



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	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	Vacant
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 · April 3, 2026 · 12:30 PM - 3:30 PM

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

AGENDA

12:30	Open Session 1) Call to Order Traci called the meeting to order at 12:30 pm.	Traci	ACTION
12:35	2) Approval of April 3, 2026 Steering Committee Meeting Agenda Motion to approve SBCAE Steering Committee Meeting Agenda for April 3, 2016 M/C/S Brahim/Mann All in favor Approved	All	ACTION
12:40	3) Approval of March 6, 2026 Steering Committee Meeting Minutes Motion to approve minutes from March 6, 2026 SBCAE Steering Committee Meeting. M/C/S Casto/Mann All in favor Approved	All	ACTION
12:45	4) Public Comments No public comments.	All	INFORMATION

12:50	<p>5) Consultation Council Report</p> <p>Margarita thanked the group for continuing to provide a platform and voice to raise concerns and acknowledged appreciation about the concerns raised at the previous meeting that appeared to be receiving attention. She raised continued concerns regarding the restructuring at SVAE and questioned how the changes align with the consortium’s plans when they appear to be reducing student services. She also raised concerns about the optics of the staffing changes, noting that many of those impacted by layoffs were people of color, while the individuals being heavily favored for leadership positions are white, and questioned what message that sends regarding representation in leadership. Margarita emphasized her hope that, as a group, the consortium can help address these concerns and ensure continued services and support for students.</p> <p>Margarita also raised concerns about the transition process to San José City College and Evergreen Valley College following the change from the one-page noncredit application to the online application process. She shared that what was intended to remove barriers may have instead moved those barriers to the front of the process, creating difficulties for students during college tours and enrollment support. She emphasized that the intended “warm handoff” does not feel effective when students encounter challenges accessing the system.</p>	Margarita	INFORMATION
12:55	<p>6) Transition Specialist Co-chair Update</p> <p>Daya shared highlights from a recent meeting with Transition Specialists, or as they are called in the San Mateo consortium, “Transition Navigators”. She described their use of pathway charts shared with students from the beginning of enrollment, their use of Transition Days with college counselors to support students through transition paperwork, and coordination between transition work and instructional programming.</p> <p>Margarita added that their EL Civics alignment model was particularly helpful, noting how transition presentations and career exploration activities are intentionally aligned with classroom instruction so teachers do not feel instructional time is being lost.</p>	Daya, Patty	INFORMATION
1:00	<p>7) CAEP 2026-27 Allocations and CFAD Second Draft</p> <p>Rick presented the CAEP allocations and reviewed the status of consortium-wide positional support allocations. He shared that CACE had been balanced through next year, though some adjustments may be needed in the following cycle. East Side and Santa Clara reviewed their allocation updates and staffing impacts. Discussion shifted to San José City College’s projected surplus for the research analyst position. Rick reviewed the history of the shared researcher position and noted that the current .5 FTE appears sufficient for the work being performed. Based on this, a recommendation was made to reduce San José City College’s allocation from approximately \$131,000 to \$81,000 to fund the position at cost. Traci noted East Side may need to revisit some of its figures. Margarita asked what would happen when current padding or reserves are depleted, and Rick explained that the consortium would continue to revisit allocations annually and could consider COLA contributions or adjustments tied to positional changes if needed. Carrie asked for clarification regarding West Valley/Mission, and Rick clarified that West Valley/Mission does not hold a consortium-funded position. Rick noted an updated version of the allocations would be circulated for review prior to the April action item and invited members to continue providing questions and feedback as the final version is developed.</p>	Rick	INFORMATION

