



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	Thanhthao (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	Andrea Viznor
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 · February 6th, 2026 · 11:00 AM - 12:30 PM

Location - Milpitas Innovation Campus, 1331 East Calaveras Blvd., Milpitas, CA 95035

AGENDA

11:00	Open Session 1) Call to Order Traci called the meeting to order at 11:06 am.	Traci	ACTION
11:05	2) Approval of February 6, 2026 Steering Committee Meeting Agenda Motion to approve SBCAE Steering Committee Meeting Agenda for February 6, 2016 M/C/S Brahim/Casto All in favor Approved	All	ACTION
11:10	3) Approval of January 16, 2025 Steering Committee Meeting Minutes Motion to approve minutes from January 16, 2025 SBCAE Steering Committee Meeting. Carrie requested a correction to the minutes under the Director's update to clarify that Santa Clara is not proposing a full-time counseling position. Rather, Santa Clara is offering a one-credit counseling class with Mission College M/C/S Casto/Brahim All in favor Approved	All	ACTION

11:15	<p>4) Public Comments</p> <p>No public comments.</p>	All	INFORMATION
11:20	<p>5) Consultation Council Report</p> <p>Margarita stated that they continued to be concerned about not having appropriate staffing levels for transition specialists across all the schools. She also mentioned that during the last TS meeting, the topic was brought up that there is money left by Allies and they would advocate for the money to go back to the students with an example provided about potentially supporting HiSet testing fees.</p>	Margarita	INFORMATION
11:25	<p>6) Transition Specialist Co-chair Update</p> <p>Patty reported that she did not have any updates, but mentioned that the next TS meeting will be taking place at Mission College.</p>	Daya, Patty	INFORMATION
11:30	<p>7) Adult Ed Co-chair Appointment</p> <p>Traci announced that her retirement will be effective June 30, which will create a vacancy in the Adult Education Co-Chair position. Per the bylaws, an appointment must be made when a vacancy occurs during a term. Traci recommended Carrie Casto from Santa Clara for appointment.</p> <p>Carrie accepted the recommendation.</p> <p>M/S/C</p> <p>Brahim / NguyenAll in favor.</p> <p>Approved.</p> <p>Carrie will officially assume the role on July 1. Traci noted that the timing of this appointment is important due to the seat's connection to the Work2Future Board and required submission and approval timelines.</p>	Traci	ACTION
11:45	<p>8) Director Update</p> <p>Rick provided updates on consortium initiatives. Due to scheduling challenges, a late-January meeting was not held; however, most members have submitted availability and the goal is to hold at least one additional meeting before the end of February for each workgroup. Work has begun on drafting review notes related to dual enrollment legislation and Education Code, and enrollment scenarios are being developed to align with college nomenclature. For career pathways, materials are being compiled for the CTE Matrix, and LMI data from Work2Future is expected in February to support pathway discussions. A professional development committee is forming, and Robert has offered to lead an AI in the Classroom seminar, tentatively planned for March.</p> <p>Regarding the Healthcare Pathway Grant, Rick shared that a preliminary meeting was held with interested members. The group agreed that the first step is to explore industry partnerships, as none are currently formalized. There is a soft decision point in late February, as insufficient time would remain to write a strong proposal if partnerships are</p>	Rick	INFORMATION

	<p>not secured. Giuliana shared that her district may be interested in a pathway model supported by internships rather than guaranteed employment.</p> <p>Rick also shared information from Working Partnerships USA regarding six companies expressing interest in support. These companies, which include CNC machining shops, a battery company, a welding company, and a contract manufacturer, are primarily seeking contextualized ESL focused on technical communication and upward mobility.</p> <p>Discussion centered on feasibility, including location, staffing capacity, curriculum development needs, and potential shared curriculum models. Questions remain regarding funding, as one employer indicated willingness to pay employees for time in class, though it is unclear whether employers would pay for instructional costs. Additional considerations were raised regarding Cal/OSHA requirements and workplace English proficiency related to safety compliance.</p> <p>Rick reported that the consortium will be refreshing its homepage to improve user experience, mobile optimization, navigation, and accessibility compliance. Shreyas has developed early mockups, and the goal is to create stakeholder-centered navigation to better serve students, staff, and business partners. The estimated timeline is approximately ten weeks once finalized. A draft will be shared for feedback once further along in development.</p> <p>Victoria is developing a quarterly consortium newsletter focused on registration periods, events, and student success stories. The format will be lean and targeted, and members were encouraged to share updates and key dates. Margarita noted that Hamna may be able to provide design support.</p> <p>Rick also shared that the consortium is reengaging with Catholic Charities, whose Refugee and Foster Department has expressed interest in hosting an open house-style presentation to learn more about adult education programs, including HSE and career pathways.</p>		
12:15	<p>9) Member Updates & Announcements</p> <p>SCAE: Carrie reported that she will assume leadership of the credential program upon Christine’s retirement. The program continues to be strong, with a credential specialist supporting implementation. Current classes are full; fall enrollment is filled and the program is now accepting students for Spring 2027. At this time, referrals are limited to participating districts due to capacity. Members were reminded that consortium-affiliated candidates receive priority consideration.</p> <p>Erin expressed appreciation to Patty and Steve for their patience and collaboration during recent transitions and onboarding efforts.</p> <p>Carrie also shared reflections from a recent data-focused webinar, noting the importance of strengthening data collection and intentional tracking not only for the ELL pathway, but for all pathway work moving forward. She emphasized aligning efforts with Transition Specialist work and being more strategic about high-touch, medium-touch, and low-touch engagement models in partnership with the community colleges..</p>	All	INFORMATION

