



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	Eric Grabel	vacant
Evergreen Valley College/San Jose CC	Maniphone Dickerson <i>CC Co-Chair</i>	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 · August 2, 2024 · 12:30 PM - 3:30 PM

Location - San Jose City College Tech Building - 600 S. Bascom Ave., San Jose, CA 95128, Room T-415

AGENDA

12:30	<p>Open Session</p> <p>1) Call to Order</p> <p>Traci called the meeting to order at 12:35pm and welcomed the group to the first SBCAE Steering Committee Meeting of the 2024-25 Program Year. The group went around the room to introduce themselves and welcomed Mark Manrose, the pending appointee to the Steering Committee from West Valley College.</p>	Traci	ACTION
12:55	<p>2) Approval of August 2, 2024 Steering Committee Meeting Agenda</p> <p>Motion to adopt the Agenda for the August 2, 2024 SBCAE Steering Committee Meeting.</p> <p>M/S/C Brahim/Narayanan</p> <p>Approved</p>	All	ACTION
1:00	<p>3) Approval of June 14, 2024 Steering Committee Meeting Minutes</p> <p>Motion to adopt the minutes from the June 14, 2024 SBCAE Steering Committee Meeting.</p> <p>M/S/C Brahim/Narayanan</p> <p>Approved</p>	All	ACTION
1:05	<p>4) Public Comments</p> <p>None</p>	All	INFORMATION
1:10	<p>5) Consultation Council Report</p> <p>No Report</p>	Margarita, Phil	INFORMATION

1:15	<p>6) Approve SBCAE 2024-25 Allocation Amendment</p> <p>Traci described the allocation amendment process that happens as a matter of course on most years following the State’s revised budget that is released in early Summer. Each consortium must approve an amendment to their approved CFAD which reflects the additional funds. She also noted that this allocation is calculated by the state for each member agency and sent to consortia for approval. Rick highlighted the additional columns that were added to the SBCAE Allocation Spreadsheet to reflect the additional monies and the new totals.</p> <p>Motion to approve the allocation amendment as presented.</p> <p>M/S/C Brahim/Berdiansky</p> <p>Approved</p>	Traci, Moni, Rick	ACTION
1:25	<p>7) 2024-25 Annual Plan Update and Approval</p> <p>Rick presented an overview of the proposed SBCAE 2024-25 Annual Plan, reviewed the planning and drafting processes, and highlighted each of the strategies that SBCAE will be focusing on during the 2024-25 Program Year.</p> <p>Motion to approve the 2024-25 SBCAE Annual Plan as distributed.</p> <p>M/S/C Narayanan/Brahim</p> <p>Approved</p>	Rick	ACTION
1:50	<p>8) Member Effectiveness - Carryover Process Reminder</p> <p>Traci reminded the group of the importance of the upcoming process for reviewing SBCAE member carryover. She noted that this process will begin as Quarter 4 of 2023-24 is closed out and that financial data is submitted in NOVA, and that numbers will be reviewed on a quarterly basis.</p> <p>Moni emphasized the importance of following through on our process and encouraged members to review their numbers monthly with their business offices.</p> <p>Traci also noted that she will be looking for a college representative to replace Robbie Kunkle’s spot on the member effectiveness committee. Christine asked if there was any information about Robbie’s replacement and Moni responded that she would cover that a little bit in her member update.</p>	Traci, Moni	INFORMATION

OVERALL

2024-25 Annual Plan Overview - Why These Strategies?

