SOUTH BAY CONSORTIUM for ADULT EDUCATION
Opening doors for adult learners
opendoorssouthbay.org

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 on time • Members come prepared • Decision making is by consensus • Presume good intentions • Focus on issues, not people • Impact on students most important • One person speak at a time • All members are given opportunity to be heard

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 *AE Co-Chair*	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 *CC Co-Chair*		**West Valley College**	Eric Grabiel	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 Meeting Agenda · March 8, 2024 · 12:30 PM - 3:30 PM

Location - Campbell Adult and Community Education (CACE) 1224 Del Mar Ave, San Jose, CA 95128

AGENDA – March 8, 2024

12:30	**Open Session** 1) Call to Order Co-chair Kishan Vujjeni called the meeting to order at 12:36	Co-Chair	ACTION
12:35	2) Approval of March 8, 2024 Steering Committee Meeting Agenda Motion to approve the March 8 Steering Committee Meeting Agenda with the addition of a new item 13) Information Item about the Research Analyst position. M/S/C: Williams/Brahim Addendum to motion to approve with corrected typographical errors in the dates for items 2) and 3) Approved	All	ACTION
12:40	3) Approval of February 2, 2024 Steering Committee Meeting Minutes To approve the February 2, 2024 Steering Committee Meeting Minutes as presented: M/S/C: Casto/Williams - Grabiel abstains	All	ACTION
12:45	4) Public Comments None	All	INFORMATION
12:50	5) Consultation Council Report Margarita Provided the following report: • Thanked the Committee for their updates to the bylaws • Asked for an update on the status of hiring for the vacant college Transition specialist position • Relayed the concern from the Council about uneven substitute teacher pay rates and the effect this might have on students when they are unable to attend class due to insufficient staffing	Margarita, Phil	INFORMATION
12:55	6) ELL Grant – Update Tabled until next meeting due to Moni's absence	Moni	PRESENTATION
1:05	7) Preliminary Allocations	Kishan	INFORMATION

Kishan presented to the body; materials related to preliminary 2024-25 funding allocations and a draft CFAD spreadsheet

	A	B	C	D	E	F	G	H	I	J
1	2024-25 Proposed Preliminary Allocations 03/08/2024 (CFAD due on May 2, 2024)									
2		2023-24 Allocations	Est COLA 0.0075422	Member Allocation with COLA 2024-25		2023-24 NOVA Budget (includes Rollover)	2022-23 Carryover	YTD Expenditures	Expenditures out of 2023-24 Allocation	YTD Percent Carryover
3			0.0075995							
4										
5	CUHSD	$4,317,897	32,814	$4,350,711		$5,593,646	$1,275,749	$2,079,669	$803,920	81.38
6										
7	ESUHSD	$8,440,150	64,141	$8,504,291		$9,781,998	$1,341,848	$3,557,362	$2,215,514	73.75
8										
9	MetroED	$3,250,918	24,705	$3,275,623		$4,301,298	$1,050,380	$1,464,117	$413,737	87.27
10										
11	MUSD	$999,326	7,594	$1,006,920		$999,326	$0	$359,415	$359,415	64.03
12										
13	SJECCD	$1,425,166	10,831	$1,435,996		$1,874,781	$449,615	$565,695	$116,080	91.85
14										
15	SCUSD	$2,418,359	18,378	$2,436,737		$2,631,746	$213,387	1230040	$1,016,653	57.96
16										
17	WVMCCD	$548,821	4,172	$552,992		$753,816	$204,995	$162,850	-$42,145	107.68
18										
19	Total	$21,400,637	162,635	$21,563,271						
20										
21	State Spreadsheet									
22	SBCAE Total including COLA	$21,563,271								
23	SBCAE COLA	$162,635								

- Drew attention to the very minor COLA for 2024-25
- Highlighted the preliminary estimate for 2025-26 funding noting that it remained equal to the proposed funding for 2024-25
  - Reminded the body that there are many opportunities left for the state to revise this number.
- Noted overall state budget concerns and pointed to the recent webinar from CAEP TAP about how to amend a CFAD as an indication that the state is prepping the field for the possibility that the small COLA may be swept by the state or the possibility that the overall funding may be reduced