	<p>CFAD</p> <h2>The Process Continues</h2> <p>Gov's preliminary budget shows a ~2.41% increase to CAEP Allocations</p> <p>2025-26 Allocation = \$22,127,113 2026-27 Proposed COLA = \$533,276 2026-27 Preliminary Allocation = \$22,660,389</p> <p>Recall last year the May Revise dropped our COLA by 0.13%</p> <p>Next Steps are:</p> <ol style="list-style-type: none"> 1) Review initial allocation amounts 2) Gather Consortium-wide expense estimates for 25-26 and 26-27 <ol style="list-style-type: none"> a) Update draft for materials by 3/31/26 3) Review at Steering Committee 4/3/26* <- We are here 4) Incorporate any final iterations 5) Vote to approve at Steering Committee 4/24/26 6) Enter into NOVA prior to 5/2/26 <p>CFAD</p> <h2>Stablization</h2> <p>Background</p> <ul style="list-style-type: none"> - SJCC had to negotiate down from .75 to .5 FTE for shared Researcher - This turns out to be sufficient and we have a strong working relationship <p>Recommend to fund to cost and work with SJECCD to ameliorate the overage</p> <p>IE TBD -> \$81,000 for 2026-27</p>		
1:45	<p>8) Adult Ed Leg Day Discussion</p> <p>Rick discussed planning for Legislative Advocacy Day and shared that the format appears to be shifting toward remote advocacy meetings rather than a traditional in-person rally. He noted concerns that traveling to Sacramento without a larger rally structure or meaningful office access may not be the best use of time. Carrie shared information available through the advocacy toolkit, including opportunities for Zoom meetings with legislators and template advocacy letters. Members discussed the likely preference for virtual participation this year, and no members expressed interest in traveling to Sacramento.</p>	Rick	INFORMATION
2:00	<p>9) Speakers for the Evergreen Valley College Credential course</p> <p>Christine shared that Evergreen Valley College faculty delivering the Adult Education Credential coursework requested guest speakers who could address specific topics for the program, particularly CASAS testing. She explained that while faculty are covering the coursework, they were seeking practitioners who could speak to the practical application of CASAS in adult education and provide students in the credential program with a broader context. Discussion included clarification regarding what aspects of CASAS the faculty hoped to cover, including the role of CASAS as the consortium's assessment tool, connections to payment points and accountability, and how CASAS is used across ESL, ABE, and high school programming. Giuliana asked whether the focus would be on the technical aspects of testing or the broader process and offered to provide a presentation</p>	Christine	INFORMATION

	<p>already used locally that covers the importance of CASAS and its relationship to student outcomes and funding. Christine welcomed that support and noted it could be helpful to have guest speakers who could speak both to technical implementation and broader systems level understanding. Mali, Kira, Rick, and Thao were identified as possible guest speakers, and Rick offered to send a broader inquiry to the group to help coordinate participation.</p>		
2:10	<p>10) Director Update</p> <p>Rick updated recent discussions with Catholic Charities regarding more intentional support for ASE enrollment and transition services. He shared that the conversation focused on identifying stronger points of connection between consortium members and Catholic Charities staff, including support for students in refugee and related populations who may benefit from adult education enrollment. He noted there is interest in exploring a more intentional support relationship, including identifying the appropriate director-level contact and possible opportunities for transition specialists to connect more directly with Catholic Charities staff and students.</p> <p>Rick also provided updates on the ELL Health Care Pathway Grant, noting required reports were submitted on time and extension requests would be finalized the following week. He emphasized that although reporting deadlines were met, future reports particularly those due in September will require advance planning and should not be left until the last minute. He noted that future reporting will include stronger expectations related not only to enrollment, but also transitions and outcomes, and that the data team expects to be proactive in supporting members with any data collection or reporting challenges. Giuliana asked about whether Round 1 reporting could be addressed prior to August and Rick confirmed that members who are ready can move forward earlier and meet individually as needed. He also shared that one requirement for extension approval was timely submission of prior reports and acknowledged members for meeting that expectation.</p> <p>Rick shared that annual planning activities are expected to take place in the latter part of April and asked members to provide availability to support scheduling. He also noted that a labor market information self-study session would take place at the May Steering Committee meeting as part of the consortium’s regional planning work and emphasized that member participation is important because it is part of the consortium’s planning commitments.</p> <p>Rick provided an update on Data and Accountability proposals being advanced to the Chancellor’s Office and CDE. He discussed proposals related to state-supported target setting, with the intent that data would help inform target development rather than requiring members to generate targets independently. He also discussed proposals related to stronger workforce milestone reporting, improved incorporation of high school equivalency data, movement toward CIP code alignment across systems, and efforts to strengthen credit for prior learning pathways between adult education and colleges. Discussion followed regarding whether CIP codes are standardized and whether colleges are aligned on the approach. Rick noted the alignment is not always one to one and emphasized the importance of technical assistance to support implementation. Members also discussed the importance of ongoing advisory structures to continue this work rather than allowing such discussions to remain infrequent.</p> <p>Rick also shared that the leadership team has been in continued dialogue with MetroED leadership and has provided technical assistance related to expenditure regulations,</p>	Rick	INFORMATION