Final year of our 2022-25 Three-year Plan

- The three year plan imposes structure on the annual plan
 - Yearly **Strategy threads** and **goals** must align to 3YP **Activities**
 - We evolve our **Strategies** each year in response previous year(s)

Philosophy for 2024-25 Strategies and goals

- **Evaluative mindset**
 - Are our efforts in these strategies yielding results?
- **Maintain Three-year Plan Activity structure**
 - Intentional inclusion of as many Strategies as possible
- **Reduce the operational lift on members**
 - Leverage consortium wide supports and take smaller steps
- **Set ourselves up for our next Three-year Plan**

SECTION 1

Executive Summary

Summarization of our overall Three-year plan

- Three step vision and the problem statement
 - The Map (Build, Navigate, Support)

Summarization of successes and challenges in 2023-24

- Adding CTE Programs / Partnerships between members
- College tours / PD / AWD
- Response to staff turnover

Outline 2024-25 strategies and the overview of implementation

- List strategies / Explicitly state their alignment with CAEP reqs
 - "Our approach is aligned to CAEP requirements"

SECTION 2

Regional Planning Overview

Summarize the three year plan strategy threads

- How they fit into the CAEP Categories
 - Address Educational Needs
 - Improve Integration of Services & Transitions
 - Improve Effectiveness of Services

Summarize how this annual plan aligns with above categories

- How they fit into our Three year plan structure (Build, Navigate, Support, Strengthen Operations)
- Narrative justification for these choices
 - "Incorporating feedback / bandwidth restructuring / self-evaluation"

SECTION 3

Meeting Regional Needs

Restate and update the Regional Needs Identified in 3YP

- Educational attainment and English proficiency
 - ESL/ELL and ASE enrollment
 - EFL Gains and HSD/E Completions
- Local labor market and income inequality
 - CTE program enrollment

Describe measures of effectiveness

- Baseline data from 2020-21 (recall planning cadence)
- Marked improvement in enrollment
 - Moderate improvement in gains and completions

SECTION 4

Strategies which Address Educational Needs

- 1) **Measuring student success in new short-term CTE programs**
 - Build capacity to report
- 2) **Advance ESL/ELL subcommittee recommendations and pathways**
 - Secure stakeholder commitment / build framework for 25-28
- 3) **Apprenticeship subcommittee, sector partnerships and programs**
 - Establish subcommittee and make recommendations
- 4) **Analysis of outcome equity and current agency level student gov structures**
 - Equity gap analysis with shared results and shared overview of student gov

COMPOSITION

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](#) <- We are here

SECTION 5

Strategies which Improve Integration of Services

- 5) **ELL Healthcare Grant execution and assessment of new bridge progs**
 - Assessment methodology alignment and future CTE pathway linkages
- 6) **Pathway navigation tool effectiveness and personal learning plan feasibility**
 - Analyze effectiveness of deployed resources and evaluate PLPs
- 7) **Redesign SBCAE Data integration infrastructure to enable transition data**
 - Workplan to replace My Professional Center

SECTION 6

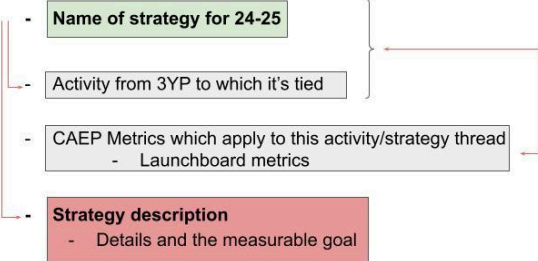
Strategies which Improve Effectiveness of Services

- 8) **A. Rebuild and expand the Community Connections network**
 - Infrastructure, referrals, and intent for Community Resource Fair
- 8) **B. Fill AWD Specialist role, establish processes and effectiveness measures**
 - Redefine role, clear processes, student and staff feedback on effectiveness
- 9) **Consortium wide PD and support teacher credentialing**
 - Execute positive PD Day and continue to support credentialing
- 10) **Explore updating the funding formula and execute carryover policy**
 - Process for updating formula based on multiple factors

STRUCTURE

The Anatomy of a Strategy

How does each one of these strategies present in the actual plan



SECTION 7

Fiscal Management

Overview Compliance Statement

- Explicitly states compliance summary
- Notes work of Member Effectiveness subcommittee