Kishan then walked the members through the member level draft CFAD spreadsheet, explaining the calculations behind the different columns.
- He also highlighted the inclusion of carry-over calculations in this year's spreadsheet to make sure members were aware of what NOVA indicated in regard to their carryover as of Dec 2023, and how this impacted NOVA's calculations of their current year budgets.
- Encourage members to be vigilant in spending down their money to the minimum 20% carryover threshold, previously agreed upon. He also reminded members that most districts wanted to clear large expenditures by end of April.
- Carrie asked a clarifying question, "Essentially we should all have a 20% maximum by the end of Q4?". Kishan clarified yes.
- Christine asked for an adjustment to a column header to clarify that it referred to expenditure

1:15	8) AB1491 Update	Traci	INFORMATION

Traci updated the body on specifics regarding AB1491 "Carryover legislation", on behalf of the Member Effectiveness Project Group
- Highlighted the main takeaways from the legislation

	● Noted it allows for consortia to reduce member allocation down to 20% if the case arose
	● Kishan added clarification regarding which programs years this legislation took effect
	
	Traci reminded the body of the language SBCAE had submitted to the NOVA portal in regard to the local process for monitoring carryover
	   ● Expanded on the specifics of timing in regard to noting any carryover exceeding 20% for the prior year
	     ○ Will be done during the September certification of prior year expenditures
	   ● Reinforced the importance of spending down any overage
	   ● Expanded on the process for internal review and noted that any excess carryover falling subject to recovery by the consortium would be placed in the innovation fund
	Kishan noted that corresponding language will need to be adopted at a future meeting, whether it be amended to the bylaws or as a stand-alone document			

1:25	9) Approval of SBCAE Bylaws Motion to adopt SBCAE Bylaws as presented M/S/C: Brahim/Vafi Approved	Traci	ACTION	

1:35	10) Innovation Grant Reports
	   a) Milpitas Adult Education
	Giuliana Presented for MAE:
	   ● Funded the deployment of a Wednesday evening class solely for this project
	     ○ Opened a CTE writing class
	     ○ Added a digital literacy class
	   ● Discussed the projects alignment to the Immigrant Integration Framework (IIF) by via the addition of a citizenship test prep class
	   ● Noted the included efforts to upskill correctional facility students
	Giuliana rounded up the report by sharing that with the remaining funding to secure the Wednesday evening courses through the rest of the year, she expects the program to be self-sustaining in future program years
	
	   b) Silicon Valley Adult Education
	Mali presented for SVAE:
	   ● Leveraged the funding to offer SVCTE courses to adults in the evenings for no fee
	     ○ Shared about the process for creating new classes and hiring teachers with this funding
	   ● Examined Fall 2023 Enrollment and expense data
	     ○ Emphasized the importance of word-of-mouth for increasing enrollment
	     ○ Shared a deeper look at costs
	     ○ Discussed fee calculations
	   ● Outlined a list of certifications that were available in each of the offered courses
	     ○ Highlighted new courses
		Giuliana
		Mali
			INFORMATION	

