



## 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	Harkirat (Kira) Mann	Thao Nguyen	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	Steve Duong
San Jose City College	Maniphone Dickerson <i>CC Co-Chair</i>	Claudia Amador	West Valley College	Mark Manrose	Eric Grabiell
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 · January 16, 2026 · 12:30 PM - 3:30 PM

Location - Evergreen Valley College - 3095 Yerba Buena Rd, San Jose, CA 95135

Room - Language Arts Building, Lecture Room LA-363, 3rd floor

### AGENDA

12:30	<b>Open Session</b> 1) Call to Order Moni called the meeting to order at 12:38PM	Moni	ACTION
12:35	2) Approval of January 16, 2026 Steering Committee Meeting Agenda Motion to approve SBCAE Steering Committee Meeting Agenda for January 16, 2016 M/C/S Brahim/Casto All in favor Approved	All	ACTION
12:40	3) Approval of November 14, 2025 Steering Committee Meeting Minutes Motion to approve minutes from November 14, 2025 SBCAE Steering Committee Meeting. Moni made mention that she would have to abstain as she was not present at the November meeting. M/C/S Gutierrez/Brahim All in favor. Dickerson Abstained Approved	All	ACTION

12:45	<p>4) Public Comments</p> <p>No public comments.</p>	All	INFORMATION
12:50	<p>5) Consultation Council Report</p> <p>Margarita shared that the Consultation Council met prior to the Steering Committee meeting and raised a concern regarding transition specialist availability across member sites. She noted concerns at a couple of locations about the length of time it is taking for students to receive transition support and whether consistent transition services are occurring, particularly support connected to community college transitions such as applications, financial aid, and dual enrollment.</p> <p>Moni acknowledged the concern and indicated the executive team would work to identify specific sites and areas needing follow-up.</p>	Margarita	INFORMATION
12:55	<p>6) Transition Specialist Co-chair Update</p> <p>Patty and Daya shared that there were no updates at this time and that the group would meet next week on Tuesday.</p>	Daya, Patty	INFORMATION
1:15	<p>7) Approval of SBCAE and Upwardly Global Master Service Agreement</p> <p>Rick provided background on the Upwardly Global agreement, noting the consortium previously approved participation through a scope of work process and that the Master Service Agreement would serve as the guiding document for member engagements. Rick shared that the agreement had gone through a negotiation process and that the executive team was satisfied with the current version.</p> <p>Carrie noted a typo which had SVAE listed twice instead of SCAE on the document's member list and requested that the list be corrected.</p> <p>Rick acknowledged the omission and indicated the naming could be corrected.</p> <p>Moni called a motion to approve the Upwardly Global Master Service Agreement with the understanding that the member list would be updated to include Santa Clara and SVAE.</p> <p>M/C/S</p> <p>Casto/Brahim</p> <p>All in favor.</p> <p>Approved.</p>	Rick, All	ACTION

