



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		East Side Adult Education	Traci Williams AE Co-Chair	Shawn Tran
Milpitas Adult Education	Priti Johari	Giuliana Brahimi	Santa Clara Adult Education	Carrie Casto	Christine Berdiansky
Silicon Valley Adult Education	Maliheh Vafai	Lars Guntvedt	Mission College	Julian Branch	Vacant
San Jose City College	Maniphone Dickerson CC Co-Chair	Vacant	West Valley College	Mark Manrose	Eric Grabel
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
Vacant. Community College Representative			Victoria Silva, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Vacant, AWD Specialist

Steering Committee Meeting Agenda · August 1, 2025 · 12:30 PM - 3:30 PM

Location - ESAE Independence Adult Center - 625 Educational Park Dr, San Jose, CA 95133

AGENDA

12:30	Open Session 1) Call to Order Moni called the meeting to order at 12:32 PM.	Moni	ACTION
12:31	2) Approve Suspension of SBCAE Bylaw Article IV.B.c due to the vacancy of both primary and alternate member and to ensure member agency representation. Traci presented the group with the current situation in which both of Campbell Adult and Community Education's voting members had retired simultaneously in June, leaving CACE without representation until the CUHSD Board could vote to appoint the incoming director, Harkirat (Kira) Mann as the CACE representative to SBCAE. So as to not leave CACE without representation for the current meeting, the SBCAE Co-chairs propose temporarily suspending SBCAE Bylaw Article IV.B.c and allowing Kira to vote on behalf of CACE. This suspension would be until such time as Kira is appointed to the Steering Committee via the usual process. Motion to approve suspension of SBCAE Bylaw Article IV.B.c. M/S/C Williams / Brahim Approved	Traci, All	ACTION
12:35	3) Approval of August 1, 2025 Steering Committee Meeting Agenda Motion to approve SBCAE Steering Committee Meeting Agenda for August 1, 2025. M/S/C Brahim / Casto	All	ACTION

	Approved		
12:40	<p>4) Approval of June 13, 2025 Steering Committee Meeting Minutes</p> <p>Motion to approve minutes from June 13, 2025 SBCAE Steering Committee Meeting.</p> <p>M/S/C</p> <p>Williams / Brahim</p> <p>Approved.</p> <p>Carrie abstained.</p>	All	ACTION
12:45	<p>5) Public Comments</p> <p>No public comment.</p>	All	INFORMATION
12:50	<p>6) Consultation Council Report</p> <p>Margarita thanked the steering committee for voting for the new schedule and also mentioned that the Consultation Council would like the other colleges to emulate SJCC model for staff assignments to SBCAE constituency groups.</p>	Margarita	INFORMATION
12:55	<p>7) Transition Specialist Co-chair Update</p> <p>Rick reiterated the last TS Update from the last Steering Committee meeting, before the majority of TS went on Summer Break. He emphasized the interest in a Steering Committee TS Retreat, noting that he would solicit participation in planning during his update.</p> <p>Traci updated that ESAE is pausing on filling the TS position and will instead focus on engaging additional counseling bandwidth.</p> <p>Matt asked if they had interviewed for the TS position and Traci answered that they had.</p>	Daya, Patty	INFORMATION
1:00	<p>8) SBCAE 2025-26 Annual Plan Approval</p> <p>Motioned to approve SBCAE 2025-26 Annual Plan</p> <p>M/S/C</p> <p>Casto / Brahim</p> <p>Approved unanimously.</p>	Rick	ACTION
1:10	<p>9) Director Update</p> <ul style="list-style-type: none"> a) AWD Support Update b) Budget Revisions & Upcoming Due Dates / Timelines c) Bylaw update d) Fall PD Discussion 	Rick	INFORMATION

	<p>Rick shared a series of updates, starting with the news that a new AWD support staff member will begin on August 18th, with the goal of opening referral forms by the 25th. Guiliana asked if the new hire will follow the same schedule as the previous staff member, and Carrie noted that he will be working 30 hours a week. Rick encouraged everyone to get a sense of whether they'd like him to visit their sites or classrooms based on their interactions. Moni mentioned that at the college level, a separate process is in place.</p> <p>Regarding the Healthcare Pathway grant, Rick noted that while they received an extension, the plan was moved to draft status and needs updating. Anyone who hasn't spent their Round 1 funds should email Moni. Carrie asked if reporting was due today, and Rick clarified the deadline is September 30, which extends the reporting cycle by a year. Rick added that Moni will handle Round 2 outreach.</p> <p>Rick mentioned that Traci created a form valid through September 30, and encouraged everyone to submit suggestions to the bylaws. Erin asked where to find the bylaws, and Rick responded that he would send them out, but they're also available on the SBCAE website.</p> <p>Rick noted that he is supporting the organization of the TS retreat, and asked for any additional volunteers from the steering committee. Giuliana volunteered to support.</p> <p>Rick pivoted to fiscal accountability, noting that August and September are heavy compliance months; last year's overage of 20% required additional measures. Rick reviewed the upcoming calendar, reminding everyone that Q4 expenditures are due in NOVA by September 1, and September 30 is the data snapshot deadline. The approved 25–26 annual plan will be shared soon, and certification will follow via email. Once certification is complete, they can move forward with the remaining actions, including working with the revised allocation based on the state's updated budget.</p> <p>Shifting to asking for additional members to join annual plan projects, Kira expressed interest in completing an individual academic plan with Erin, and Shawn volunteered to provide professional development (PD).</p>		
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MISC