	● Noted the challenges in finding qualified instructors Mali rounded up her presentation with a look at student enrollment and completion data, which courses are being offered over the summer and what the next steps are for their Innovation Fund Project.		
2:05	11) Second Half Innovation Fund Payment for Grantees Motion to approve the allocation of the second payment of Innovation funds to MAE and SVAE M/S/C: Grabiel/Williams Approved	Co-chairs	ACTION
2:10	12) Co-chair Nomination Traci thanked members for making nominations. She noted that Moni Dickerson and Julian Branch were nominated, and that they would have the opportunity to give short addresses to the steering committee prior to a vote occurring in the next meeting.	Traci	INFORMATION
2:15	13) AMENDED ITEM 13) Research Position Update Kishan updated the group on a proposal to adjust the allocation of the research analyst position from 100% at SJCC to 25% ESAE and 75% SJCC ● Secures the funding for the Adult Education SBCAE Data Team Member, which was previously funded by ESAE ● Maintains significant FTE at College level Kishan also noted that, following the previous meeting, there had been discussion around what was happening with the position that was not directed toward the Co-chairs which had caused some confusion. Eric clarified that he had reached out to Moni to ask her to wait to begin the rehiring process to be sure to gather input from the previous Research Analyst (Rick), and Traci also noted that she'd reached out as well to ask Moni to wait to begin the rehiring process so a recommendation for a potential adjustment to the position could be discussed by the leadership team. Eric and Carrie requested input from Rick regarding his thoughts on the research position and the proposal. Rick summarized the recommendations he made to the co-chairs, emphasizing the importance of securing the funding for the Adult Education SBCAE Data Team member being paramount to any adjustments, as that position is a critical lever for supporting Data processes and accountability practices for our Adult Schools Carrie asked for material outlining the specifics of the recommendation to be created and shared with the steering committee.	Kishan	INFORMATION
2:20	13) PREVIOUS ITEM 13) Director Update Rick presented some updates on various projects to the body: ● Discussed the resumption of typical mid-year planning activities such as annual plan check-ins, connecting with project teams and meeting with each member who is part of the ELL pathways grant ● Noted SBCAE's current place in the planning cycle ● Noted recent outreach to community partners	Rick	

	- Mentioned the ongoing fact sheet finalization - Shared consortia wide data from the fact sheet for 2022-23 - Updated the group on the recent Faculty Networking Group Meeting and the feedback that was received about how to improve that effort - Encouraged the members to keep SBCAE staff in the loop about changes to program offerings such that Opendoors can be maintained - Encouraged members to consider adopting some SBCAE branding and links into their email footers The group engaged in a discussion about the Faculty Networking Group, highlighting some positive take-aways and some challenges, as well as the importance of engaging with a broader group of faculty.		

2:45	14) Member Updates & Announcements
	
	   ○ CAEP Due Dates:
	
	       ■ Mar 1: 21/22 and 22/23 and 23/24 Member expense report is due in NOVA (Q2)*
	       ■ Mar 31: 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) *
	       ■ Mar 31: End of Q3
	       ■ April 30: Q3 Data due in TOPSPro
	
	   ○ Member Updates:
	
	Christine: - The Adult Ed Certification project is well under way! - Thanked Robbie, Moni, and Mali for their collaborations - Dove into the details of deployment for this program, discussing specifics around modality, faculty, and credit / noncredit options - Noted in responded to questions from the body - Clarified that teachers will be engaged in teaching while taking these courses - Specified the system for evaluation and induction - Hoping to collaborate on processes for teacher observations with an ad-hoc group Giuliana: - A Coordinator role has been posted at MAE, encouraged the group to forward to their networks Mali: - SVAE is looking for a variety of positions; Instructional coach, El CIvics and Community Outreach, as well as instructional positions Eric: - CAI grant was awarded for Medical Assisting - Noted the continuation of efforts to create new programs - Potential collaboration opportunity with ESAE and SVAE on Teacher Permits Traci: - Planning for 2024-25 - Re-engaging with satellite sites - Example of opening spots at Hillview for instruction for students on the waitlist Kishan: - Noted the addition of some Admin functions to the SBCAE Community Outreach position - Beginning the HR processes at CACE - Clarified the impact on the FTE in response to a question from Margarita and Kelle
		All	INFORMATION

	Usha: 　• Trying to accommodate as many students as possible 　• Shared about new infrastructure, including the extremely popular vending machines which have fresh healthy food Robbie: 　• Hosted about 160-200 potential students from Overfelt 　• Working with Christine on the Adult Ed Teacher Certification Project 　• Hoping to keep finding ways to work with ESAE on programming for Adult Ed Students 　• Working through the TS hiring process 　　○ Collect school calendars for 24-25:		
3:00	15) Agenda Development No items discussed	All	INFORMATION
3:30	16) Adjournment Adjourned unanimously at 2:26pm	All	ACTION