1:30	<p>8) Discuss Spring SBCAE PD Date and Topics</p> <p>Rick opened a discussion regarding the timing and approach for consortium professional development, including potential PD Day scheduling in March and the option to plan for fall. Members discussed the benefits of holding a fall PD to support stronger implementation at the start of the school year, and the importance of establishing dates and planning early. The group also discussed offering smaller-scale PD opportunities that respond to immediate needs while still planning larger PD efforts. Topics raised included AI in instruction, civics and media literacy, and guidance for faculty and staff on addressing community concerns impacting adult learners. Rick noted PD could be structured as a series of offerings and encouraged members to share topic ideas and volunteer to support PD planning.</p>	Rick	INFORMATION
2:00	<p>9) Director Update</p> <ul style="list-style-type: none"> <li>a) Faculty Networking Group Update</li> <li>b) Annual Plan Activity Updates</li> <li>c) Upcoming CAEP Accountability Timelines</li> <li>d) ELL Healthcare Pathways Grant Update <ul style="list-style-type: none"> <li>i) Round 2 Funds</li> <li>ii) Round 3 Application</li> </ul> </li> <li>e) CC Attendance Accounting and SX05 - Status Update</li> </ul> <p>Rick provided brief updates on the ESL and ABE/ASE faculty networking group meetings. He noted the ESL group's interest in developing a shared resource that helps staff guide students across member institutions' ESL levels and placements, and the ABE/ASE group's continued discussion on adult dual enrollment. Members discussed dual enrollment participation across sites and highlighted the importance of follow-up and student readiness to support success in both adult education and community college.</p> <p>Kira emphasized that dual enrollment should be clearly defined within the system and that students should maintain attendance in both adult school and community college.</p> <p>Carrie noted that many sites see strong interest in dual enrollment, but follow-up remains a gap, and <del>shared that Santa Clara is proposing a full-time counseling position that would include making connections and tracking follow-through.</del> shared that Santa Clara is offering a one-credit counseling class with Mission College to support student tracking and follow-through. (See Feb 6, 2026. Steering Committee Meeting minutes for note clarification during approval)</p> <p>Moni noted limitations around student information sharing, and Rick confirmed the consortium has data-sharing agreements but may need to refresh and clarify them as part of upcoming bylaw and process updates. Moni added that having aggregated counts across sites would strengthen reporting and demonstrate progress.</p> <p>Rick shared that three of four annual plan activity groups met and provided high-level updates. He reported that the adult dual enrollment activity group spent time clarifying terminology and distinguishing among enrollment scenarios that are labeled differently across institutions. Rick shared that the group's next steps include reviewing legislation and education code and creating clear scenarios to determine what each scenario is called across member institutions. Moni mentioned that community colleges are</p>	Rick	INFORMATION

expanding dual enrollment broadly, including in middle school settings, reflecting statewide priorities and added complexity at the college level. Rick noted that terminology differences across districts reinforce the need for a shared translation layer. Rick mentioned that the Enhanced Career Pathways work is moving forward, with next steps including updating the consortium CTE matrix, defining terminology, and selecting focus pathways. Rick also shared highlights from the Individual Academic Plans discussion, noting that education planning practices vary significantly by institution and student entry pathway. He shared that the group is exploring how adult education sites can solicit student goals in ways that align with planning and transition supports, including a more targeted approach to counseling and transition services based on expressed student goals, rather than relying only on broad presentations.

Rick reviewed key spring dates and expectations, including a February 6 regional planning review and feedback during the data study session, preliminary allocations expected by February 21, and a March 6 CFAD review alongside a Q2 expenditure review. Rick noted additional CFAD-related milestones in April, including review of the final draft and approval later in the month, and emphasized the importance of member attendance. Rick reminded the group that CFAD submission requirements are time-sensitive and that agencies should ensure representation at key meetings.

Rick provided updates on Healthcare Pathways rounds, including invoicing and planning considerations. Discussion confirmed BPOs are in place for Round 2 and invoicing can proceed, while one Round 1 invoice was expected soon. Rick noted the consortium anticipates guidance on a possible Round 2 extension within the next several weeks. Rick then shared a high-level overview of Round 3 requirements, emphasizing that the proposal must include strong industry commitment, work-based learning and workforce alignment, and participation from both adult education and community college partners. Rick clarified that the center described in Round 3 does not need to be a physical facility but must function as an organized hub for innovation and collaboration. Rick noted the Round 3 application timeline is tight and requested interested members respond promptly so a planning meeting can be scheduled.

Moni emphasized the need to work backwards from workforce demand and employer placement capacity and noted that success depends on strong industry partnerships.

Members discussed pathway feasibility, including interest in behavioral and mental health roles, and noted that nursing pathways face significant constraints related to clinical placements, authorizations, and regulatory requirements, while other pathways may offer more flexibility.

Rick shared that Working Partnerships reported several local employers interested in offering ESL at their worksites and asked whether consortium schools could support this. Rick facilitated discussion on what information schools would need from employers to assess feasibility, including worksite location, scheduling expectations, duration, instructional hours, curriculum needs, costs and payment structure, and required student testing and placement processes. Carrie referenced prior success with employer-based ESL efforts and noted that funding and teacher payment structures would need clarity. Members raised considerations related to service area boundaries, whether instruction occurs on paid work time, and the possibility of using supplemental distance learning or contextualized curriculum options depending on employer needs. Rick clarified that the