Misc. Updates

Increasing Access to Steering Committee meetings via streaming

Can stream from Zoom via YouTube on the SBCAE Channel

- Doesn't create a recording - Public can record the meeting
- Chat / comments can be disabled
- Can stop streaming if "chat" is getting disruptive

Testing today

- Will evaluate the quality of the audio and video and make a recommendation to Co-chairs

Copying the language necessary to ensure public comment is appropriately solicited / provided

MISC

Misc. Updates

AWD Support Personnel

- Anthony Narvaez - New Support Staff starts Aug 18th
- Goal is to reopen form Aug 25th
 - New Flier / secure instrumentation etc

Outreach

- Victoria is looking to secure catalogs to bring to community partner events, expect outreach from her / us on how to get this done

Tools

- TS mentioned creating a physical resource with our programs to support their work, connected them with Shreyas to supply the Opendoors program data

MISC

Misc. Updates

ELL Healthcare Pathways Grant Update

- Round 1 Extension
 - Round 1 is currently in "Draft" - updates to plan need to be made by 8/30
 - Whomever is planning to use any of their unspent R1 funds this year, please reach out to me ASAP so I can incorporate that into the plan
 - Likewise, this extends our reporting responsibilities
- Round 2 Funds
 - Moni will reachout with process for access round 2 funds soon
 - First Report is also due Sept 30th
 - Funds spent 0 - Students served under round 2 = 0

MISC

Bylaw Update

Form to suggest amendments to the SBCAE Bylaws has been sent

- Member Effectiveness Committee will evaluate the suggestions and put forth recommendations
- There's a bit of clean-up to be done, but ideally we would do this annually
- **Suggestions are due Sept 30**

MISC

Bylaw Update

Form to suggest amendments to the SBCAE Bylaws has been sent

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MISC

Community College Representation on Consultation Council

Bylaws helped identify the structural disconnect in intent for participation and the means by which colleges can secure it

- Encourage the College SC members and the Council to connect on how to bridge this disconnect so this representation can be secured

	<div data-bbox="186 275 243 766" data-label="Section-Header"> <p>TS RETREAT</p> </div> <div data-bbox="267 300 639 331" data-label="Section-Header"> <p>Organizing SC + TS Retreat</p> </div> <div data-bbox="267 354 433 382" data-label="Section-Header"> <p>When / Where</p> </div> <div data-bbox="324 401 1018 495" data-label="List-Group"> <ul style="list-style-type: none"> - Giuliana and Robert both expressed interest in supporting the logistics, anyone else? - Aligning to PD Day was suggested </div> <div data-bbox="267 512 336 539" data-label="Section-Header"> <p>What</p> </div> <div data-bbox="324 558 963 686" data-label="List-Group"> <ul style="list-style-type: none"> - Ongoing projects and priorities for TS and Member Orgs - TS role in the Three-year Plan - Consistency of roles and responsibilities - Tracking transitions and referrals </div> <div data-bbox="186 779 243 1268" data-label="Section-Header"> <p>ACCOUNTABILITY</p> </div> <div data-bbox="267 800 963 831" data-label="Section-Header"> <p>Due Date Calendar Update & Roster Update Coming</p> </div> <div data-bbox="267 854 985 915" data-label="Section-Header"> <p>Separate Calendar for SC Members to remind us of CAEP Due Dates</p> </div> <div data-bbox="280 934 813 963" data-label="List-Group"> <ul style="list-style-type: none"> - Google Calendar Invitations will come Monday </div> <div data-bbox="267 1024 985 1085" data-label="Section-Header"> <p>Roster Update requests for Faculty Networking Group coming soon too</p> </div>		
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Compliance Timelines

- Closing out 24-25
- Opening up 25-26

August 1, 2025

PAPERWORK

Closing out 2024-25

September 1st

- Q4 Expenditures are due in NOVA (23/24 and 24/25)
- SBCAE 2024-25 Budget and Expenditures Tracker to be updated
- 2024-25 Budget and Workplan Revisions need to be completed
 - SVAE / SJECCD / WVMCCD
 - Clear those red exclamation points

September 30th

- Q4 Expenditures Certified by Consortium (23/24 and 24/25)
- Snapshot day - Our Carryover will be locked in 11:59pm

PAPERWORK

2024-25 Budget and Work Plan Revisions

Yes, you are allowed to expend more than you budgeted on a top line

- Ex. Stipends for pilot programs instead of Supplies

No, you are not allowed to spend more than you budgeted..

- Red exclamation mark

Huh?

