



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	Jenner Perez	Vacant
Milpitas Adult Education	Maria Farias	Priti Johari	Santa Clara Adult Education	Carrie Casto AE Co-Chair	Erin Brown
Silicon Valley Adult Education	Joell Hanson	Lars Guntvedt	Mission College	Julian Branch	Steve Duong
San Jose City College	Claudia Amador CC Co-Chair	Vacant	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

SBCAE Training Agenda · July 31, 2026 · 9:00 AM - 12:15 PM

Location - San Jose City College - 2100 Moorpark Ave, San Jose, CA 95128 - Library Room: L-114

AGENDA

9:00	Fiscal Training 1) Breakfast & Welcome	Rick	INFORMATION
9:15	2) CAEP TAP - Fiscal Policy Training Gro	CAEP TAP Staff	INFORMATION
10:00	3) SBCAE - Fiscal Reporting Procedures and Due Date Review	Rick	INFORMATION
10:45	New Consortium Admin Onboarding 4) Meet and Greet 5) SBCAE Member Resources and Guiding Documents 6) SBCAE Handbook Review 7) Q&A	All	INFORMATION
12:15	8) Lunch	All	INFORMATION

Steering Committee Meeting Agenda · July 31, 2026 · 12:30 PM - 3:00 PM

Location - San Jose City College - 2100 Moorpark Ave, San Jose, CA 95128 - Library Room: L-114

AGENDA

12:30	Open Session 9) Call to Order	Carrie, Claudia	ACTION
12:35	10) Approval of July 31, 2026 Steering Committee Meeting Agenda	All	ACTION

12:40	11) Approval of June 12, 2026 Steering Committee Meeting Minutes	All	ACTION
12:45	12) Public Comments No public comments.	All	INFORMATION
12:50	13) Consultation Council Report Margarita reported that the Consultation Council met earlier that morning and discussed several concerns. The first was the upcoming CalWORKs II funding application. Historically, the CalWORKs lead at Silicon Valley Adult Education coordinated the application process for adult education programs throughout the county. Due to recent leadership changes, there has been uncertainty regarding who will take responsibility for the application and ensure continued funding for consortium members. Lars confirmed that he would take on the responsibility and work with Jennifer to become familiar with the process and required documentation. Margarita also clarified the Council's membership needs for the upcoming school year. The Council is seeking one certificated representative and one classified representative, preferably individuals who are actively involved in their unions. She emphasized that union participation is important because adult education is a small sector and can easily be overlooked, while unions have strong advocacy and lobbying resources that can help support adult education. The Council also discussed the importance of having representation from all consortium community colleges. Currently, San José City College is represented, but representation from the other colleges has not continued due, in part, to changes in how representatives were compensated. Margarita noted that this change particularly affected part-time faculty who work with adult education. Rick suggested scheduling a meeting with the Consultation Council co-chairs in early August to clarify the concerns regarding community college representation and determine a path forward. Margarita will provide a written description of the Consultation Council and its membership needs to Rick for distribution. She also emphasized that newly selected representatives should be informed that they are permitted to attend Consultation Council meetings during their work time and that participation is compensated.	Margarita	INFORMATION
12:55	14) Transition Specialist Co-chair Update Rick shared that the Transition Specialist co-chair leadership is currently in transition and that the group will need to determine who will serve as its new chairs. In the meantime, Victoria will support the group with meeting logistics, including scheduling meetings, sending invitations, and helping coordinate agendas. Margarita added that the Transition Specialists will vote for two new co-chairs in August. She noted that the group previously had some continuity in leadership, with at least one chair remaining in place during transitions, but both chair positions are currently vacant.	Rick	INFORMATION
1:00	15) Approve Updated SBCAE Allocation inclusive of May Revise Rick presented the updated SBCAE allocation following the May Revise and explained why the Steering Committee was being asked to approve the allocation again after previously approving the CFAD. He shared that the state increased the COLA by approximately 0.46%, raising the consortium's COLA from approximately 2.41% to 2.87%. As a result of the increase, SBCAE received an additional \$101,767 in funding. Rick	All	ACTION

