



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 Grabel	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			Victoria Silva, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Vacant, AWD Specialist

Steering Committee Meeting Agenda · June 14, 2024 · 12:30 PM - 3:30 PM

Location - Santa Clara Adult Education, 1840 Benton St, Santa Clara, CA 95050, Room J2

AGENDA

12:30	<p>Open Session</p> <p>1) Call to Order</p> <p>Victoria Silva, the recently hired SBCAE Community Partnership Specialist, introduced herself to the group. She discussed her background and previous experience.</p> <p>Jenner Perez, the new Program Manager at East Side Adult Education, introduced herself to the group and briefly shared her background with ESUHSD and Adult Education.</p> <p>Traci conferred a Certificate of Appreciate to Kishan, acknowledging his long standing service as outgoing Community College SBCAE Co-chair, and thanking him for his work on behalf of SBCAE. Having been an integral part of SBCAE's inception and having led the consortium as Community College Co-chair through its history, Kishan has played a critical role in service to regional adult education for over a decade. Kishan spoke of his time involved in CAEP and his history as the Co-chair, thanking the group for their hard work serving South Bay adults.</p> <p>Traci reviewed the updated meeting norms with the group.</p>	Traci	ACTION
12:55	<p>2) Approval of June 14, 2024 Steering Committee Meeting Agenda</p> <p>Motion to approve the agenda for the June 14, 2024 Steering Committee Meeting Agenda, with the removal of item 9.</p> <p>M/S/C: Dickerson/Grabiell</p> <p>Approved</p>	All	ACTION
1:00	<p>3) Approval of April 26, 2024 Steering Committee Meeting Minutes</p> <p>Motion to approve the minutes from the April 26, 2024 Steering Committee Meeting</p> <p>Giuliana asked for clarification on the name of a participant on page 8, Rick clarified.</p>	All	ACTION

	<p>M/S/C: Brahim/Casto</p> <p>Grabiell Abstains</p> <p>Approved</p>		
1:05	<p>4) Public Comments</p> <p>No public comment</p>	All	INFORMATION
1:10	<p>5) Consultation Council Report</p> <p>No consultation council report</p>	Margarita, Phil	INFORMATION
1:15	<p>6) Approve SBCAE 2024-25 Calendar</p> <p>Mali asked if a location for the Community Resource Fair had been secured. Rick replied no, and Mali asked him to connect with her to explore the prospect of hosting at SVAE.</p> <p>Discussion ensued around additional dates that could be added to the calendar for informational purposes. Moni suggested adding CAEP Summit dates.</p> <p>Motion to approve the SBCAE 2024-25 Calendar with the addition discussed.</p> <p>M/S/C: Narayanan/Brahim</p>	Traci, Rick	ACTION
1:25	<p>7) Director Update</p> <p>Rick presented slides to the group, updating them on three items; 1) NOVA contacts, ELL Healthcare Pathways Grant rounds 1 and 2, and 3) the 2024-25 Annual Plan.</p>	Rick	INFORMATION

AGENDA

Outline

1. **Notable notes**
 - a. 2024-25 SBCAE Group Rosters
 - b. A note about NOVA Rosters
2. **ELL Healthcare Pathways Grant Update**
 - a. Round 2 Application Update
 - b. Materials for Round 1
3. **Sitrep on the Annual Plan Process**
4. **Annual Plan Strategy Activity**

NOVA CONTACTS

Updating NOVA Personnel Designations

We want to attack this early and often

- Provide time to collaborate on 'tough to fill' roles
- Ensuring plenty of lead time to onboard / engage new members

Hiring cadences will likely require we circle back to this mid-summer and closer to start of Fall term.

ROSTERS

Updating Rosters for Constituency Groups

Group Membership Update request going out next week

- Will bump July 15th and August 5th

Groups:

- Steering Committee
- Consultation Council
- Transition Specialist
- Faculty Networking Groups
- Data Community of Practice - Adult Ed

ROUND 2

Application / Work-plan for Round 2

Extension to submit Round 2 Workplan approved!