consortium priorities, and adult education services. He noted the consortium has documented these discussions and that dialogue remains ongoing. Giuliana asked if any of the schools go through the similar foundation to make sure they are complying with CAEP. Rick agreed that it could help strengthen the consortium’s tools and processes for addressing compliance concerns going forward.

Rick then proposed convening a fiscal meeting with at least one fiscal representative from each district, potentially combined with a Steering Committee retreat, to review fiscal management guidance, reporting expectations, adult education-specific fiscal processes, and strengthen communication protocols with district business offices. Discussion included questions regarding possible timing, whether it could be paired with an existing Steering Committee meeting, and whether it might be most effective to make it a combined day that includes both fiscal discussion and committee retreat activities. Members expressed support for the concept and agreed to send calendars to Rick and Shreyas for planning.

TOC

Update Topics

- Miscellaneous**
- ELL Healthcare Pathways Grant Update**
- Annual Plan Activity Update**
- Data and Accountability Workgroup Final Recommendations***
- Fiscal Guidelines and Member Dialog Update**

MISC

Miscellaneous Updates

- Catholic Charities presentation went well**
- Would like to have an intentional support relationship for ASE enrollment
 - Would like to continue college tours

ELL GRANT

ELL Healthcare Pathways Grant Update

ELL Healthcare Pathways Grant Update

- Reporting - Reports Completed on time*
- September reports will take more time, lets make sure we have met in August
- **Round 2 Extension request submission early next week**
 - The plan will open and we will be expected to resubmit
 - Opportunity to adjust your plan and your budget

UPDATE

Annual Plan Activity Update

Looking to meet Week of April 20th or 27th - Please send me openings

LMI Self-study at SC 4/24

Survey on CHC Partnership for PD on Executive Function Support Training

DATA

Data and Accountability Workgroup Update

DAW Proposals to CDE and CCCCCO

- **Changes to goal setting process**
 - They set targets for us - we provide feedback
- **Improved Data Infrastructure**
 - Better transparency with data calculations
 - Stronger emphasis on Workforce milestones
- **Policy Updates and Alignment**
 - CPL and considering Adult Ed as Credit
 - Step away from self-reported data
 - Correctly incorporate HSE data
 - Move to CIP Codes and align all sectors*
- **Convene Data and Accountability Advisory Group**
 - Review progress on implementation

