



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	Lars Guntvedt	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	Yvonne Phan, Data Analyst	Brenda Flores, Data & Accountability Specialist
Phil Crawford, San Jose City College			Victoria Silva, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Gail Waxman, AWD Specialist

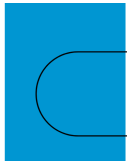
Steering Committee Meeting Agenda · January 17, 2025 · 12:30 PM - 3:30 PM

Location - Evergreen Valley College - LE Building - Mishra - 3095 Yerba Buena Rd, San Jose, CA 95135

AGENDA

12:30	<p>Open Session</p> <p>1) Call to Order</p> <p>Maniphone Dickerson called the meeting to order at 12:43PM</p>	Moni	ACTION
12:35	<p>2) Approval of January 17, 2025 Steering Committee Meeting Agenda</p> <p>Motion to approve agenda for January 17, 2025 SBCAE Steering Committee Meeting as presented.</p> <p>M/S/C</p> <p>Casto / Brahim</p> <p>Approved</p>	All	ACTION
12:40	<p>3) Approval of December 13, 2024 Steering Committee Meeting Minutes</p> <p>Motion to approve minutes from December 13, 2024 SBCAE Steering Committee Meeting as presented.</p> <p>M/S/C</p> <p>Casto / Brahim</p> <p>APproved</p>	All	ACTION
12:45	<p>4) Public Comments</p> <p>Angel Fuentes and Robert Guterrez, our hosts at Evergreen Valley College, introduced themselves to the group. Angel and Robert will be taking on the roles of SBCAE Steering</p>	All	INFORMATION

	<p>Committee representatives from EVC, pending their district's board approval process. The group went around the table and introduced themselves to Angel and Robert.</p>		
12:50	<p>5) Consultation Council Report</p> <p>Margarita shared updates on behalf of the Consultation Council. She noted that there is a great deal of concern among staff and students about the incoming federal administration. Specifically, Adult Ed teachers are concerned about how to proceed in certain situations which may arise, noting that it might not be clear to all individuals what processes are at this time. Council is hoping to see more planning, to the extent possible given the unknowns, and that this topic is of primary focus for staff.</p> <p>Carrie noted the recent distribution of guidelines from Santa Clara Unified School District and their clarity and specificity.</p> <p>Guiliana noted that OTAN contained several resources on "Know Your Rights" and also mentioned the existence of 'Red Cards' that could be distributed to students.</p> <p>Robert mentioned that he could raise this issue at the next council meeting at EVC as the Oasis Director oversees the department which interfaces with undocumented students. He agreed with the importance of ensuring that his staff were aware of relevant procedures and that people responsible for interfacing with students on tours were kept in the loop as well.</p> <p>Moni shared that similar discussions have taken place at SJCC, and that in addition to students, they are aware that family members of staff are also being impacted by the current situation.</p> <p>Carrie followed up by mentioning that a recent newsletter from EdSource, distributed January 6th, contained some useful guidance and resources, she will share this link.</p> <p>Rick will forward any and all information discussed here to the group, and will look to build a page on the TS Hub to collect and update as much relevant guidance or resources as possible.</p>	Margarita	INFORMATION
12:55	<p>6) Transition Specialist Co-chair Update</p> <p>Patty updated the group on a recent webinar that TS attended from the Immigrant Resource Center. She also noted that most agencies have ordered 'red cards' which can be distributed to students which succinctly communicate their rights. Patty also noted that Siren Legal would be coming to CACE in March to support students in knowing their rights.</p> <p>The group reiterated some of the previous agenda item's discussion in the context of how they are supporting their students and staff.</p>	Patty	INFORMATION
1:00	<p>7) Adult Education Credentialing Specialist Proposal</p> <p>Christine briefly reviewed the status of the Adult Education Credentialing program which she has spearheaded in partnership with Angel Fuentes from Evergreen Valley College, thanking Angel for his work.</p>	Moni, Christine	INFORMATION

