



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		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	Vacant, AWD Specialist

Steering Committee Meeting Minutes · September 13, 2024 · 11:00 PM - 12:30 PM

Location - Milpitas Adult Education - 1331 E Calaveras Blvd, Milpitas, CA 95035

AGENDA

11:00	<p>Open Session</p> <p>1) Call to Order</p> <p>Traci called the meeting to order at 11:10AM.</p>	Moni	ACTION
11:05	<p>2) Approval of September 13, 2024 Steering Committee Meeting Agenda</p> <p>Motion to adopt agenda as presented</p> <p>M/S/C - Casto / Vafai</p>	All	ACTION
11:10	<p>3) Approval of August 2, 2024 Steering Committee Meeting Minutes</p> <p>Motion to adopt minutes from August 2nd, 2024 Steering Committee meeting.</p> <p>M/S/C - Vafai / Berdiansky</p>	All	ACTION
11:15	<p>4) Public Comments</p> <p>No comments</p>	All	INFORMATION
11:20	<p>5) Consultation Council Report</p> <p>Margarita reported out on behalf of the consultation council:</p> <p>Margarita noted that better access to information regarding the upcoming professional development day would be very beneficial. She asked if a survey had been considered to see what employees were interested in for sessions, listing off several possible purveyors of useful training. She highlighted a limited availability of materials directed at classified staff.</p> <p>Margarita also noted that it was challenging in her role as chair of the consultation council to disseminate information to schools who are not represented in their meetings.</p>	Margarita, Phil	INFORMATION

	<p>She noted that staff may also want to look up the information later and suggested that a newsletter or some type of disseminated update would be helpful.</p>		
11:25	<p>6) Transition Specialist Co-chair Update</p> <p>Peter and Patty, the Transition Specialist Co-chairs, introduced themselves and thanked the group for being included in these meetings. They believe it is important for the steering committee to hear from the Transition Specialists as they are at the forefront of interfacing with the students.</p> <p>They noted that their first meeting for the Transition Specialist group will be September 17, 2024. They noted that many exciting things are happening at our sites but will have more information at our next update!</p>	Patty, Peter	INFORMATION
11:30	<p>7) Bylaws Update</p> <p>a) Noting Carryover policies alignment to CAEP Requirements</p> <p>Traci noted that the Member Effectiveness committee will be proposing an update to the bylaws to include the details of the carryover process, in order to capture the process that was shared in various SC meetings.</p> <p>b) Noting changes in college processes to appoint members</p> <p>Traci also noted that they would eventually address changes to how the colleges appoint members to the various bodies to be consistent with member internal policies. She reminded the group that the bylaws can be amended as needed so to bring any questions or proposed changes to her.</p> <p>On the topic of stipends, Margarita noted that the bylaws not mentioning specifically what the amounts of the group co-chair stipends were was done intentionally, but it might be possible that getting the actual amount in there would help ensure that people are actually getting their stipend. Traci suggested the minutes could help support this as well.</p> <p>A discussion ensued about the differences in stipends for different roles and differing agency level procedures for remuneration.</p>	Moni, Traci	INFORMATION
11:40	<p>8) Member Effectiveness</p> <p>Traci walked the group through the budget / carryover template, discussed the eventuality of having carryover at the end of next year and the right of internal review that consortia were tasked with to understand and mitigate carryover.</p> <p>Carrie asked if the carryover went into the innovation fund as it was a great initiative. She noted, while not knowing the budgets of the other schools and whether they are having trouble spending the money, that Santa Clara was doing everything they can to serve as many people as possible in their budget but knowing this limits capacity, so if there are consistent carryovers, can we discuss reallocating that funding.</p> <p>Giuliana noted the inception of the Membership Effectiveness committee included this as part of its purview. Traci continued, noting that the conversation starts happening after the two years of consistent carryover, with Kishan reminding the group that, if the whole consortium is over 20%, then the state gets involved but internally we can take care of business. He suggested that if by Q2 there is a lot of carryover then we should be proactive about pushing some overages to the Innovation fund.</p>	Traci, Moni	INFORMATION