Approach to Incorporating Carry-over Funds

- States our submitted process
- Describes Innovation Fund

	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="background-color: #008080; color: white; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-bottom: 10px;">HIGHLIGHTS</div> <div style="text-align: center;"> <h3>Examples of 2024-25 Strategy Shifts</h3> <hr/> <p>Strategy 2 - ESL/ELL Pathways</p> <ul style="list-style-type: none"> - Emphasis on securing stakeholder commitment <p>Build in evaluative intent</p> <ul style="list-style-type: none"> - Strategy 1 - new short-term CTE programs - Strategy 5 - IET and Bridge programs <ul style="list-style-type: none"> - Incorporation of ELL HCPG - Strategy 6 - Pathway navigation tools <p>Thinking ahead to the next three year regional plan</p> </div> <div style="background-color: #008080; color: white; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-top: 10px;">ANNUAL PLAN</div> <div style="text-align: center; margin-top: 10px;"> <h3>2024-25 Annual Plan Accountability Timeline</h3> <hr/> <p>August 15, 2024 - Annual Plan submitted and approved by all members</p> <p>September 30, 2024 - Member Budget and Work Plan submitted</p> <p>October 30, 2024 - Member Budget and Work Plans certified</p> </div> </div>		
2:10	<p>9) Director Update</p> <p>Rick presented slides that updated the group on ongoing projects and considerations with; rosters / strategy consult groups, PD Day, Three-year planning, SBCAE Calendar access, hosting SC meetings.</p>	Rick	INFORMATION

AGENDA

Outline

1. Annual Plan Strategy Work Groups & Consultation
2. PD Day Update
3. Three-year plan
4. SBCAE Calendar Access
5. Hosting Steering Committee Meetings
6. Miscellaneous Updates

PARTICIPATION

Annual Plan Strategy Work Groups & Consultation

Google form will go out to members to solicit participation

- Reframing the project teams
- Meet you where you are with your available resources / time
- It may be someone at your organization to refer to participate
- Certain groups we'll want to move forward quickly (PD Day)
- Affect on Faculty Network Group participation

ROSTERS

Updating Constituency Groups

Group Membership Update request going out next week

- Reviewed prior processes for this

Groups:

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

PD DAY

SBCAE Professional Development Day - 9/27

West Valley College to host!

Logistics well underway

Next Steps:

1. Review prior year feedback (forms and from you)
2. Finalize theme / agenda
3. Seek presenters / Send registration materials

PLANNING

Three-year Regional Planning Cycle

2025-28 Three-year Plan is due June 20th, 2025

- Some updated Fact Sheet Data has been released
- Updated guidance documents from CAEP Office pending

While we wait, we ensuring we have space on our calendars

- Propose a Steering Committee Retreat

LOGISTICS

The SBCAE Calendar

Ensure you have access to the SBCAE Calendar

- Link on website supports google and outlook
 - Reach out to Shreyas and myself for support
 - Doesn't always auto-update / outlook challenges