- Largely continuation of round 1 **except two new programs:**
 - Nursing Assistant - Mission College
 - Translator - Santa Clara

All-in collaboration meeting pending

- Scheduling this time of year is challenging but please do let me know, I feel it's important that as many of us as possible meet once

Work Plan due June 30

- Draft for participant feedback by EOD June 21

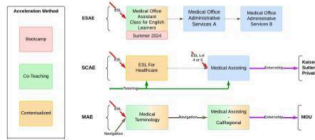
ROUND 1

Round 1 Support Materials and Technical Assistance

Pathway Maps (materials point of origin)

- Shared understanding of pathways and support investments

- **Example**



Calendar of Offerings

- Supports outcome data gathering and outreach

Brief Pathway Descriptions for sharing (if needed)

- Concisely inform staff or students (hopefully)

Will be reaching out for missing information next week

ANNUAL PLAN

2024-25 Annual Plan Overview

Following certification of 2024-25 CFAD we are able to begin entering our corresponding plan.

Final year of our 2022-25 Three-year Plan

- Evaluating our Strategies from 2022-23 and 2023-24
- Updating our goals based on our progress on those Strategies
- Specify goals and activities for the upcoming year

ANNUAL PLAN

2024-25 Annual Plan Accountability Timeline

August 15, 2024 - Annual Plan submitted and approved by all members

- Final Draft Review **August 2nd** Steering Committee Meeting

September 30, 2024 - Member Budget and Work Plan submitted

October 30, 2024 - Member Budget and Work Plans certified

ANNUAL PLAN

2024-25 Annual Plan - Concept Level Setting

Annual Plans are constructed to be *directly* aligned with the Three-year Regional plan

Each year, CAEP gives us an outline to organize what we are doing as a region to meet the **Regional Need(s)** (as we communicate them), that corresponds to our Three-year plan

Strategies for the year are linked to the planned **Activities** from the three-year plan;

- **Activities** fall into three categories, **Strategies must align and refer to an Activity**
- CAEP target metrics linked to the **Strategies** are identified
- A detailed description of the strategic approach is provided for each **Strategy**
 - o We include a specific measurable goal here
 - o Historically, we "soft-commit" to a lot here as well

Anatomy of an Annual Plan

Outline to be filled into NOVA

Sections:

1. Executive Summary
2. Regional planning overview
3. Meeting Regional Need
4. Address Educational Needs
5. Improve Integration of Services
6. Improve Effectiveness of Services
7. Fiscal Management

*These categories are the frame for our Strategies

Steps to completion:

1. Copy over 2023-24 plan and update any relevant data
 - a. Section 3: Meeting Regional Need
 - b. Section 7: Fiscal Management
2. Complete sections 4-6
 - a. This is where the Strategies go and requires the most input (**11 Strategies in 2023-24**)
3. Update Regional planning overview
4. Craft Executive Summary
5. Incorporate Feedback
6. Approve and submit

2024-25 Annual Plan SBCEA Timeline (1 of 2)

Prep:

- Build template and gather available data
- Import 2023-24 | Update narrative in **Regional Needs** sect. | Update **Fiscal Management** sect.

May - June:

- Review **Strategies** from 2023-24 and **Activities** from 2022-25 Three Year Plan
 - Review progress and assess relevance of **anticipated 2024-25 Strategies** from 2022-25 3-year Plan
- Suggest modifications to **Strategies** for 2024-25

June Steering Committee Meeting:

- First draft of 2024-25 Annual Plan **Strategies for feedback - We are here**

2024-25 Annual Plan SBCEA Timeline (2 of 2)

June 15th - July 5th:

- Acquire member feedback on Proposed 2024-25 **Strategies**
- Incorporate feedback into NOVA Plan template
- Detail out Strategy descriptions

July 5th - July 26th:

- Review 2023-24 SBCEA data to update / incorporate where applicable
- Build **Executive Summary** and **Planning Overview** based on updated strategies
- Distribute whole plan draft, solicit and integrate feedback from stakeholder groups

August 2nd Steering Committee Meeting:

- Approve 2024-25 Annual Plan
- Secure participation in **Strategies** from members

August 15th Submission Deadline

ANNUAL PLAN

2023-24 Annual Plan Strategies and Activities

Address Educational Needs:

1. Add three or more short-term CTE programs
2. One career exploitation pilot - transition points along pathways agreed upon
3. Establish Apprenticeship subcommittee - priority recs - initiate design and approval
4. *Student Voice / Equity**