	<p>Moni agreed with that suggestion and noted that most systems are 2 or 3 months behind. She also noted that re-budgeting unspent on specific object lines and and gave an example of having more than 10% of funding going from one code to another requires reaching out to the program monitor.</p> <p>Christine asked if there was a place to see the summary for the consortium and Traci clarified that a summary is available in NOVA. Kishan also specified that the 20% is on this year's allocation only, not including prior unspent. Traci added that, as funding is First In First Out, prior year carryover would need to be spent down first so, in that way it was included, but not as the denominator for the current year's 20% threshold.</p> <p>Moni discussed the critical task of timely NOVA reporting and that currently Kishan sends reminders but some deadlines fall on a saturday for example so we're going to be more proactive. Rick discussed his operational support by creating a due date calendar with internal due dates approximately one business week prior to the NOVA deadlines, and distributing invitations in the coming days.</p> <p>Moni continued, noting that no one likes to go up the chain to get the due dates met but sometimes it has to happen and we hope to avoid that by being proactive. She reminded the group the state is always looking for unspent monies to recover and that was why notes in NOVA reporting were important as a chain of evidence.</p> <p>Margarita commented about the need to look at the big picture and spoke of the historical struggle to fund adult ed and that the many consortiums who are sitting on money are part of the larger problem. Moni agreed and reminded that CAEP funds can be 'redirected' and noted that SWF part of the problem was incomplete NOVA reports.</p> <p>Mali asked about budget allocation and when other agencies exceed 20% how does that affect the other agencies? Moni noted this would be discussed by the ME committee and Traci gave an example of the proportional aspect of the overall calculation, but emphasized the importance of the explanation to the state of why the carryover occurred and what we're going to do about it.</p> <p>Moni mentioned that she and Kishan looked at it with their Business Office and encouraged members to have their own systems for monitoring more frequently. She also noted that the colleges need to be all more cohesive even between districts. ALso noted that Moni and Rick are working to bridge Robbie, but if there's unspent at the colleges it should go back to the consortium</p> <p>Christine asked if we should review all member carryover and Traci responded that all members can see all members in NOVA, so members should review and Member Effectiveness will also review. Traci opened the invite to a college participant in the Member Effectiveness meetings and Mark tentatively accepted.</p>		
11:50	<p>9) Director Update</p> <p>Rick presented a brief update about group rosters, the upcoming PD Day, and miscellaneous operational updates:</p>	Rick	INFORMATION