	explained that the state requires the additional funding to be distributed proportionally among consortium members using the consortium's existing allocation methodology. Unlike a one time allocation amendment, where the consortium could consider making changes to the distribution of funds, this is a specific May Revise allocation amendment intended to incorporate the state's revised funding amount. He noted that there was little discretion involved in the action other than accepting and allocating the additional funds. Rick also contrasted the increase with the prior year's May Revise, which had resulted in a decrease rather than additional funding. Rick further clarified that nothing else in the previously reviewed allocation had changed, including staff allocations. The only adjustment was the addition of the \$101,767, which was currently appearing in NOVA as unallocated funding and therefore required an allocation amendment. Following Steering Committee approval, Rick will enter and submit the amendment in NOVA. Each consortium member representative will then receive a NOVA notification and will need to approve their respective allocation. The May Revise allocation amendment process must be completed by September 1. Carrie requested a motion to approve the updated SBCAE allocation with the May Revise. M/C/S Guntvedt/Farias All in favor Approved		
1:10	16) Approve SBCAE 2026-27 Annual Plan Rick presented the SBCAE 2026–27 Annual Plan and reviewed the steps that had been completed leading up to the final draft. He explained that the first draft was distributed in late June and that feedback was collected through July 10. A revised draft was then sent approximately ten days later, with an additional opportunity for feedback between July 20 and July 24. Because only limited additional revisions were received during that period, the draft before the Steering Committee was considered the final version for approval. Rick also reminded members that the Annual Plan is available in NOVA for review. Rick explained that the current Annual Plan process is more streamlined than in previous years because much of the content can be carried forward from the consortium's existing Three Year Plan and updated as needed for the specific year. He noted that there were relatively few areas requiring significant revision because the consortium remained generally on track with the goals and activities already identified in the Three Year Plan. In previous planning cycles, annual plans required substantially more original development. Under the current process, members can instead build from previously approved planning work while still reviewing, updating, and confirming the information for the new year. Rick thanked members for the feedback and questions they had provided throughout the drafting process.	All	ACTION

	Rick outlined the next steps that would follow Steering Committee approval. He shared that the plan would receive one final review for any remaining corrections before being finalized and submitted in NOVA. Once submitted, the plan would again be distributed electronically to each consortium member for individual approval. He emphasized that completing the Annual Plan by the August 15 deadline is important because the consortium is expected to have the Annual Plan approved before moving forward with the 2026–27 Budget and Work Plan process. Rick noted that NOVA was currently allowing access to the Budget and Work Plan earlier than expected due to a system issue, but the intended sequence is to complete the Annual Plan first and then proceed with the Budget and Work Plan. Carrie requested a motion to approve the SBCAE 2026–27 Annual Plan M/C/S Brown/Duong All in favor Approved		
1:20	17) Director Update Rick welcomed the new members of the Steering Committee and invited everyone in attendance to introduce themselves. Following introductions, he emphasized the importance of maintaining strong participation in the consortium’s various stakeholder groups, noting that these groups provide perspectives and feedback that the Steering Committee may not otherwise receive. Rick shared that several group rosters will need to be filled for the new year. For the Consultation Council, Margarita will provide a brief description of the group and its membership needs that Rick can distribute to consortium members. Rick also plans to send similar information regarding the ESL and ABE/ASE Faculty Networking Groups, including the types of representatives being sought and the anticipated meeting schedule, so that each organization can identify appropriate faculty participants. Rick also discussed the status of several other stakeholder groups. The previous CTE group experienced limited participation, so related work will instead be incorporated into the consortium’s Career Pathways activities as the group determines how best to reestablish meaningful CTE participation. The Adults with Disabilities group had largely completed its initial objective with the addition of an AWD specialist, so its future structure and role will be reconsidered. Rick also announced the continuation of a Data Community of Practice for adult education, explaining that Brenda will provide additional information regarding participation and expectations. The goal is to have the various stakeholder rosters substantially identified by approximately mid September so that groups can begin meeting and working effectively during the year. Rick acknowledged that identifying representatives can be challenging during the beginning of the school	Rick	INFORMATION

