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000
	Division Admin (Shana - left over money)	\$75,691	\$0	\$76,266	\$0	\$76,266	\$76,266	\$0
	Innovation Dollars	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0
	SJECCD Sub-total	\$535,531	\$31,025	\$237,320	\$159,000	\$108,320	\$139,345	\$159,000

CACE	(1) Consortium Fund Carryover from 2023-24 (after expenses such as Fair, supplies, etc.)	\$10,001
	(2) Total Positions Deficit/Surplus	\$101,930
	Total Carryover	\$111,931
ESUHS	(1) Consortium Fund Carryover from 2023-24	\$0
	(2) Total Positions Deficit/Surplus	\$42,445
	Total Carryover	\$42,445
SCUSD	(1) Consortium Fund Carryover from 2023-24 (after Credentialing Program expenses approved by SC)	\$20,219
	(2) Total Positions Deficit/Surplus	(\$584)
	Total Carryover	\$19,635
SJECCD	Total Positions Deficit/Surplus	\$139,345
	Total Carryover	\$139,345

3:25

7) Research Analyst Funding Allocation
 Motion to approve the adjusted allocation for the SBCAE Research Analyst Position as reflected in the attached memo:

 M/S/C: Narayanan/Vujjeni

 Approved

Research Analyst II - Funding Adjustment Proposal

RE: Proposal to adjust the funding for the Research Analyst consortium support staff

Under the current arrangement, funding for this position is allocated to SJCC (formerly SJECCD District) to host the position. Locally, this position is a Research Analyst II position and a member of the Classified School Employee Association. While this secured the position at the college level, funding for the Adult Education member of the data team was covered out-of-pocket by ESAE. The proposed adjustment would partially reallocate funding for the position to ESAE to secure the SBCAE Adult Ed Data Team functions, while maintaining the majority of the College Data Team members FTE to SBCAE Data Team functions.

Previous allocation arrangement

- 100% to SJCC (previously SJECCD) for Research Analyst position allocated
- 0% allocated to ESAE - Adult Ed Data Team member covered by ESAE

Proposed allocation arrangement

- 75% to SJCC (remainder covered by SJCC)
- 25% to ESAE

Co-chairs

ACTION

3:30

8) ELL Grant Funding Update

Moni

INFORMATION

	<p>Moni updated the body that Kishan is working on the MOU's for the payments. She asked the members to contact SJCC with an invoice for 50% to free up the first half of the payment to the participants.</p> <p>Dr. Branch asked about the viability of using the grant funding to fast track ELL Learner enrollment in the Pharm Tech program, which is being transferred from not-for-credit to noncredit. Moni asked for a summary of the request with support for the Pharm Tech's viability for salary based on LMI, so she could clear it with the grant monitor.</p>		
3:35	<p>9) ADJOURN</p> <p>Prior to adjournment, several members shared updates about open positions: Usha mentioned the post for the SBCAE Community Partnership Specialist Traci noted that they were looking to onboard a new Program Specialist due to the retirement of Jorge Silva Branch noted that Mission College had hired a new Program Specialist. Vafai noted that SVAE was looking for an EL Civics specialist as a part time position.</p> <p>Meeting Adjourned at 3:40pm</p>	All	ACTION

2023 – 2024 Calendar

2023

Aug 4:	Steering Committee Meeting 12:30 – 3:30	Sept 8:	Consultation Council Meeting 10:00 – 11:00
Aug 15:	Annual Plan for 2023-24 due in NOVA*	Sept 8:	Steering Committee Meeting 11:00 – 12:30
Aug 31:	Data Community of Practice 2:30 – 3:30	Sept 8:	Data Study Session 1:00 – 3:00
Sept 1:	21/22 and 22/23 Member Expense Report due in NOVA (Q4)	Sept 14:	Community Connections 1:00 – 2:00
Sept 1:	July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA *	Sept 19:	Transition Specialist Meeting 2:30 – 4:30
		Sept 26:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Sept 1:	22/23 Certification of Allocation Amendment due in NOVA	Sept 29:	Professional Development Day 8:30 – 3:00