<p>SVAE: Mali reported that enrollment for Automotive Maintenance and Light Repair has closed for the current session, with classes progressing well. Spanish GED has been added and is showing positive momentum. However, ESL enrollment remains a challenge, particularly around level placement, as many students pretest below the levels needed to fill existing sections.</p> <p>WV: Patty shared that students from Milpitas and CASE will be attending the upcoming Block Party, with transportation coordinated. This event will serve as an opportunity for students to explore West Valley programs in a more interactive format. No additional updates were reported.</p> <p>MC: Steve noted increased campus activity due to the Superbowl taking place nearby and shared that campus tours are underway. A tour with Santa Clara is scheduled for next month, followed by a Silicon Valley cohort shortly thereafter.</p> <p>CACE: Thao reported a strong focus over the past few weeks on student community-building activities and graduation planning. Partnerships with San José City College and Salvation Army continue. The ESL program has expanded intake efforts, including additional walk-in opportunities. CASE is also working with the district to formalize a safety and immediate response plan in the event of immigration enforcement presence on campus.</p> <p>SJCC: Claudia reported significant leadership transitions, including a new president and three open Vice President positions. Beginning at the end of February, SJCC will host multiple college tours and work with faculty to provide classroom visits across programs. The college continues its partnership with CACE, offering ESL 531 in the fall and ESL 532 at the Milpitas Extension site. Outreach efforts include four upcoming library presentations and participation in multiple career fairs. Additionally, SJCC is transitioning fully to CCCApply Noncredit and phasing out the PDF application to streamline enrollment and create a more seamless noncredit-to-credit transition process for students.</p> <p>MAE: Giuliana reported strong payment point completion through Quarter 2 and the launch of Quarter 3 in ESL. Upcoming retirements include the ESL Program Specialist and Citizenship instructor, with postings forthcoming. Additional positions are open within the correctional facilities, where instruction requires specialized coordination. ASE enrollment continues to be a challenge. In CTE, the second cohort has been completed, and students will be entering paid internships with the district. Faculty have identified a need for lower-than-ESL 1 level support within family literacy programming. MAE continues collaboration with colleges for field trips and an upcoming career fair. February programming will focus on health and wellness, including a mental health speaker and guided meditation sessions through ESL Leadership and Student Engagement.</p> <p>ESAE: Traci reported an upcoming program-wide professional development event next week featuring staff-led sessions. Classes are progressing well, including a full Early Childhood partnership cohort with West Valley. Intake processes have improved through the implementation of Calendly, creating greater efficiency. Medical pathway offerings continue, including phlebotomy, medical assisting, EKG, and billing and coding. The Assessment Department Chair position remains open. A career fair is scheduled for May, and upcoming FPF visits are planned for Milpitas and Santa Clara next month.</p>		
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	<p>Rick provided CAEP updates and reminders. Preliminary allocations are expected by the end of the month and, by law, will be at least at the current-year funding level. There has been positive statewide discussion regarding potential additional investment in adult education, though details are still pending.</p> <p>Members were reminded that the next quarterly deadline for member expense reports in NOVA is March 1, and all institutions are expected to submit reports on time. Sites with carryover funds were encouraged to closely monitor expenditures to ensure alignment with spending timelines.</p> <p>It was also noted that WIOA funding remains included in the current bill.</p>		
12:25	<p>10) Agenda Development</p> <p>Mali mentioned that for a future agenda development she would like to see intake management and ETPL list discussions as potential upcoming topics.</p>	All	INFORMATION
12:30	<p>11) Adjournment</p> <p>The meeting adjourned at 12:05 pm.</p>	All	ACTION
1:00	<p>12) SBCAE Data Study Session</p>	All	INFORMATION