	<p>inquiry came through Louise via Working Partnerships and noted that follow-up could be coordinated with the consortium's community partner staff depending on next steps.</p> <p>Rick asked the colleges about the attendance code regarding attendance accounting for noncredit asynchronous distance learning, including state expectations and required updates connected to positive attendance and related coding changes. He invited members to reach out if this was new or concerning and offered to help connect members to the appropriate campus contacts. Moni noted that colleges are mandated to update codes and that these changes connect to state reporting.</p>		
2:45	<p><b>10) Member Updates &amp; Announcements</b></p> <p>Moni reminded the group of upcoming CCAP-related due dates</p> <p>SJCC: Claudia reported that San José City College hosted welcome sessions for approximately 35 adult school students, supporting them with logging into systems, locating classrooms, and preparing for upcoming terms. These sessions were successful and will continue for summer and fall. Claudia also shared that BPOs are in place and invoices are being processed. Outreach efforts have continued through classroom presentations and local career fairs.</p> <p>MAE: Guiliana shared that recent ESL promotions resulted in approximately 25 students advancing levels, with additional students promoted from ESL 1 to ESL 2. The program continues to face challenges filling high school equivalency classes. A district-wide career fair is planned for April 1. Guiliana noted the site does not currently have a dedicated transition specialist but is working with NOVA and providing counseling services. She also shared that 17 students recently applied for ELL Healthcare Pathways Round 2 for Certified Medical Assistant.</p> <p>SVAE: Mali reported strong enrollment, including successful additional ESL classes. The site continues recruiting for an evening ESL position and a morning HSE instructor. Updates included implementation of essential education for pre-HSE, the launch of a Spanish GED class, and new CTE offerings. A new automotive maintenance and light repair class will begin February 2. The medical back office pathway launched with ESL instructional support and strong enrollment. A Future College event is planned for March.</p> <p>SCAE: Carrie shared that the counseling class will launch in March with dual enrollment connections through the on-campus high school. She reported that the district is undergoing major budget reductions and a right-sizing process that will impact departments and staffing. Orientations were recently held for contextualized ESL programs in partnership with Mission College, including ESL for child care, health care, and food service.</p> <p>ESAE: Shawn reported strong enrollment in ESL, ASE, and high school diploma programs. Orientation sessions were well attended, and Calendly has been implemented for ESL processes at the Winston-Oakland Center. Services continue at Overfelt and Andrew Hill. Patty added that ESL for Early Childhood Education is continuing as part of an established permit pathway. Leslie reported 26 high school diploma graduates in December and</p>	All	INFORMATION

	<p>expressed optimism for reaching higher totals by year’s end. Several positions remain open, including counseling, ESL, and assessment roles.</p> <p>Mission College: Julian shared that a part-time counselor continues to support the adult school site and that staffing levels have improved. Mission is participating in ELL Healthcare Pathways activities and recently launched an LVN-to-RN program for high school students, noting enrollment limitations due to regulatory requirements.</p> <p>WVC: Mark reported that alternate contact Eric Gabriel is transitioning to Hartnell College and that a new alternate will be identified. Patty announced that West Valley will host a spring outreach event on February 26 and that bus transportation may be available for participating adult schools.</p> <p>CACE:: Margarita shared that Campbell will host resource fairs on March 10 at Del Mar (evening) and March 17 at Blackford (morning). She also reported recent food drives and a holiday partnership with Toys for Tots for CalWORKS clients. Kira reported that CACE is expanding CTE programming in partnership with Cal Regional, including EKG, medical assisting, and phlebotomy beginning in March. Thao shared updates on community-building efforts, including a student leadership and conversation group, student council meetings, and development of a volunteer program to support ABE, ASE, and ESL students, as well as expanded intake efforts.</p> <p>EVC: Robert Gutierrez reported that Evergreen Valley College has received approval for noncredit courses at all levels and plans to expand higher-level offerings at adult education sites. He also shared that faculty are developing Open Educational Resources through LibreTexts and Canvas to provide free instructional materials.</p>		
3:00	<p>11) Agenda Development</p> <p>No items were added for agenda development.</p>	All	INFORMATION
3:30	<p>10) Adjournment</p> <p>The meeting was adjourned at 2:22PM</p>	All	ACTION