Improve Integration of Services & Transitions

5. Establish one new bridge program and one new IET program - streamlined dual enrollment process
6. Redesign Opendoors and outreach materials - agreement on personal learning plan format
7. Deliver sector specific CTE presentations and materials - Agency Level Data Integration with MPJ

Improve Effectiveness of Services

8. Establish at least one MOU with local CBO - Increase AWD referrals
9. Host SBCAE PDDay - Continue to build Credentialed programming for deployment in 2024-25
10. Consortium and member level carryover policy established - Innovation grant implemented

ANNUAL PLAN

Plan Analysis Summary - Discoveries

We were very ambitious with our three-year plan

Data and member / stakeholder feedback suggest the following summarizations:

Successive Strategy adjustments are challenging to incorporate into the template

- Strategies sometimes have multiple outcomes making success / failure a composite

Planning feedback loops are limited by logistics

- Time is not on our side when we need to pivot off a strategy completely

Project Teams have seen mixed success and we are asking a lot of them year-over-year

The devil is in the details (or in this case the strategy descriptions), we claimed many commitments

- Recommend we maintain a narrow focus

PROJECT TEAMS

Updating Project Team Rosters

Once the Strategies are settled we will rebuild corresponding Project Teams

- Solicitation for participation will go out as soon as we approve the plan in August
- Seek suggestions from teams to support low-impact, high-yield projects for this year

STRATEGIZE

Getting to work!

Modelling the method for gathering feedback on the proposed 2024-25 Strategies:

[Jamboard link](#)

Each member should go through these tabs and add:

1. Any highlights or actions your agency contributed to that 2023-24 Strategy
2. Your feedback on the proposed corresponding strategy for 2024-25 along the lines of:
 - a. **Maintain** the original plan for the strategy
 - b. **Update or adjust** the strategy
 - c. **Re-evaluate** the strategy
 - d. **Deprioritize** the strategy

Suggestion for focused feedback, but please include any other comments or questions!

The group participated in testing a google jamboard as a modality for member representatives to give feedback on the proposed goals and strategies for the 2024-25 annual plan.

2:30	<p>8) My Professional Journey - Decision to Renew</p> <p>Rick presented slides to the group which reflected the results of his evaluation of SBCAE's utilization of My Professional Center (formerly Community Pro), the consortium's shared data repository, case management, and referral platform. In order to gather results, Rick gathered information from all users regarding utilization of key functions and analyzed completeness of data integration. Rick recommended that, despite some success and a great deal learned about interagency operations, the utilization and implementation results achieved were insufficient to justify the expense and thus SBCAE should discontinue its contract with PAIRIN for the use of My Professional Center.</p> <p>Motion to not renew contract with PAIRIN.</p> <p>M/S/C: Dickerson/Brahim</p> <p>Approved</p>	Traci, Rick	ACTION
2:50	<p>9) Web Tech Specialist Update</p> <p>Deferred</p>	Shreyas	INFORMATION
3:00	<p>10) Member Effectiveness Committee Update</p> <p>Traci updated the group on the status of the Member Effectiveness Committee, thanking members for their work and summarizing the work done on SBCAE Bylaws, the Innovation Fund, and carryover guidelines in 2023-24. Traci then noted that, going forward into 2024-25, meetings will commence in September and that the committee will monitor carryover. She reminded the group to shore up their Quarter 4 fiscal data so that the consortium is prepared to look at it, and to be thinking about how to spend down any under-runs. Traci then asked the group to reach out to the committee to discuss adding items to their docket for the year and that the committee would let the group know if any funds remained in the Innovation Fund.</p> <p>Kishan added in that most recent carryover information indicated that there is a chance that SBCAE may exceed the 20% carryover threshold, but that the state office gave all consortia until the end of 2024-25 to reduce carryover to no more than 20% and should consortia fail to do so, the state will get involved in monitoring. This means that ensuring members have a plan to clean up overages in the 2024-25 program year.</p> <p>Mali asked for clarification on a 50% carryover threshold in NOVA that she observed. Kishan and Rick noted that NOVA appeared to be set up so that it would flag members on carryover in a successively decreasing cadence.</p> <p>Carrie asked if the overall allocations could be looked at in the context of some members having carryover and some barely scraping by. Kishan noted that we have a good process in place, following the Q4 submission to engage in an internal review process, but agreed that the allocation framework should be looked at concurrently. Traci reminded the group that SBCAE built the ability to perform this function into the scope of the carryover police.</p> <p>Giuliana reminded the group that one of the original intentions of the member effectiveness committee was to examine allocations. Traci reminded the group of the</p>	Traci	INFORMATION

