



## 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](mailto: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](mailto: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	Lars Guntvedt	Mission College	Julian Branch	Vacant
San José Evergreen CCD	Kishan Vujjeni		West Valley College	Mark Manrose	Eric Grabel
Evergreen Valley College/San Jose CC	Maniphone Dickerson <i>CC Co-Chair</i>	Vacant			

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			Victoria Silva, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Gail Waxman, AWD Specialist

## Steering Committee Meeting Agenda · December 13, 2024 · 12:30 PM - 3:30 PM

Location - San Jose City College Tech Building - T415 - 600 S Bascom Ave San Jose, CA 95128

### AGENDA

12:30	<p><b>Open Session</b></p> <p>1) Call to Order</p> <p>Moni called meeting to order at 12:37PM</p>	Moni	ACTION
12:35	<p>2) Approval of December 13, 2024 Steering Committee Meeting Agenda</p> <p>Moni noted that Agenda Item 9 would be changing from an Action item to an Information item.</p> <p>Motion to approve December 13, 2024 Steering Committee Meeting Agenda with the changes noted to Item 9</p> <p>M/S/C</p> <p>Brahim/Casto</p> <p>Approved</p>	All	ACTION
12:40	<p>3) Approval of November 15, 2024 Steering Committee Meeting Minutes</p> <p>Motion to approve the November 15, 2024 Steering Committee Meeting Minutes as presented</p> <p>M/S/C</p> <p>Williams/Narayanan</p> <p>Approved</p>	All	ACTION
12:45	<p>4) Public Comments</p> <p>Peter addressed the body as a member of the public. He asked the Consortium if any of the schools can do something to address the needs of the parents since school districts</p>	All	INFORMATION

	<p>are losing enrollments due to parents moving out of the area. Peter inquired about what the Consortium is doing to identify people in the public that can benefit from our services and if we can do something to reach out to the public in order to increase their learning potential. Peter posed the following questions to the group: How do we know in terms of educating if it is benefiting our students? Are students leaving our program and getting their certificate and getting a job? Do we have any way of identifying how effective we are?</p>		
12:50	<p>5) Consultation Council Report</p> <p>Margarita updated the group noting that the council had discussed if there are systems or staff in place to look out for the students that are not as tech savvy, specifically in the context of recent efforts to engage with partners in the legal sector who are seeking to inform students about their rights. She suggested SBCAE members have some presenters come in person and talk to the students about the upcoming administration. Additionally, figuring out some type of way to support our students through any related challenges, while providing training for the staff on how to be empathetic but also honest about what might happen.</p>	Margarita, Phil	INFORMATION
12:55	<p>6) Transition Specialist Co-chair Update</p> <p>Peter began his update by echoing what Margarita said and mentioned that ESL students who are undocumented are going into TS's offices and expressing concerns. He suggested that it would be nice if we could address these concerns in a standardized way to support our students.</p> <p>Peter then noted his second concern, that the work of the TS doesn't seem to be standardized. He understands that some TS are doing work beyond transitioning students and are doing administrative work beyond their work description.</p> <p>Carrie asked for Peter to clarify the quasi administrative work.</p> <p>Peter explained that he currently only has general information about this and would decline to share examples until he was aware of specifics, but that he wanted to be sure that everyone was doing what they were designated to do and there weren't any conflicts with student support.</p>	Patty, Peter	INFORMATION
1:00	<p>7) Member Effectiveness Update</p> <p>Traci informed the group that the approved update has been incorporated to the bylaws and are now in their appropriate section.</p> <p>She then explained the next item on the docket for the member effectiveness committee was section 4 under membership. Work in this section will be to spell out member effectiveness and what that looks like, starting with identifying and being thoughtful how the state defines member effectiveness and to make it specific for us.</p> <p>Traci then pivoted to talking about innovation funds for revision and rollout timing. Because of the nature of member overage being voted to move after 2 years of excessive carryover, it would be too late at that time to use the innovation fund as an outlet for those overages. As such, Traci encouraged members to start building their projects now if they are interested in applying for the innovation fund, so money can be moved by Q3.</p>	Traci	ACTION