	<p>DATA</p> <h3>Data and Accountability Workgroup Update - cont</h3> <p>Providing increased guidance for:</p> <ul style="list-style-type: none"> • Adult Dual Enrollment and Ability to Benefit • Mirrored courses, articulation and CPL for both sectors <ul style="list-style-type: none"> ◦ Ensure coursework is accepted <p>Ad-hoc advisory groups for</p> <ul style="list-style-type: none"> • Regional Data & Accountability Specialists Implementation • Target setting and feedback system • Testing and feedback for datavista <p>FISCAL</p> <h3>SVAE Discussion Update</h3> <p>Leadership Team has engaged in Technical Assistance with SVAE Leadership Team</p> <ul style="list-style-type: none"> • Provided detailed explanation of expenditure regulations and assurances • Discussed the impact of their re-organization on Adult Ed Services • Communicated CAEP and SBCE priorities for Adult Ed Services • Dialog is on-going <p>FISCAL</p> <h3>Let's be Proactive about Fiscal Solidarity</h3> <p>Host a short in-person meeting to include at least one fiscal representative from each district</p> <ul style="list-style-type: none"> - Prior to 9/30 reporting deadline - Provide Fiscal Management Guidelines and review related bylaws and effectiveness measures - Discuss communication protocols and support structures - Provide lunch? <p>We also have new Admin joining..</p> <ul style="list-style-type: none"> - Let's make a day of it! - New admin join for Fiscal training - All admin show up for lunch - SBCE Steering Committee retreat 		
2:55	<p>11) Member Updates & Announcements</p> <p>SVAE: Mali reported that SVAE has been focused on preparing for next semester and ensuring planning is in order, including completion of the calendar process. She shared that there are currently substitute instructors in classrooms marked for termination, reported a successful Mission College tour, and noted that TS are now offering resume</p>	All	INFORMATION

	<p>writing and interview skills workshops. She also shared that a new job responsibility proposal is moving forward to the board.</p> <p>MC: Julian shared that Mission has put a schedule forward and continues internal conversations related to budget issues.</p> <p>CACE: Kira shared that CACE recently celebrated student recognition events and years of service recognitions for staff, with multiple staff members recognized, and noted that negotiations are currently underway.</p> <p>MAE: Giuliana shared congratulations to Traci for receiving the Adult Education award and thanked colleagues for their support related to her upcoming retirement. She shared that Milpitas has finalized multiple hires, is navigating a number of retirements, and expressed appreciation to member districts sharing teacher recommendations. She also reported on recent workforce related activities, including resume workshops and a successful job fair. She shared that Derrick Papa from Essential Education is interested in presenting to the full consortium regarding the Spanish High School Equivalency program and noted upcoming graduation activities.</p> <p>Carl added that students recently participated in a successful visit to San José City College, including exposure to ESL and medical assistant programming, and shared positive outcomes from the recent job fair.</p> <p>SJCC: Claudia thanked Margarita for raising concerns related to the online application process and shared that San José City College has hosted eight successful campus tours with approximately 250 students visiting campus. She reported that counseling support will increase from 25 percent to 50 percent to support student transitions and shared a new partnership with Somos Mayfair to offer an adult education credit certificate in Early Childhood Education, with coursework offered in Spanish. She also noted continued hiring for vice president positions.</p> <p>WVC: Mark shared that things at West Valley are running smoothly and had no major additional updates to report.</p> <p>SCAE: Carrie shared that Santa Clara held its final ESL registration for the year and congratulated Traci on her award. She shared that a celebration is being planned for Christine’s retirement, noted a staffing transition involving an ESL teacher moving into an ESL Program Specialist role, and reported a positive experience with the recent federal program monitoring review.</p> <p>ESAE: Traci shared that East Side has filled the Assessment Chair position, with the new staff member beginning April 1. She reported upcoming graduation on May 27 and shared details about an Opportunity Fair scheduled for May 5 and May 7 at Independence and Overfelt campuses, with participation from community colleges and workforce partners. She also noted that early retirements at East Side have created multiple positions to be filled and shared that additional staffing transitions are underway.</p> <p>Shawn then shared that he is also retiring, noting this as the start of a new chapter.</p>		
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	Members acknowledged the multiple upcoming retirements and leadership transitions across the consortium. Members also congratulated Traci on her recognition and acknowledged the significance of both transitions and continuity planning across member districts.		
3:20	12) Agenda Development Giuliana suggested a transition retreat or onboarding opportunity for incoming members in light of multiple upcoming transitions. Discussion followed regarding the value of creating a more intentional onboarding process for new members. Rick agreed and shared that he is developing onboarding supports for new members.	All	INFORMATION
3:30	13) Adjournment Meeting adjourned at 1:55 pm	All	ACTION