Event invites will come as separate meeting invites

- Groups will be responsible for their own events
- Supported by SBCAE Team

	<div data-bbox="186 275 243 766" style="background-color: #008080; color: white; writing-mode: vertical-rl; text-orientation: mixed; padding: 5px;">LOGISTICS</div> <p>Steering Committee Meeting Locations</p> <p>Who wants to host?</p> <p>Let's collect them all!</p> <div data-bbox="186 779 243 1270" style="background-color: #008080; color: white; writing-mode: vertical-rl; text-orientation: mixed; padding: 5px;">ELL GRANT UPDATE</div> <p>Healthcare Pathways - Hit the ground running</p> <p>Round 1 Support / Technical Assistance</p> <ul style="list-style-type: none"> - Outreach to gather lists of courses from Summer / Fall - Incorporate feedback on pathways into support materials <p>Round 2 Update</p> <ul style="list-style-type: none"> - No news yet - Expect to hear by mid-month according to CAEP (as of 7/30) <div data-bbox="186 1283 243 1774" style="background-color: #008080; color: white; writing-mode: vertical-rl; text-orientation: mixed; padding: 5px;">ROSTERS</div> <p>Regional Partnership with ACCEL and Futuro</p> <p>FUTURO Health + ACCEL, NSCCC, GOAL, and SBCEA?</p> <p>Pilot pathways at adult schools</p> <p>Human Touch Healthcare leading to</p> <ul style="list-style-type: none"> • Behavioral Health • Community Health Worker <p>Customizable, license based, high touch support for students</p>		
2:40	<p>10) Strong Workforce Update</p> <p>Moni spoke to the current fiscal challenges being experienced by many colleges, reminding the group about the cap in place this year for ESL FTEF at SJCC and adding further context about a recent redirection of 60 million dollars in Strong Workforce Funds</p>	Moni	INFORMATION

	<p>(SWF) to a state level Nursing BA program. Moni spoke to the implication this had for colleges who overlap these funds with CAEP and Perkins funding sources and that this massive shift is causing many colleges to examine how their fiscal needs overlap with their enrollment needs. Locally, this is causing process shifts such as placing students in Medical Assisting classes while they wait for spots in ESL to open up.</p> <p>Eric reinforced Moni’s update by noting some colleges have had issues with recent overhiring in the face of this current overall budget reduction.</p> <p>Mali noted that SVAE enrollment in ESL had exploded this year and that there are waitlists for ESL/ELL courses, so we should all be mindful of each other’s capacity.</p>		
2:50	<p>11) WebTech Specialist Update</p> <p>Shreyas Mandyam, SBCEA Web Tech Specialist, updated the group on the creation of a web based access portal for employees of SBCEA Schools which interact with SBCEA relevant resources.</p> <p>Giuliana asked about general functionality of how it would be accessed and Shreyas responded that it would be linked from the main SBCEA website and accessed by the user's current district email.</p> <p>Christine suggested that the name employee portal could potentially cause confusion for its audience, as it might imply that it's for SBCEA employees only. In response to further clarification questions from Giuliana and Mali, the name SBCEA Member Staff Portal was suggested.</p> <p>Erin suggested that the TS Resource Hub should be a main tab on the top of the SBCEA site, and Rick noted that there were plans to revamp the homepage of the SBCEA website following the release of the staff portal.</p> <p>Christine asked for clarification about the need for another system and what the structure would look like. Traci clarified that this site would be designed to host materials that were relevant for various SBCEA Member staff, but that were not intended to be publicly available, which currently did not have a centralized location from which they could be accessed.</p>	Shreyas	INFORMATION

Employee Portal

This presentation provides an overview of the employee portal. It explains why we made this product, what it does, who it is for, the timeline for rollout, and how we collect feedback and support requests.

Why did we do this?

We are developing an employee portal to enhance communication and keep everyone well-informed about SBCAE activities and ongoing projects. This portal aims to help your SBCAE team to centralize information and facilitate access. We've received feedback from members and staff which highlighted gaps in communication and a lack of easily accessible information about SBCAE wide group structures and activities. While more meetings could address this, they are not the most efficient solution. Therefore, we believe the employee portal will effectively answer employees' questions and keep them informed around the clock.



What does it do/who is it for?

Better employee experience

- Organized/centralized SBCAE information
- Improved onboarding process
- Simplified staff engagement
- Help staff connect with other staff and SBCAE
- Information privacy - only accessed and updated by staff

All staff at SBCAE members can access this portal

- Primarily intended for Staff involved in consortia-wide activities





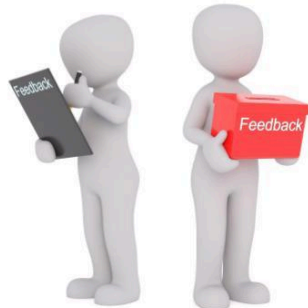
What is the timeline for rollout?