	year, when staff are returning and sites are focused heavily on enrollment, testing, and other start of year responsibilities. Brenda added that, for the Data Community of Practice, sites that have a TE manager should make sure that individual is included in the group, particularly the classified staff member responsible for TE related work. She clarified that participation does not need to be limited to one individual and that administrators may also participate. Having multiple staff involved can be beneficial because it allows those responsible for data and reporting to receive the same information and develop a shared understanding of processes and expectations. Rick then provided an update on the SBCAE newsletter. He shared that Victoria brought the newsletter back in the spring after the consortium had gone for some time without regularly publishing one, followed by a summer issue. He noted that both issues have received strong engagement and click through activity. Although the newsletter distribution list is still relatively small, a higher than expected percentage of recipients are opening the newsletter and engaging with the links and information being shared. Rick indicated that the Steering Committee will review the newsletter analytics in greater detail at a future meeting. Victoria will begin reaching out to consortium members in the coming weeks to collect content for the fall newsletter. Rick encouraged members to submit information about programs that still have enrollment opportunities, including second chance registration, as well as September and October events such as job fairs, resource fairs, and other community activities. Early student or program success stories may also be included. Steering Committee representatives will be the default contacts for newsletter requests, however, members may designate another staff person at their organization to coordinate newsletter submissions if that is more appropriate. Rick emphasized that having a designated contact would help ensure that programs, events, and accomplishments from across the consortium are consistently represented in future issues.		
1:35	18) Annual Plan Activity Review Rick introduced the Annual Plan Activity Workshop and explained that the purpose of the discussion was to review each of the four Annual Plan activities, reflect on the work completed during the first year, identify priorities for the upcoming year, and begin determining which members were interested in participating in each area. He emphasized that the groups would be somewhat more flexible than the project groups used in previous years, which typically had predetermined rosters and meeting schedules. Members could express interest in more than one activity without necessarily committing to every meeting, and the broader Steering Committee would continue to remain connected to the work. Rick noted that the detailed strategies discussed during the workshop were intentionally not all written into the Annual Plan so that the consortium would retain flexibility to adjust its approach as the work develops while remaining focused on the overall objectives. The first activity discussed was Career Pathways. Rick explained that the Year One objective was primarily to establish the group and develop priorities for career pathway development. The group began by identifying and inventorying partnership gaps and working to update the consortium's CTE Matrix. Rick reported that the matrix is nearly complete and will provide an important foundation for understanding programs across the consortium and identifying where stronger connections may be needed between adult education and community college offerings. He noted that consortium members offer a wide range of CTE opportunities, including healthcare, early childhood education,	All	INFORMATION