	<p>Traci then sought the group’s opinion if there is feedback as to what a reasonable threshold would be for eligibility. Margarita expressed that it seems hard to do it by percent and they may not work fairly. Discussion then ensued on how to apply for the fund. Peter asked if it is limited to only directors or teachers and Traci answered that it is the agency that applies, but that the expectation was the agency was working collaboratively with its staff.</p> <p>Discussion then ensued about having a hierarchy of first priorities and what projects to prioritize and the degree to which some amount of carryover played into this decision making.</p> <p>Carrie summarized the discussion with the suggestion that simply evaluating each proposal individually could cut down on the complexity. Usha added that a requirement could be included about ensuring funds could be spent down in the same year, so as not to simply move a carryover issue from one agency to another. Traci agreed with the importance of the innovation fund's role in supporting carryover outlets but gave examples of the challenges with spending down funding in a short period of time. Moni agreed and noted the tightness of reporting cycles and correspondingly tight windows for proposal approval and fund transfer.</p> <p>Traci noted that the consortium should be looking to permanently fund the credentialing program support, and that the group should be thinking of how to allocate for that in the upcoming CFAD, and that as all agencies stand to benefit, all agencies should contribute. Agreement ensued.</p>		
1:30	<p>8) Director Update</p> <p>Rick updated the group that Shreyas is doing data analytics on Open Doors by keeping it up to date with everyone’s catalogue.</p> <p>For the ELL Healthcare grant update the grant agreements are being developed and not moving as fast. The next step is the formal grant agreement.</p> <p>Jay Wright will be at Independence adult education. Claims there will be new stuff on January 21st. The February 6th meeting is cancelled unless the team wants to keep it.</p> <p>Rick updated that in the wake of Community Pro, he has been talking with the TS team about tracking. He made a simple sheet to track referral so that TS can go in and put students' names and why they referred the students. It is just for people who don't have a way to track it and would like to, offering a place outside of email where they can track it. Rick will try to ensue a conversation with ASAP about doing the tracking there.</p> <p>There was a small group meeting looking at the TS hub website to look at the site and establish the intent. They discovered that it is vastly over-scoped and there is some content that can be in our website. Some of those resources can be put in various other places and the view of it detracts from what a TS mostly needs. Looking for it to be a project to have something the team can grind it out in the summer.</p> <p>There were two due dates for December. The Q1 member reports were forgotten by some people. Everyone needs to submit their Q1 expenses so the Consortium can approve it.</p>	Rick	INFORMATION

	<p>Carrie asked if Rick could show the spreadsheet. Rick answered that he will send it via email to everyone and explain it there.</p> <p>For the Three Year Planning, Rick recommended a retreat to do the planning. There will be a follow-up about everyone's availability.</p>		
2:00	<p>9) Needs Assessment Proposal</p> <p>Rick presented a proposed scope of work for contracting out the needs assessment component of the ongoing SBCAE three-year plan. As research bandwidth has been limited this year, this would fill the gap. Rick also noted that, as there was a strong feeling about deploying more surveys, a formal approach would ensure that any gaps in existing instrumentation were addressed and the need for any follow up surveys was clearly established.</p> <p>Moni disclosed that the new SBCAE Research Analyst had been hired and suggested that they would be a good fit for this task. Several members chimed in their agreement.</p> <p>In response to a question from Traci, Rick added that given this new information, and the impending start date, the timeline for completing the task should be achievable.</p> <p>Christine asked if Rick could share the prompt from the three year plan that related to this needs assessment, so that the group could better support with ensuring the existing assets were sufficient for the task.</p>	Rick	INFORMATION ACTION
2:30	<p>10) Member Updates &amp; Announcements</p> <ul style="list-style-type: none"> <li>○ CAEP Due Dates: <ul style="list-style-type: none"> <li>● <b>Dec 30: 22/23, 23/24 &amp; 24/25 Member Expense Report certified by Consortia in NOVA (Q1)</b></li> <li>● <b>Dec 31: End of Quarter 2</b></li> </ul> </li> </ul> <p>Member Updates:</p> <p>SJCC: Reminder of CAEP due dates. Dec 30th - recertify by this date and Q2 ends December 31st so look at your burn rates. Hired Yvonne and will look to meet with her and Rick soon to clarify the needs / expectations for the position.</p> <p>SJCC is partnering with Sacred Heart and toured with Metro Ed and Milpitas Unified. ELL healthcare pathway, have faculty starting and will be hiring program coordinator to assist. The division dean's last day is January 4th.</p> <p>EVC: Currently going through transitions. Dean Angel Fuentes will be the primary Steering Committee representative, with Dean Robert Guitirrez as the backup.</p> <p>ESAE: At CAEP Summit we met with Cal Regional and moved forward with starting the partnership and seeing what additional medical courses to bring into the program. Traci met with Gregcom, a marketing agency to see if we are interested in a digital marketing platform to push out digital aspects. If we would like to do a South Bay Consortium wide marketing then ESAE is happy to pay the cost. There is an opportunity to partner with family services to be able to have some classes there and child care being provided.</p>		