	<p>Christine then introduced the need for a Credential Specialist Position to support the students in the program in their acquisition of their credential via analysis of their transcripts in coordination with CTC. Christine shared the attached proposal document.</p> <p>Giuliana noted that she believed this position was needed to ensure the success of the program and thus it needed to be funded and staffed.</p> <p>Christine replied, elaborating that she was looking to have this position be similarly supported by the consortium in the same vein as the other consortia-wide positions SBCAE currently utilizes.</p> <p>Discussion ensued about how the team anticipated the noncredit approval process was progressing. Further discussion about specific parameters for students in the program and the stages in which they received their preliminary and final credential.</p> <p>Robert asked for clarification about what programs or subjects program participants would be qualified to teach. Christine clarified the difference between subject based and general certification, that this certification did not apply to K-12, and that it was separate from specific CTE credentials.</p> <p>Giuliana asked about the status of a Job Description for the position, and Christine clarified that it would be constructed upon the group's decision to guarantee the funds.</p> <div data-bbox="207 1012 657 1171" style="text-align: center;">  <div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;"> <p>PROPOSAL</p> </div> </div> <p style="text-align: center; font-size: small;">Prepared by: Christine Berdiansky Friday, January 17, 2025</p> <p>PROJECT DESCRIPTION</p> <p style="font-size: x-small;">The Santa Clara Unified School District Adult Education Credentialing Program is scheduled to start in May 2025. To support the implementation of this program, Santa Clara Adult Education proposes the addition of an SBCAE Credentialing Specialist position to the consortium's staffing structure. This role will provide comprehensive support to teacher candidates, including evaluating credentialing requirements for both preliminary and clear credentials, conducting transcript reviews, and assisting with document submission to the California Commission on Teacher Credentialing (CCTC). The position will also facilitate candidate enrollment in Credentialing Program coursework offered through Evergreen Valley College, and will assist with the required data collection for SBCAE and CTC.</p> <p>SBCAE CREDENTIALING POSITION</p> <ul style="list-style-type: none"> • Start July 1, 2025 • \$100,000 per year aligned with SBCAE COLA increases <p>OTHER NOTES</p> <p style="font-size: x-small;">Program Evaluation will be conducted in May, 2026</p> <div data-bbox="300 1642 690 1690" style="background-color: #e67e22; height: 23px; width: 240px; margin-top: 10px;"></div>		
<p>1:20</p>	<p>8) Director Update</p> <p>Rick presented an update which included some general housekeeping and due date reminders, an update on the status of the ELL Healthcare Pathways Grant Round 2 application and the Adult Ed SBCAE Co-chair term, currently held by Traci, is up for election this year.</p>	<p>Rick</p>	<p>INFORMATION</p>

	<p>Continuing, Rick noted an upcoming CASAS Datadive presentation facilitated by Jay Wright and hosted at ESAE. He noted that, in a break from the norm for these datadives, it was anticipated that Jay would engage the group in a discussion around the nuances of more detailed reporting for the AWD program area in CASAS.</p> <p>Rick then updated the group on some changes to the internal SBCAE Due Date reminder resources, renaming the calendar invitation and planning to send direct invitations to these events. Robert asked for some clarification around how the regional planning related to carryover and fiscal reporting and the group clarified how the internal processes were unique to the Adult Ed funding and based on the CAEP office annual timelines.</p> <p>Rick then pivoted to a review of progress on the 2025-28 Three-year Plan for SBCAE. Broad regional population data was presented and discussion ensued on Regional Need and the difference in the needs between members, using the example of SCAE's full ASE program and comparing that to MAE's ASE program which is challenging to fill.</p> <p>Antonio asked about engaging with industry to understand demand and Rick discussed the current LMI tools the consortium uses to understand labor market demand, and the challenges in engagement with employers, but that he hoped a concerted effort to engage with employers would be foundational to this new regional plan. Further discussion ensued about the benefits of a strategy for understanding local LMI's implications for our programs, and the importance of providing opportunities for students to work while they engage in their educational journey.</p>		
2:20	<p>9) Member Updates & Announcements</p> <ul style="list-style-type: none"> ○ CAEP Due Dates: <ul style="list-style-type: none"> ● Jan 31: Student Data due in TOPSPro (Q2) ● Jan 31: Employment and Earnings Follow-up Survey <p>CACE - Margarita informed the group an open Counselor position</p> <p>MAE - Giuliana informed the group that SBCAE would no longer hold Seat 27 on the Re-entry Board, as the board was evolving into the Public Safety and Justice Committee.</p> <p>SVAE - Mali updated the group on the popularity of their Medical Terminology with ESL Support program, and noted that Medical Assisting Back Office and Dental Assisting had capacity. She also noted that SVAE is hoping to open a section for Electrician Training which is always very popular. She finished by noting they were still looking for an HVAC instructor and by thanking EVC for hosting a recent college tour for SVAE students</p> <p>ESAE - Shawn updated the group on their distribution of Red Cards through Teachers and by making them available in the student lounge. He also noted that the Asian Law Alliance came to do a presentation for their students. He also noted that ESAE is working to complete its WASC Mid-cycle and an FPM cycle simultaneously.</p> <p>SCAE - Carrie shared that a Medical Interpreter class with an orientation, would be starting up on March 11th and they expected to leverage their strong partnership with the Academy of Interpretation.</p>		

