



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 <i>AE Co-Chair</i>	Shawn Tran
Milpitas Adult Education	Priti Johari	Giuliana Brahimi	Santa Clara Adult Education	Carrie Casto	Christine Berdiansky
Silicon Valley Adult Education	Maliheh Vafai	Lars Guntvedt	Mission College	Julian Branch	Steve Duong
San Jose City College	Maniphone Dickerson <i>CC Co-Chair</i>	Claudia Amador	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 · April 24, 2026 · 12:30 PM - 3:30 PM

Location - Independence Adult Center - 625 Educational Park Dr, San Jose, CA 95133

AGENDA

12:30	Open Session 1) Call to Order Traci called the meeting to order at 12:35 pm.	Traci	ACTION
12:35	2) Approval of April 24, 2026 Steering Committee Meeting Agenda Motion to approve SBCAE Steering Committee Meeting Agenda for April 24, 2016 M/C/S Brahim/Mann All in favor Approved	All	ACTION
12:40	3) Approval of April 3, 2026 Steering Committee Meeting Minutes Motion to approve minutes from April 3, 2026 SBCAE Steering Committee Meeting. M/C/S Brahim/Vafai Discussion: Prior to the vote, Giuliana noted that the previous meeting was particularly important, especially in relation to the financial discussions, emphasizing that the issues discussed could serve as a foundation or reference point for other schools facing similar situations in the future. All in favor Approved	All	ACTION

12:45	4) Public Comments No public comments.	All	INFORMATION
12:50	5) Consultation Council Report Margarita thanked the group for continuing to provide space for Consultation Council input and reiterated ongoing concerns related to restructuring and changes at Silicon Valley Adult Education. She shared that there is a desire to be proactive in addressing potential issues, but acknowledged that in some cases the consortium may need to respond reactively if concerns are not addressed early. She asked whether there have been any developments or improvements and emphasized the importance of transparency as changes continue. Margarita also raised the need for clearer communication across the consortium, particularly given the significant turnover occurring across multiple sites. She suggested that a centralized communication such as a consortium wide email outlining current points of contact and roles would help stakeholders better understand who to reach out to for specific needs. She noted that without this, communication gaps may continue as new staff transition into roles.	Margarita	INFORMATION
12:55	6) Transition Specialist Co-chair Update No Transition Specialist update was given.	Daya, Patty	INFORMATION
1:00	7) Approve SBCE 2026-27 Consortia Fiscal Administration Declaration (CFAD) CAEP Allocations. Rick presented the final CFAD allocation for 2026–27, noting that members had submitted their numbers in a timely and organized manner. He walked the group through the final columns and highlighted the adjustments made since the previous draft. He reviewed that the current COLA is projected at 2.41%, though there remains uncertainty as to whether that figure may change at the state level. Carrie confirmed that submission should be completed by May 1, and Rick reiterated that once approved, the allocation would be entered into NOVA and members would receive notification to complete the approval process at the district level. Rick explained that two additional columns were added to increase transparency, including adjustments related to the co-chair stipend and the redistribution of funds tied to the research analyst position. He clarified that funds removed from San José City College were redistributed proportionally across members based on allocation shares. He also noted that the previously listed TBD amount had been finalized, resulting in a balanced allocation. Traci called for a motion to approve the CFAD allocation. M/C/S Brahim/Mann All in favor Approved	Traci, Rick	ACTION



CFAD Final Draft Review

April 24, 2026

CFAD

The Process Continues

Gov's preliminary budget shows a ~2.41% increase to CAEP Allocations

2025-26 Allocation = \$22,127,113

2026-27 Proposed COLA = \$533,276

2026-27 Preliminary Allocation = \$22,660,389

Recall last year the May Revise dropped our COLA by 0.13%

Next Steps are:

- 1) Review initial allocation amounts
- 2) Gather Consortium-wide expense estimates for 25-26 and 26-27
 - a) Update draft for materials by 3/31/26
- 3) Review at Steering Committee 4/3/26
- 4) Incorporate any final iterations
- 5) [Vote to approve](#) at Steering Committee 4/24/26 <- We are here
- 6) Enter into NOVA prior to 5/2/26

CFAD

Stablization

Only change from previous version is the proportional redistribution of SJCC Research Analyst overage to each member.

1:25

8) Appointment of Community College Co-chair due to Vacancy

Traci shared that due to personal circumstances, including a recent family loss, Moni, the current community college co-chair, would be stepping down from the role for the remainder of the term. She presented a recommendation for Claudia to serve as co-chair moving forward and asked if she would accept the nomination.