We plan to do a soft launch with limited access only to the TS team on August 9th. The reason for limited access is mainly to collaborate on content and limit the initial support requests.

- Rollout timeline:
 - August 9th soft launch only access to TS team
 - Preliminary launch Sept 27th PD day.

Feedback

On the bottom right side of each page will be a feedback button to collect feedback on the page the user is viewing.



Feedbacks are stored in a database and also emailed to Shreyas.

The feedback form will have up to a 5-star rating, questions related to the page, and a comment text area.

Any questions or feedback?

3:00	<p>12) Community Partnership Specialist Update</p> <p>Victoria Silva, the SBCAE Community Partnership Specialist, presented to the group regarding her progress in her first several weeks in the role, her philosophy of community and partnership, and what her current and near term initiatives are.</p>	Victoria	INFORMATION
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Reflection

“Community”



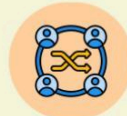
What does it mean to you?



Who does it represent?



How do you envision it?



Evolving your school?

COMMUNITY CONNECTIONS NETWORK

Offers a space for collaboration and dialogue with different community organizations throughout the Bay Area
 Intents and Purposes: share a wide variety of resources and events taking place from the different organizations, a place to network, and a way for us to bring our schools to them



WHAT'S GOING ON?



Old & New Partners



Tours



Previous Materials



TS Meetings

COMMUNITY PARTNERS

Met with

Oasis Legal Services, Bascom Library, NovaWorks, NextDoor Solutions, Allcove, San Jose Job Corps, Upwardly Global, SIREN

Findings

Overall excited we are back online and ready to collaborate (tabling at events/attending Community Connections)

Growth Area

Website information for our partners, material to give to our community partners/members

Future

Collaborating and reaching out to new partners, Allcove would like to come on site once a month and offer their services