	<p>EVC - Robert noted that Noncredit ESL is currently being offered at three local libraries, and that they are looking to keep those courses but also partner with ESAE to ensure alignment of levels and partnerships. Angel continued, noting that Digital literacy noncredit and credit courses are available and that a recently awarded grant related to Advanced Manufacturing which he was hopeful would provide some partnership opportunities for our Adult Ed partners.</p> <p>SJCC - Moni shared details around Kishan's impending retirement celebrations and hoped as many of the group as possible to join to thank him for all his years of service. She also noted that SJCC's new Career Education building was set to open in August and that the Adult Ed functions would be moving there shortly thereafter.</p>		
2:45	10) Agenda Development	All	INFORMATION
3:30	11) Adjournment	All	ACTION

2024 – 2025 Calendar

2024

Oct 1:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Nov 15:	Consultation Council Meeting 10:00 – 11:00
Oct 8:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Nov 15:	Steering Committee Meeting 11:00 – 12:30
Oct 15:	Transition Specialist Meeting 2:30 – 4:30	Nov 15:	Data Study Session 1:00 – 3:00
Oct 25:	Steering Committee Meeting 12:30 - 3:30	Nov 26:	Transition Specialist Meeting (PD) 2:30 – 4:30
Oct 28-30:	CAEP Summit 8:00 - 1:00	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 30:	24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA *	Dec 1:	22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
Oct 31:	Student data due in TOPSPro (Q1)	Dec 10:	Transition Specialist Meeting 2:30 – 4:30
Oct 31:	Employment and Earnings Follow-up Survey	Dec 12:	Community Connections 1:00 – 2:00
Nov 7:	Data Community of Practice 2:30 - 3:30	Dec 13:	Steering Committee Meeting 12:30 - 3:30
Nov 8:	Faculty Networking Group Meetings 1:00 – 4:00	Dec 31:	22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
Nov 12:	Transition Specialist Meeting 2:30 – 4:30	Dec 31:	End of Q2
Nov 14:	Community Connections 1:00 - 2:00		

2025

Jan 7:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Jan 16:	Community Connections 1:00 - 2:00
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Jan 17:	Steering Committee Meeting 12:30 – 3:30	April 30:	Community Resource Fair (day) 10:00 - 1:00
Jan 21:	Transition Specialist Meeting 2:30 – 4:30	Apr 30:	Student Data due in TOPSPro (Q3)
Jan 31:	Student Data due in TOPSPro (Q2)	Apr 30:	Employment and Earnings Follow-up Survey
Jan 31:	Employment and Earnings Follow-up Survey	May 1:	Community Connections 1:00 - 2:00
Feb 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)	May 1:	Data Community of Practice 2:30 - 3:30
Feb 6:	Community Connections 1:00 - 2:00	May 2:	CFAD for 2024-25 due in NOVA *
Feb 6:	Data Community of Practice 2:30 - 3:30	May 2:	Faculty Networking Group Meetings 1:00 - 4:00
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		