Sept 30:	21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *	Nov 9:	Community Connections 1:00 - 2:00
Sept 30:	23/24 Member Program Year Budget and Work Plan due in NOVA	Nov 14:	Transition Specialist Meeting 2:30 – 4:30
Sept 30:	End of Q1	Nov 17:	Faculty Networking Group Meetings 1:00 – 4:00
Oct 3:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Nov 28:	Transition Specialist Meeting (PD) 2:30 – 4:30
Oct 10:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Dec 1:	July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
Oct 12:	Community Connections 1:00 - 2:00	Dec 1:	20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
Oct 13:	Steering Committee Meeting 12:30 – 3:30	Dec 8:	Consultation Council Meeting 10:00 – 11:00
Oct 17:	Transition Specialist Meeting 2:30 – 4:30	Dec 8:	Steering Committee Meeting 11:00 – 12:30
Oct 26:	Data Community of Practice 2:30 – 3:30	Dec 8:	Data Study Session 1:00 - 3:00
Oct 30:	23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA *	Dec 12:	Transition Specialist Meeting 2:30 – 4:30
Oct 31:	Student data due in TOPSPro (Q1)	Dec 14:	Community Connections 1:00 – 2:00
Oct 31:	Employment and Earnings Follow-up Survey	Dec 31:	21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)
Nov 3:	Steering Committee Meeting 12:30 – 3:30	Dec 31:	End of Q2

2024

Jan 9:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Feb 2:	Steering Committee Meeting 11:00 – 12:30
Jan 11:	Community Connections 1:00 – 2:00	Feb 2:	Data Study Session 1:00 – 3:00
Jan 12:	Steering Committee Meeting 12:30 – 3:30	Feb 6:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Jan 23:	Transition Specialist Meeting 2:30 – 4:30	Feb 8:	Community Connections 1:00 – 2:00
Jan 25:	Data Community of Practice 2:30 – 3:30	Feb 13:	Transition Specialist Meeting 2:30 – 4:30
Jan 31:	Student Data due in TOPSPro (Q2)	Feb 28:	Preliminary allocations for 2024-25 and 2025-26 released by this date
Jan 31:	Employment and Earnings Follow-up Survey	March 1:	21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)*
Feb 2:	Consultation Council Meeting 10:00 – 11:00	March 1:	Faculty Networking Group Meetings 1:00 – 4:00



March 5:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Jun 1:	22/23 and 23/24 Member Expense Report due in NOVA (Q3)
March 8:	Steering Committee Meeting 12:30 – 3:30	June 14:	Steering Committee Meeting 12:30 – 3:30
March 14:	Community Connections 1:00 – 2:00	Jun 30:	End of Q4
March 19:	Transition Specialist Meeting 2:30 – 4:30		
March 31:	21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) *		
March 31:	End of Q3		
April 11:	Community Connections 1:00 – 2:00		
April 23:	Transition Specialist Meeting 2:30 – 4:30		
April 25:	Data Community of Practice 2:30 – 3:30		
April 26:	Consultation Council Meeting 10:00 – 11:00		
April 26:	Steering Committee Meeting 11:00 – 12:30		
April 26:	Data Study Session 1:00 – 3:00		
Apr 30:	Student Data due in TOPSPro (Q3)		
Apr 30:	Employment and Earnings Follow-up Survey		
Apr 30:	Community Resource Fair (evening) 5:00 - 8:00		
May 1:	Community Resource Fair (day) 10:00 - 1:00		
May 2:	CFAD for 2024-25 due in NOVA *		
May 7:	Transition Specialist Meeting 2:30 – 4:30 (PD)		
May 9:	Community Connections 1:00 – 2:00		
May 10:	Steering Committee Meeting 12:30 - 3:30		
May 14:	Transition Specialist Meeting 2:30 – 4:30		