	trades, and other workforce programs, but that those programs do not always have clear connections to related programs or pathways at the colleges. Having a more complete inventory will allow the consortium to look collectively at particular sectors and identify opportunities to strengthen those connections. Rick shared that the group identified healthcare as the initial priority sector and also agreed to focus on developing infrastructure to support and expand articulation and credit for prior learning. The intent is to ensure that students completing CTE coursework through adult education are able to receive appropriate recognition for that learning if they continue their education at a community college. Rick emphasized that, regardless of the specific mechanism used, the larger goal is to reduce barriers and shorten students' educational journeys by preventing them from unnecessarily repeating training or coursework they have already completed. For Year Two, Rick explained that the objective is to increase the percentage of programs that have employer partners. He noted that the term "employer partnership" can represent different levels of engagement, ranging from an employer actively recruiting or hiring program graduates to an employer simply recognizing a local training or certification as preparation for employment. A major part of the work this year will therefore be establishing a better system for identifying, documenting, and tracking existing employer relationships across consortium programs. Rick discussed developing a process or form to collect information from member agencies about the employers already connected to their programs. He noted that consortium members offer many programs and services that others within the consortium may not be fully aware of, so collecting this information would also help address those internal knowledge gaps. Kira was also identified as beginning work to develop relationships with local healthcare providers. Lars suggested expanding the employer partnership strategy to include WIOA Title I organizations and workforce development partners, noting that these organizations often have stronger or more established relationships with employers. He referenced the work being done with Working Partnerships USA and the welding program as an example of how a workforce partner can facilitate employer communication and create opportunities for employers to visit classrooms and better understand the training being provided. Members discussed exploring additional relationships with workforce development boards and organizations such as work2future, Goodwill, and other workforce partners that already have employer engagement infrastructure. Claudia shared that San José City College is hiring a Director of Apprenticeships and suggested that the consortium may be able to leverage the relationships developed through that position, particularly as the Career Pathways group continues exploring healthcare and other workforce sectors. The new apprenticeship leadership could potentially provide another connection point between adult education programs, college pathways, and employers. Members agreed that apprenticeship connections could fit well within the broader employer partnership infrastructure the group is attempting to develop. Robert also discussed efforts to develop noncredit certificates that combine ESL and workforce preparation and lead more directly to employment rather than requiring students to pursue an associate degree or transfer pathway. He raised Workforce Pell as an emerging area that could have significant implications for noncredit students and		
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	suggested that additional workshops or shared information may be helpful as members learn more about how these opportunities could support workforce focused programming and students. Lars raised an additional discussion regarding the long-term sustainability of the ELL Healthcare Pathways work. He asked whether programs currently supported through the ELL Healthcare Pathways grant could potentially transition toward Section 243 funding and whether consortium members could work collectively to better understand the requirements and determine whether that could be a viable strategy. Carrie shared her experience pursuing federal funding for a Medical Assistant program and cautioned that the application and reporting requirements can be extensive. In her program's case, the anticipated funding did not justify the amount of administrative work required. The group discussed the fact that the ELL Healthcare Pathways funding has a limited remaining period and that programs will eventually need to determine how successful activities will be sustained after the grant concludes. Members acknowledged that sustainability may look different depending on how each program was originally structured and what alternative funding sources are available. Members identified the activities they were interested in supporting during the year. Career Pathways participants: Lars, Maria, and Claudia. Adult Dual Enrollment participants: Carrie, Jenner, Claudia, Mark, Thao, Sonia, and Maria. Individual Academic Plan participants: Erin, Steve, Thao, David, and Sonia. Professional Development participants: Robert, Joell, Victoria, Thao, Carrie, and Gabriela. Rick noted that the groups will remain flexible and that additional participants may be added as the work progresses.		
2:40	19) Member Updates & Announcements MC: Steve provided an update sharing that the college is preparing for several courses being offered in partnership with Santa Clara Adult Education. These include a credit Introduction to Child Development course and a noncredit English for Child Care course. Mission also plans to offer a counseling course, as well as an additional late start course beginning in October. MAE: Maria reported that construction on the new Workforce Development building is progressing and the framing is now going up. Although the construction has significantly limited parking, she expressed excitement about the future space and its potential to serve both students and the broader community. The facility is expected to provide space for workshops, employee training, and other workforce and community activities. Maria emphasized the importance of making the new facility welcoming and indicated that she would like to form a committee that can provide feedback as workforce development and business partnerships continue to grow. While new programming is not expected during her first year, the long-term goal is to use the additional space and community input to expand programming in the following year. SCAE: Erin shared that Santa Clara Adult Education is transitioning out of the summer term and preparing for the start of the new school year. Staff are focused on welcoming returning students, orientations, upcoming collaborations, and other beginning of year activities. Carrie added that she will also be joining the Work2Future Board and will represent the consortium in that role. ESAE: Jenner reported that ESAE concluded the previous school year with 110 high school diploma and equivalency graduates. The program also successfully filled its two	All	INFORMATION