2023 – 2024 Calendar

2023

Aug 4:　　　　Steering Committee Meeting 12:30 – 3:30　　　　　　Aug 15:　　　Annual Plan for 2023-24 due in NOVA*

Aug 31:   Data Community of Practice 2:30 – 3:30

Sept 1:   21/22 and 22/23 Member Expense Report due in NOVA (Q4)

Sept 1:   July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA *

Sept 1:   22/23 Certification of Allocation Amendment due in NOVA

Sept 8:   Consultation Council Meeting 10:00 – 11:00

Sept 8:   Steering Committee Meeting 11:00 – 12:30

Sept 8:   Data Study Session 1:00 – 3:00

Sept 14:   Community Connections 1:00 – 2:00

Sept 19:   Transition Specialist Meeting 2:30 – 4:30

Sept 26:   Transition Specialist Meeting 2:30 – 4:30 (PD)

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) *

Sept 30:   23/24 Member Program Year Budget and Work Plan due in NOVA

Sept 30:   End of Q1

Oct 3:   Transition Specialist Meeting 2:30 – 4:30 (PD)

Oct 10:   Transition Specialist Meeting 2:30 – 4:30 (PD)

Oct 12:   Community Connections 1:00 - 2:00

Oct 13:   Steering Committee Meeting 12:30 – 3:30

Oct 17:   Transition Specialist Meeting 2:30 – 4:30

2024

Jan 9:   Transition Specialist Meeting 2:30 – 4:30 (PD)

Jan 11:   ~~Community Connections 1:00 - 2:00~~

Oct 26:   Data Community of Practice 2:30 – 3:30

Oct 30:   23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA *

Oct 31:   Student data due in TOPSPro (Q1)

Oct 31:   Employment and Earnings Follow-up Survey

Nov 3:   ~~Steering Committee Meeting 12:30 – 3:30~~

Nov 9:   Community Connections 1:00 - 2:00

Nov 14:   Transition Specialist Meeting 2:30 – 4:30

Nov 17:   Faculty Networking Group Meetings 1:00 – 4:00

Nov 28:   Transition Specialist Meeting (PD) 2:30 – 4:30

Dec 1:   July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *

Dec 1:   20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)

Dec 8:   Consultation Council Meeting 10:00 – 11:00

Dec 8:   Steering Committee Meeting 11:00 – 12:30

Dec 8:   Data Study Session 1:00 - 3:00

Dec 12:   Transition Specialist Meeting 2:30 – 4:30

Dec 14:   Community Connections 1:00 – 2:00

Dec 31:   21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)

Dec 31:   End of Q2

Jan 12:   ~~Steering Committee Meeting 12:30 – 3:30~~

Jan 23:   Transition Specialist Meeting 2:30 – 4:30

Jan 25:	Data Community of Practice 2:30 – 3:30
Jan 31:	Student Data due in TOPSPro (Q2)
Jan 31:	Employment and Earnings Follow-up Survey
Feb 2:	Consultation Council Meeting 10:00 – 11:00
Feb 2:	Steering Committee Meeting 11:00 – 12:30
Feb 2:	Data Study Session 1:00 – 3:00
Feb 6:	Transition Specialist Meeting 2:30 – 4:30 (PD)
~~Feb 8:~~	~~Community Connections 1:00 - 2:00~~
Feb 13:	Transition Specialist Meeting 2:30 – 4:30
Feb 28:	Preliminary allocations for 2024-25 and 2025-26 released by this date
March 1:	21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)*
March 1:	Faculty Networking Group Meetings 1:00 – 4:00
March 5:	Transition Specialist Meeting 2:30 – 4:30 (PD)
March 8:	Steering Committee Meeting 12:30 – 3:30
~~March 14:~~	~~Community Connections 1:00 - 2:00~~
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
Jun 1:	22/23 and 23/24 Member Expense Report due in NOVA (Q3)
June 14:	Steering Committee Meeting 12:30 – 3:30
Jun 30:	End of Q4