	<p>MAE: Giuliana emphasized the importance of reflecting on the changes they made for the ELL Healthcare Pathways Grant and the importance of reflecting on that. She then shared a general assessment of her current enrollment, noting that MAE will be opening Q3 registration soon. She also shared that promotions are coming, and students are studying hard. College tours are happening successfully.</p> <p>SCAE: Current medical assisting class has been successful, and adding a second medical assistance class is on the radar. Rolling out medical interpreter class in March and just finished hiring the instructor and interest from Stanford to place people in employment has been solicited.</p> <p>MC: Mission College is in the process of hiring for TS bandwidth to meet the needs of the students but that Steve Duong was filling in to support temporarily. Mission College is also offering free courses for people in the district, and he is endeavoring to continue to try to focus counselor bandwidth on adult ed.</p> <p>CACE: Going through WASC visit April 20th. Usha encouraged us to join as partners. December 18th will bring our entire school community together for our student organized event put on by the small but mighty ABE course, which has been a wonderfully positive event for the students.</p> <p>WVC: No Update. Christine thanked Mark for sharing their contextualized ELL curriculum.</p> <p>Victoria updated the group about the Martha’s Kitchen project and encouraged the AE leaders to share the information.</p>		
2:45	<p>11) Agenda Development</p> <p>Christine noted earlier in the meeting that the proposal for the support position for the Adult Ed Credentialing program would be ready for inclusion on the January Agenda.</p>	All	INFORMATION
3:30	<p>12) Adjournment</p> <p>Meeting adjourned at 2:22PM</p> <p>M/S/C</p> <p>Traci/Giulianna</p>	All	ACTION

## **2024 – 2025 Calendar**

### ***2024***

Oct 1: Transition Specialist Meeting 2:30 – 4:30 (PD)

Oct 8: Transition Specialist Meeting 2:30 – 4:30 (PD)

Oct 15: Transition Specialist Meeting 2:30 – 4:30

Oct 25: Steering Committee Meeting 12:30 - 3:30

Oct 28-30: CAEP Summit 8:00 - 1:00

Oct 30:	24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA *	Nov 15:	Data Study Session 1:00 – 3:00
Oct 31:	Student data due in TOPSPro (Q1)	Nov 26:	Transition Specialist Meeting (PD) 2:30 – 4:30
Oct 31:	Employment and Earnings Follow-up Survey	Dec 1:	July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
Nov 7:	Data Community of Practice 2:30 - 3:30	Dec 1:	22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
Nov 8:	Faculty Networking Group Meetings 1:00 – 4:00	Dec 10:	Transition Specialist Meeting 2:30 – 4:30
Nov 12:	Transition Specialist Meeting 2:30 – 4:30	Dec 12:	Community Connections 1:00 – 2:00
Nov 14:	Community Connections 1:00 - 2:00	Dec 13:	Steering Committee Meeting 12:30 - 3:30
Nov 15:	Consultation Council Meeting 10:00 – 11:00	Dec 31:	22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
Nov 15:	Steering Committee Meeting 11:00 – 12:30	Dec 31:	End of Q2

## 2025

Jan 7:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Feb 28:	Preliminary allocations for 2024-25 and 2025-26 released by this date
Jan 16:	Community Connections 1:00 - 2:00	March 1:	22/23, 23/24 & 24/25 Member expense report is due in NOVA. (Q2)*
Jan 17:	Steering Committee Meeting 12:30 – 3:30	March 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Jan 21:	Transition Specialist Meeting 2:30 – 4:30	March 7:	Steering Committee Meeting 12:30 – 3:30
Jan 31:	Student Data due in TOPSPro (Q2)	March 13:	Community Connections 1:00 – 2:00
Jan 31:	Employment and Earnings Follow-up Survey	March 18:	Transition Specialist Meeting 2:30 – 4:30
Feb 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)	March 31:	21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) *
Feb 6:	Community Connections 1:00 - 2:00	March 31:	End of Q3
Feb 6:	Data Community of Practice 2:30 - 3:30	April 4:	Steering Committee 12:30 - 3:30
Feb 7:	Consultation Council Meeting 10:00 – 11:00	April 10:	Community Connections 1:00 - 2:00
Feb 7:	Steering Committee Meeting 11:00 – 12:30	April 22:	Transition Specialist Meeting 2:30 – 4:30
Feb 7:	Data Study Session 1:00 – 3:00	April 25:	Steering Committee 12:30 - 3:30
Feb 11:	Transition Specialist Meeting 2:30 – 4:30	April 29:	Community Resource Fair (evening) 5:00 - 8:00



- April 30: Community Resource Fair (day) 10:00 - 1:00
- Apr 30: Student Data due in TOPSPro (Q3)
- Apr 30: Employment and Earnings Follow-up Survey
- May 1: Community Connections 1:00 - 2:00
- May 1: Data Community of Practice 2:30 - 3:30
- May 2: CFAD for 2024-25 due in NOVA \*
- May 2: Faculty Networking Group Meetings 1:00 - 4:00
- May 6: Transition Specialist Meeting 2:30 – 4:30 (PD)
- May 13: Transition Specialist Meeting 2:30 – 4:30
- May 16: Consultation Council Meeting 10:00 – 11:00
- May 16: Steering Committee Meeting 11:00 – 12:30
- May 16: Data Study Session 1:00 – 3:00
- June 1: 23/24 and 24/25 Member Expense Report due in NOVA (Q3)
- June 13: Steering Committee Meeting 12:30 – 3:30
- June 20: CAEP Three-year regional plan due
- June 30: 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q3) \*
- June 30: End of Q4