	<p>PARTICIPATION</p> <p>Annual Plan Strategy Consultation Group Update</p> <ul style="list-style-type: none"> • We're 50% responded! I'll be bumping the link today • Follow up next week to begin scheduling initial meetings • Acknowledging my impact on your calendar • Roster Updates? <p>PD DAY</p> <p>SBCAE Professional Development Day - 9/27</p> <p>Encourage your staff to register!</p> <ul style="list-style-type: none"> - Participants will indicate their interest in sessions in registration <table border="0"> <tr> <td>Agenda</td> <td>Sessions</td> </tr> <tr> <td>8:30 - Reg & Breakfast</td> <td>• Open Education Resources</td> </tr> <tr> <td>9:00 - Opening</td> <td>• AI Tools in the Classroom</td> </tr> <tr> <td>9:30 - Student Panel</td> <td>• DEIBA Tools in the Classroom</td> </tr> <tr> <td>- Break</td> <td>• Student Panel Follow Up</td> </tr> <tr> <td>10:45 - Session 1</td> <td>• Equity in Regional Outcome Data</td> </tr> <tr> <td>- Lunch</td> <td></td> </tr> <tr> <td>1:05 - Session 2</td> <td></td> </tr> <tr> <td>- Break</td> <td></td> </tr> <tr> <td>2:20 - Wrap-up</td> <td></td> </tr> </table> <p>PD DAY</p> <p>Misc Updates</p> <ul style="list-style-type: none"> - Web Portal coming along well <ul style="list-style-type: none"> - A tale of ToS - Testing on TS next week! <ul style="list-style-type: none"> - Some content going live on 9/27 - WhatsApp Community is a possible option for SBCAE <ul style="list-style-type: none"> - Collects groups (FNG, Data, TS, Etc) - Moderated 	Agenda	Sessions	8:30 - Reg & Breakfast	• Open Education Resources	9:00 - Opening	• AI Tools in the Classroom	9:30 - Student Panel	• DEIBA Tools in the Classroom	- Break	• Student Panel Follow Up	10:45 - Session 1	• Equity in Regional Outcome Data	- Lunch		1:05 - Session 2		- Break		2:20 - Wrap-up			
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12:00	<p>10) Member Updates & Announcements</p> <ul style="list-style-type: none"> ○ CAEP Due Dates: <ul style="list-style-type: none"> • Sep 30: 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4) • Sep 30: 24/25 Member Program Year Budget and Work Plan due in NOVA • Oct 30: 24/25 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 ○ Member Updates: <p>Giuliana updated the group on the changes going on at the MAE Innovation campus, noting the operational impact of the nearby high school. She spoke about strong enrollment and MAE's staggered enrollment cycle. She was able to secure some ESL personnel but that HiSET has been challenging to fill. She noted two trips for students to local libraries and MAE's upcoming Job Fair on 10/16.</p>	All	INFORMATION																				

	<p>Leslie updated the group on a strong start to the school year with long waitlists for some levels of ESL, especially level 1, and CACE’s adoption of new intake procedures to ensure the classes were filled. She also noted the changing distribution of offerings based on changing needs and good enrollment on five outreach sites. She also noted the success of the new student center and the importance of a stocked vending machine to students.</p> <p>Mark updated the group on the impending SBCAE PD Day at WVC and the successful start to the semester so far.</p> <p>Christine updated the group on the likewise full classes at SCAE, with prioritization going to district parents when possible. She also updated the group on the adult education teacher credentialing project and that all curriculum had been approved by CTC, and the approval of the program was on the CTC board agenda for 9/26. She also noted that EVC will be hosting an advisory committee meeting on the curriculum and when Giuliana asked if the meeting was public, she asked Rick to share the link.</p> <p>Traci updated the group on the positive outcomes of the Summer Healthcare Pathways course and that approximately 35 students were hoped to be enrolled soon in the WVC partnered Teacher Pathway to Permit program. She also mentioned the positive impact of new grounds staff.</p> <p>Mali updated the group on similarly strong enrollment at the lower ESL levels, SVAE’s constant intake process, two new course openings planned for spring and positive early signs in the ASE program</p> <p>Moni updated the group on noncredit for MA as a backup for ESL capacity and she encouraged members to ask for space for their courses if they need it. She also noted that SJCC is piloting an evening food pantry for our adult students taking evening classes in tech building partnering with Martha’s kitchen, and that she is more than happy to host evening classes with SJCC space in the evening. She also noted that the current SJCC president is going to be state Deputy Chancellor for CCCO effective 10/14 and that SJCC will have an acting president, a retired president from marin. She continued, noting that SJCC will be talking to our ELL faculty to ensure our noncredit HCPW is supported. Noted Pauline and Fabian - still have support, and concluded by sharing that SJCC is a partner with the onestop with work2future so please come to the convening.</p> <p>Carrie updated the group on the recent hiring of Gail Waxman as AWD specialist and updated the group on some of the specifics of the expectations for the role.</p> <ul style="list-style-type: none"> ○ Announcements: 		
12:25	11) Agenda Development	All	INFORMATION
12:30	12) Adjournment	All	ACTION

2024 – 2025 Calendar

2024

Aug 2: Steering Committee Meeting 12:30 – 3:30

Sept 1: 22/23 and 23/24 Member Expense Report due in NOVA (Q4)