	<p>pause on that effort that was decided on when the LAO report was released which raised the possibility of a funding model overhaul, and that the overall definition of member effectiveness was a foundational aspect of the original intent to explore a framework for reallocation.</p>		
3:05	<p>11) Member Updates & Announcements</p> <ul style="list-style-type: none"> ○ CAEP Due Dates: <ul style="list-style-type: none"> ● June 30: 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) ● July 15: Q4 / 2023-24 Data due in TOPSPro ○ Member Updates: ○ Announcements: <p>CACE: Usha and Leslie spoke out their close out of the school year, noting an excellent ASE program graduation and the positive ending to the year for the ESL department. Usha also noted that CACE was working on the portable at the Blackford campus which will be a student center as well as a planned outlet for carryover. Usha is pleased with how the campus is looking and glad that CACE students will have a nice space to congregate.</p> <p>WVC Eric noted that WVC had just closed on a replacement Director of Continuing Ed, who will be starting in July. They intend to have this new staff become the new primary steering committee rep from WVC and Eric will transition to alternate. He also noted potential interest in participation from an ESL Lead at Mission College. Eric followed up by noting that he was very pleased with the growth in Noncredit, but that he does not expect the CE department to receive a lot of FTEF so it is possible that some CE pathways may not be able to be offered in 2024-25. Eric noted the exciting partnerships that are growing with ESAE and MetroEd, and mentioned the Orthopedic Tech pathway that is part of the ELL Grant.</p> <p>SCAE Carrie noted that SCAE had one of the highest ASE grad classes in a long time of 78 students. She also noted the college and career transition center that will open in 2024-25, which Yi, the Mission College TS will be stationed at twice a week. Christine noted that SCAE is continuing with the MC partnership for ESL for Childcare, and that the Fall catalog should be released soon.</p> <p>MAE Giuliana added to the theme of happy graduations, about 50 students from the ASE program. She was also very pleased with the quality of MAE's year end data and noted that her new Data staff member is working out well. She also noted that MAE is applying for city grants for MAE focused on Spanish speaking students, partnered with CalRegional to get them basic skills.</p> <p>ESAE Traci shared that there were lots of administrative changes underway for her district, from the assistant superintendent to vacancies with support staff and teachers. She also noted that ESAE will be engaged in many different summer boot camps, specifically highlighting one that is included in their ELL healthcare grant pathway. Shawn added to the list of joyous graduations noting that 50 were able to attend in person, and that there would be some July grads as well.</p> <p>SVAE Mail mentioned the impending retirement of the MetroEd superintendent, with Erin O'Niel set to take over the role soon. She also noted an increase of 15% in the ASE programs graduation group. She followed up noting that Summer courses in conversation and writing were going as well as HSD credit recovery. She continued, noting that EKG</p>	All	INFORMATION

	<p>Technician, online medical terminology, and Diesel Cell tech classes are going well. SVAE plans to add a Beginning-High ESL in the Fall due to demand. Mali then discusses the urgent search for a HSD teacher for AM/PM, that a EL Civics specialist had been hired and that a curriculum specialist position would be posted soon.</p> <p>EVC Robbie noted noncredit ESL courses at a few local library sites were ongoing, and that a new class pilot for career counseling would begin next week. She also noted that EVC is trying to streamline the enrollment process to make it easier for ELL students to enroll.</p> <p>SJCC Moni updated the group on the new part-time counselor focused on transitioning adult ed students and supporting the SJCC TS will be starting soon. They will be able to do Ed-plans, and will be attending steering committee meetings and faculty networking groups. Moni also noted the SBCAE Research Analyst position would be posted soon. Moni also updated the group on dialogue within SJCC about a pending structural budget deficit, which she expected to impact FTEF. SJCC administration is taking steps to ameliorate this challenge over the next two years, but this may mean caps on ESL classes. She mentioned that most colleges are in a similar situation.</p>		
3:20	<p>12) Agenda Development</p> <p>No items discussed.</p>	All	INFORMATION
3:30	<p>13) Adjournment</p> <p>Meeting adjourned 2:43pm</p>	All	ACTION