Budget and Workplan can be revised "as many times as you want"

You CAN NOT leave it uncorrected

SVAE, SJECCD, and WVMCCD must correct their Budget and Work Plans to manage overages

<p>PAPERWORK</p>	<p>Opening up 2025-26</p> <hr/> <p>August 15th</p> <ul style="list-style-type: none"> - Annual Plan for 2025-26 “due in NOVA” - members must certify <p>September 1st</p> <ul style="list-style-type: none"> - Amended allocation must be certified by members in NOVA <p>September 30th</p> <ul style="list-style-type: none"> - Member Budget and Work Plans for 2025-26 Due in NOVA 		
<p>PAPERWORK</p>	<p>From the Calendars Perspective</p> <hr/> <p>August 15th</p> <ul style="list-style-type: none"> - Annual Plan for 2025-26 “due in NOVA” - members must certify <p>September 1st</p> <ul style="list-style-type: none"> - Q4 Expenditures are due in NOVA (23/24 and 24/25) - 2024-25 Budget and Workplan Revisions need to be completed - SBCAE 2024-25 Budget and Expenditures Tracker to be updated - Amended 2025-26 allocation must be certified by members in NOVA <p>September 30th</p> <ul style="list-style-type: none"> - Member Budget and Work Plans for 2025-26 Due in NOVA - Q4 Expenditures Certified by Consortium (23/24 and 24/25) - Snapshot day - Our Carryover will be locked in 11:59pm 		

Annual Plan Participation

August 1, 2025

ROSTERS

Thinking about our Plan

Career Pathways / Partnerships

- Mark / Carrie

Adult Dual Enrollment


- Mark / Fabian (SJCC)

Individual Academic Plans

- Erin

Professional Development

-

	 <p>SOUTH BAY CONSORTIUM <i>for</i> ADULT EDUCATION <i>Opening doors for adult learners</i></p> <h2>SBCAE 2025 Fall PD Discussion</h2> <p>August 1, 2025</p>		
	<p>PDI</p> <h3>Let's get a good one done</h3> <hr/> <h4>Gather the PD Activity group</h4> <ul style="list-style-type: none"> • <i>Determine Venue - SJCC will host this year</i> • Discuss expanding offerings <ul style="list-style-type: none"> ◦ Victoria is combing through feedback to Summarize ◦ Connect with Consultation Council • Student Panel • Session impressions? 		
2:00	<p>10) Discuss Impact of WIOA Impoundment</p> <p>Rick shared that the leadership team is working on a more cohesive communication tool and raised concerns about the future of CASAS if WIOA goes away. Giuliana shared updates on IET. Carrie raised concerns about planning for 2026–27 without WIOA funding, asking what the group needs in terms of a planning template and how members are currently responding. Erin questioned how integrity can be maintained without testing and accountability, and Christine suggested reaching out to Caroline for additional support. Moni noted the surprising impact of workforce program changes, Angel also highlighted the added loss of JobCorps as a major challenge.</p>	Rick, All	INFORMATION

The Impact of WIOA Insecurity

August 1, 2025

STRANGE DAYS

“Measuring” the impact

Utility in a shared understanding of what this impact was / is / would be:

Planning

- Anticipating gaps and plotting adjustments

Advocacy

- A big enough unified voice allows us to help supply the narrative for CDE and CAEP

STRANGE DAYS

“Measuring” the impact

There are additional implications

- Clarity on the administration of CASAS Testing
- Gaps for EL Civics processes

Some unification on:

- Impact on Enrollment
- Impact on Faculty
- Impact on Programs
- Impact on Operations

2:45

11) Adjunct Faculty - Adult Education Credential Pathway

Christine shared that the credential program is going well, with the current class at full capacity. She and Angel are discussing the possibility of adding another section. Angel confirmed there are 36 students enrolled as of that morning and mentioned the option of a late-start Saturday class held online via Zoom, though additional faculty would be

Christine,
Angel

INFORMATION

	needed to make it happen. Angel noted that he would distribute information about the Teaching Opportunity after the meeting		
3:00	<p>12) Member Updates & Announcements</p> <p>ESAE: Traci reported 54 high school diploma and GED graduates and that their school was recently painted. Traci noted new classes with Cal Regional are starting soon like Phlebotomy and CNA.</p> <p>EVCC: Angel updated that a new adult program has launched and is set to start next year, including an AI entrepreneurship course planned for Spring 2026.</p> <p>SCAE: Carrie shared that ELA testing took place last week, all classes are full, and they have a new superintendent.</p> <p>CACE: Kira introduced herself as the new director and announced registration opened today, with an ESL healthcare class starting soon.</p> <p>MAE: Guiliana updated that they are restructuring staff and expect to have a TS once the year begins. They have 251 students in the first intake and are preparing for a second cohort after the first completed paid internships. Carl is organizing a potential job fair. Corrections programs remain slow due to security restructuring limiting student access.</p> <p>SJCC: Moni reported a pilot of three summer classes, a new Dean of Language Arts starting, an ESL retreat, faculty leadership for CTE and ESL, and a campus PD day. They're also partnering with Sacred Heart, which recently distributed 400 backpacks.</p>	All	INFORMATION
3:25	13) Agenda Development	All	INFORMATION
3:30	<p>14) Adjournment</p> <p>Meeting adjourned at 2:05 PM.</p>	All	ACTION