Aug 15: Annual Plan for 2024-25 due in NOVA*

Sept 1:	24/25 Certification of Allocation Amendment due in NOVA	Oct 31:	Employment and Earnings Follow-up Survey
Sept 5:	Data Community of Practice 2:30 - 3:30	Nov 7:	Data Community of Practice 2:30 - 3:30
Sept 13:	Consultation Council Meeting 10:00 – 11:00	Nov 8:	Faculty Networking Group Meetings 1:00 – 4:00
Sept 13:	Steering Committee Meeting 11:00 – 12:30	Nov 12:	Transition Specialist Meeting 2:30 – 4:30
Sept 13:	Data Study Session 1:00 – 3:00	Nov 14:	Community Connections 1:00 - 2:00
Sept 17:	Transition Specialist Meeting 2:30 – 4:30	Nov 15:	Consultation Council Meeting 10:00 – 11:00
Sept 27:	Professional Development Day 8:30 – 3:00	Nov 15:	Steering Committee Meeting 11:00 – 12:30
Sept 30:	21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *	Nov 15:	Data Study Session 1:00 – 3:00
Sept 30:	23/24 Member Program Year Budget and Work Plan due in NOVA	Nov 26:	Transition Specialist Meeting (PD) 2:30 – 4:30
Sept 30:	End of Q1	Dec 1:	July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
Oct 1:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Dec 1:	22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
Oct 8:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Dec 10:	Transition Specialist Meeting 2:30 – 4:30
Oct 15:	Transition Specialist Meeting 2:30 – 4:30	Dec 12:	Community Connections 1:00 – 2:00
Oct 25:	Steering Committee Meeting 12:30 - 3:30	Dec 13:	Steering Committee Meeting 12:30 - 3:30
Oct 28-30:	CAEP Summit 8:00 - 1:00	Dec 31:	22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
Oct 30:	24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA *	Dec 31:	End of Q2
Oct 31:	Student data due in TOPSPro (Q1)		
<u>2025</u>			
Jan 7:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Jan 31:	Employment and Earnings Follow-up Survey
Jan 16:	Community Connections 1:00 - 2:00	Feb 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Jan 17:	Steering Committee Meeting 12:30 – 3:30	Feb 6:	Community Connections 1:00 - 2:00
Jan 21:	Transition Specialist Meeting 2:30 – 4:30	Feb 6:	Data Community of Practice 2:30 - 3:30
Jan 31:	Student Data due in TOPSPro (Q2)		

Feb 7:	Consultation Council Meeting 10:00 – 11:00	May 6:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Feb 7:	Steering Committee Meeting 11:00 – 12:30	May 13:	Transition Specialist Meeting 2:30 – 4:30
Feb 7:	Data Study Session 1:00 – 3:00	May 16:	Consultation Council Meeting 10:00 – 11:00
Feb 11:	Transition Specialist Meeting 2:30 – 4:30	May 16:	Steering Committee Meeting 11:00 – 12:30
Feb 28:	Preliminary allocations for 2024-25 and 2025-26 released by this date	May 16:	Data Study Session 1:00 – 3:00
March 1:	22/23, 23/24 & 24/25 Member expense report is due in NOVA. (Q2)*	June 1:	23/24 and 24/25 Member Expense Report due in NOVA (Q3)
March 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)	June 13:	Steering Committee Meeting 12:30 – 3:30
March 7:	Steering Committee Meeting 12:30 – 3:30	June 20:	CAEP Three-year regional plan due
March 13:	Community Connections 1:00 – 2:00	June 30:	23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q3) *
March 18:	Transition Specialist Meeting 2:30 – 4:30	June 30:	End of Q4
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 4:	Steering Committee 12:30 - 3:30		
April 10:	Community Connections 1:00 - 2:00		
April 22:	Transition Specialist Meeting 2:30 – 4:30		
April 25:	Steering Committee 12:30 - 3:30		
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		