Traci

ACTION

	Claudia accepted. Traci made a motion to approve the appointment. M/C/S Casto/Brahim All in favor. Approved. Claudia thanked the group for their trust, acknowledging that there are many moving parts both within the consortium and at her campus. She expressed her commitment to supporting the consortium and its students and shared that she looks forward to working closely with the group and reaching out for support as needed.		
1:35	9) Director Update Rick shared that a small group has begun participating in employer engagement efforts focused on incumbent worker ESL and workforce upskilling. This work was initiated following outreach from industry partners interested in supporting employee development. Participating members include CACE, Milpitas, and Evergreen. The group recently toured a manufacturing site in North San Jose and will continue with an additional site visit focused on curriculum development and program design. Rick emphasized that while this work is still in early stages, there is strong employer interest and potential for this to expand into a larger, consortium-wide initiative. Rick also addressed meeting structure and scheduling, noting that Steering Committee meetings have consistently been ending early. As such, the Leadership team proposed adjusting scheduled meeting lengths to better reflect actual usage, suggesting a shift to shorter standard meeting times while maintaining flexibility when needed. Members expressed agreement, and no concerns were raised. Rick provided updates on member effectiveness efforts, including upcoming meetings and continued work on bylaws revisions. He also noted that the consortium newsletter will be distributed again in May, with Victoria reaching out to members for relevant updates and announcements. Rick shared that the consortium calendar is nearing finalization, pending one remaining member schedule, and thanked members for their collaboration. He also announced that the CAEP Summit will be held in Santa Clara in October, presenting an opportunity for increased staff participation and potential student volunteer engagement. Due to challenges with scheduling annual plan activity meetings, Rick acknowledged that the current scheduling approach has been difficult to manage and proposed transitioning to a simplified model where members respond “yes/no” to pre-identified time options. Members agreed this approach would likely improve efficiency and reduce the burden of repeated scheduling requests. Rick then provided an update on the Innovation Fund. He explained that while the process had generally worked well, a reporting error at West Valley/Mission related to carryover funds created complications that impacted Santa Clara’s ability to implement	Rick	INFORMATION

	its project. He noted that the issue stemmed from new staff and misunderstandings in reporting processes, and emphasized that while mistakes happen, the delay created real impacts. Rick shared that both districts worked collaboratively to reach a resolution that balances accountability with practical constraints, resulting in an agreed upon path forward. He emphasized that this situation highlighted the need to strengthen processes, improve clarity around reporting expectations, and revisit how the Innovation Fund is structured and implemented. He explained that moving forward, the consortium will likely establish Innovation Fund availability based on finalized carryover data in October, allowing for clearer planning and more accurate funding decisions. He also reiterated that NOVA is not intended to function as an audit tool, underscoring the importance of aligning internal budgets with reported data. Members discussed the importance of fiscal clarity and training, particularly given turnover across districts. There was general agreement on the value of convening a fiscal training session involving district business office staff and consortium members. Suggestions included structuring the session to occur earlier in the day to improve attendance and pairing it with broader consortium planning or retreat activities. Rick also discussed the need for stronger onboarding support for new administrators, noting the number of upcoming leadership transitions across the consortium. He shared that a draft handbook is in development and will include key resources, guidance, and reference materials to help new members navigate consortium processes. Members emphasized the importance of including practical tools such as NOVA guidance and clear process overviews.		
--	--	--	--

Director Update

April 24, 2026

TOC

Update Topics

Miscellaneous

Draft Calendar Review* -> May 15

Annual Plan Activity Update

Innovation Fund Funding Update

SBCAE Retreat Day Outline Proposal

MISC

Miscellaneous Updates

Incumbant workforce ESL engaged

- Small team toured Rose Batteries Thursday 4/23/26
- Sunnyside Manufacturing Wednesday 4/29/26
- Exploring curriculum and deployment with co-enrollment and clear designation of roles between AE and CC

Steering Committee Scheduling Update

- We've been ending early, should our calendar match this?

Member effectiveness returns

- Bylaws / Innovation fund process updates

May Newsletter Materials Request coming soon

	CALENDAR Almost Ready for a Draft Calendar Timetable - Draft in May (close to final) - Approve in June Shreyas runs point on Calendar - Thank you for submitting yours! - Please also keep us posted about conferences as those dates are finalized CAEP Summit in Santa Clara October 28-30 - They will likely ask if we can support with student volunteers (they will be fed Breakfast and Lunch) - They will want proposals UPDATE Annual Plan Activity Update A scheduling learning journey - My logic for my approach this year so far has been challenging in practice 1) I will start sending a list of times for yes / no responses. 2) I can literally push dates I think it will work 3) I can keep doing what I am doing Thoughts?		
2:10	10) Member Updates & Announcements ESAE: Traci shared that East Side’s board recently met and officially approved Jenner as the new director. She reflected positively on the transition process, noting that Jenner has already been stepping into the role over the past few months and has demonstrated strong leadership throughout. Traci expressed confidence in Jenner’s ability to move the work forward and shared that she is excited to see her take the next step in the role. She added that with this transition, Jenner will have the opportunity to hire two new program coordinators, which will significantly reshape the structure and support of the program. Traci also noted that East Side is currently experiencing multiple staffing transitions, including retirements within CalWORKs, with at least two positions expected to be posted soon. She emphasized that the program is in a period of transition but also growth, with summer school planning underway and programming expected to begin after July 20. Jenner added that she is “thrilled” with how the process has unfolded and expressed appreciation for the support and preparation provided, noting that the transition has set a strong foundation for continued success. EVC: Robert shared reflections from the recent industry site visit to Rose Batteries, noting that the experience was highly motivating for faculty and sparked new ideas around workforce aligned programming. He emphasized the value of being physically on-site,	All	INFORMATION