TOURS

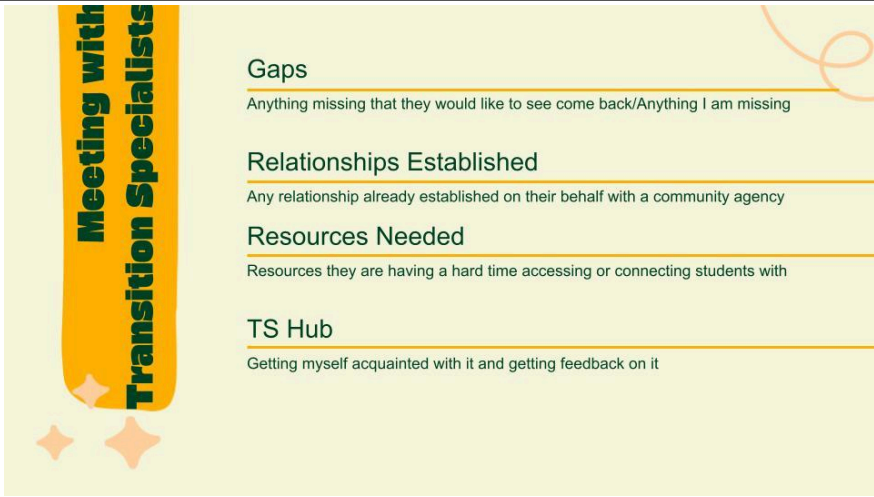



San Jose Job Corps

Allcove

NextDoor Solutions

Bascom Library



	 <p>Meeting with Transition Specialists</p> <p>Gaps Anything missing that they would like to see come back/Anything I am missing</p> <p>Relationships Established Any relationship already established on their behalf with a community agency</p> <p>Resources Needed Resources they are having a hard time accessing or connecting students with</p> <p>TS Hub Getting myself acquainted with it and getting feedback on it</p> <hr/> <p>WHAT CAN YOU EXPECT FROM ME</p>  <p>Purposeful Collaboration Continue to collaborate with different agencies across the board whether they are old or new agencies</p>  <p>Genuine Relationship Building Continue to seek out new agencies to be able to give the most up to date resources to students</p>  <p>Build on our Brand Continue to get our schools and programs out to our partners</p>		
3:10	<p>13) Member Updates & Announcements</p> <ul style="list-style-type: none"> ○ CAEP Due Dates: <ul style="list-style-type: none"> ● Aug 15: Annual Plan for 2024-25 due in NOVA ● Sep 1: 22/23 and 23/24 Member Expense Report due in NOVA (Q4) ● Sep 1: 23/24 Certification of Allocation Amendment due in NOVA ● 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 ● Sep 30: End of Q1 ○ Member Updates: <p>Traci - Reminded the group about CAEP dues dates, and gave an update about the vacant AWD specialist position, noting that interviews were ongoing and that she, Carrie, and Rick were discussing the changes in expectations for the position were likely needed. Traci also noted that Brenda would be taking medical leave for a few weeks.</p> <p>Moni - Updated the group on the staff that have been deployed to fill in the vacant TS role at SJCC, referring to Pauline who would be providing Transition Services and Fabian who would be providing Counseling. Moni continued by updating the group on EVC's incoming new President and the preliminary plan to fill in for the vacancy created by</p> 	All	INFORMATION

	<p>Robbie's retirement. She also noted that the AE student tour schedule is already planned out for the near future.</p> <p>Mali - Updated the group on the completion of Summer school, and noted that Medical Terminology and EKG were enrolling in the healthcare sector, and that Clean Diesel-cell anticipated giving out 30 certificates. She also noted that SVAE was looking to hire an EL Civics specialist, and some instructors.</p> <p>Giuliana - Updated the group on the advent of the new school year and strong registration. She also spoke about the new student center at Blackford which will hopefully be completed prior to September. Usha then discussed the partnerships with local elementary schools to host classes, which should provide capacity at 3 or 4 sites. She also noted the partnership with EVC to deploy a custodial leadership program out of the CACE site.</p> <p>Shawn - Spoke about the three Summer ESL/ELL programs which were project bases were all full in June. He also noted that close to 800 students came back to take the pretest so they are ready for classes next week. He then discussed the recent filling of 4 of 7 positions in ESL and that two new IET classes were planned for the Fall. Shawn also discussed an ongoing collaboration with WVC for Healthcare and Childcare programs. He ended by asking the group if anyone needed any Burlington English licenses.</p> <p>Eric - Welcomed Mark to SBCAE and noted that he should become the primary Steering Committee member come August WVMCCD Board approval. Eric discussed a project with the Merritt foundation on a two course certificate to train property managers for low-incoming housing coming late Spring or early Summer. He then noted that the WVM bookkeeping program would be expanding to include the IRS Enrolled Agent with corresponding certifications. Continuing, Eric noted that an SJParks apprenticeship program for Park Rangers had been deployed, WVC had secured two full time ESL Faculty, and that an instructor component had been added to their Noncredit google career certification and IT analytics programs.</p> <p>Mark introduced himself, spoke of his experience in Career Education and his eagerness to support SBCAE initiatives.</p> <p>Christine - Noted SCAE's hard work improving the SCAE Medical Assisting program by improving their data collection processes and focusing on securing internships, with 85% of their 55 students securing employment. Both Fall sections have waitlists. She continued by noting the Adult Ed Teacher Credentialing programs' curriculum had been approved, they were waiting for feedback on their responses to some other items from the CTC, hoping that they receive corresponding feedback in 4 to 6 weeks.</p> <ul style="list-style-type: none"> ○ Announcements: <ul style="list-style-type: none"> i. CAEP Summit 		
3:25	<p>14) Agenda Development</p> <p>No items</p>	All	INFORMATION
3:30	<p>13) Adjournment</p> <p>Meeting was adjourned at 2:53pm</p>	All	ACTION