	stating that seeing the work environment firsthand helped bring clarity to how programs could be structured to better align with industry needs. He also shared that enrollment for summer is currently open and that planning for fall is ongoing, though some sites remain in transition as they continue to explore space and partnership opportunities. MAE: Giuliana shared that Milpitas is currently undergoing a significant administrative restructuring that will include changes at the director level. She noted that this transition will impact the overall structure of the program. She also reported that within transition services, staffing is now largely stabilized for the 2026–27 year, highlighting that Ilse Pollard has officially begun onboarding, which she described as bringing important continuity to the work that has already been in progress. Giuliana shared that their high school diploma graduation is scheduled for June 23 and confirmed that required reporting, including CIP submissions, has already been completed. Carl added that Milpitas recently hosted a large job fair with approximately 50 vendors and over 500 participants, describing it as a highly successful event. He also shared that the team is actively working with student leadership groups to plan an upcoming cultural fair on May 8, where different language groups will showcase aspects of their culture for families and the broader community. Additionally, he noted ongoing efforts to strengthen business partnerships, including work with organizations such as Upwardly Global, with the goal of expanding implementation in the coming year. He also mentioned an upcoming ESL promotion/commencement ceremony scheduled for June 4. SCAE: Carrie shared that with upcoming transitions, Erin will be stepping into the role of voting member following Christine’s departure. Christine provided program updates, noting that Santa Clara is implementing professional development in the form of “learning walks,” where instructors observe one another’s classrooms and engage in structured reflection and discussion afterward. She emphasized that this approach is intended to provide teachers with the opportunity to see different instructional strategies in practice and learn from one another in a collaborative way. She also shared that recent ESL testing for placement has been completed in preparation for the August term and that new Medical Assisting programming is being developed with a shift toward a semester based structure. Additional recruitment efforts are ongoing. Graduation is scheduled for May 29. SJCC: Claudia shared that San José City College recently completed its final campus tour of the semester and noted strong student engagement, particularly highlighting positive feedback about the new facilities. She reported that application workshops will begin the following week to support incoming students through the enrollment process. She also noted that two adult education courses for the upcoming summer term are already close to full. Claudia added that SJCC will be participating in the upcoming resource fair on May 5 and shared that there are currently three new positions open as part of ongoing staffing efforts. She also noted that commencement is scheduled for May 21. MC: Steve shared that he plans to bring Chris, a financial analyst, into future conversations to strengthen alignment and support around fiscal processes. He also highlighted the success of recent college tours and noted participation in the upcoming May 5 resource fair.		
--	--	--	--

	CACE: Kira shared that Campbell Adult and Community Education has submitted its CIP report and is preparing for graduation on May 2. She noted that new program development is underway, including work on CTE pathways such as administrative assistant and automotive programs. She also shared that they are piloting a digital photography course as part of efforts to expand and explore additional CTE offerings and better understand how these pathways can be integrated into their programming. Thao added that there is a strong focus on community building, including planning for an upcoming spring fair. She noted efforts to increase student leadership opportunities, with students taking more active roles in planning and leading events. She also shared that new IHSS provider courses have been successfully launched and are gaining traction. SVAE: Mali shared that Silicon Valley Adult Education is preparing for significant changes in the upcoming year, including a full revamp of the orientation process. She explained that the current system had become outdated and cumbersome for students, and the goal is to create a more streamlined and accessible experience. She also highlighted recent Adult Education Week celebrations, noting that staff recognition activities were included as part of the effort. Additionally, she shared that evening students now have access to food truck services, which was implemented in response to the unique scheduling needs of students attending classes after daytime high school programming on shared campuses. Mali reported that while the CIP report has not yet been submitted, it is near completion. She also shared details about upcoming events, including an International Day celebration on May 7 featuring cultural presentations and a talent show, as well as graduation for high school equivalency students scheduled for May 28.		
2:25	11) Agenda Development No items were proposed.	All	INFORMATION
2:30	12) Adjournment Meeting adjourned at 1:53 pm	All	ACTION