	CalWORKs positions with former Silicon Valley Adult Education employees, with Jaron joining the Overfelt site and Norma joining the Independence site. East Side currently has approximately 20 additional positions in various stages of the hiring process, with openings ranging primarily from ESL positions to more specialized areas such as FANUC, Cisco, and Python. Jenner encouraged members to refer potential applicants and watch for the positions as they are posted. Jenner also reported that East Side has temporarily closed ESL registration because classes are nearing capacity and staff are working through a backlog of students who registered but have not yet completed placement testing. Students have been directed to check back beginning September 1. At that time, East Side will assess remaining fall capacity and determine whether additional students can be accommodated or whether future inquiries will need to be directed toward spring registration. SJCC: Claudia shared that San José City College is preparing for the fall semester, which begins August 24. The college will host welcome sessions specifically for students transitioning from adult schools on August 17 in the evening and August 18 in the morning. These sessions are intended to help students navigate college systems, including accessing Self-Service, obtaining student ID cards, and completing other steps needed to begin the semester. The college will also hold a campus wide Welcome Day on Saturday, August 22, providing students and families with another opportunity to visit the campus and receive support with counseling and other enrollment needs. Claudia also shared that an evening noncredit ESL course at the Milpitas Extension still has available space and encouraged members to refer students who may benefit from the course. In addition, SJCC recently added a 50% counselor specifically to support adult education and noncredit students. The counselor began in July and has already been meeting with students to provide academic planning and assistance in preparing for the fall semester. SJCC will also provide transportation for future adult school campus tours. Anna will reach out to adult schools and Transition Specialists to coordinate those visits. Claudia added that the counselor is interested in connecting directly with adult school counselors to better understand their processes and strengthen the transition of adult education students into the college. CACE: Kira shared that CACE is hiring a Curriculum Specialist position at approximately 27 hours per week with full benefits, as well as a morning ESL instructor. CACE is also preparing for registration and the beginning of the new school year. SVAE: Joell shared that through work connected with Working Partnerships USA, SVAE has been in discussions with Northrop Grumman regarding an MOU that could support the reopening and modernization of a machining classroom that has been dormant. The proposed partnership includes approximately \$25,000 in startup support to help establish an adult machining course that could potentially serve as a pre-apprenticeship pathway into an apprenticeship with the International Association of Machinists. Casey Gallagher from the Machinists Institute is also assisting with curriculum development. Northrop Grumman is expected to evaluate the existing classroom and equipment and help determine what upgrades are necessary to launch the program. Joell noted that the opportunity also illustrates how consortium members may be able to better leverage facilities and resources across institutions. SVAE currently has numerous career pathways and specialized instructional spaces in areas such as construction,		
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	welding, machining, veterinary science, fire science, healthcare, and other industries. She encouraged members to think about how those facilities, particularly classrooms that may be available during evening hours, could support collaborative programming and expand opportunities for students throughout the consortium. Lars added that SVAE is also recruiting for a new data specialist following Rosalie's retirement. He reported that enrollment is progressing well and that pre-enrollment was nearing completion. Classes were scheduled to begin the following Thursday, and enrollment levels suggested that many classes would likely fill quickly, although some enrollment could continue during the first weeks of the term. EVC: Robert shared that the college now has dedicated counseling support for adult education and noncredit students. The current counseling allocation is approximately 40%, representing roughly 240 hours per semester, and the college may add a second counselor if the initial arrangement is successful. The counselor will be housed in the Language Arts area, near where students complete guided self-placement and close to the Transition Specialist, which Robert noted should help address a previous gap in connecting students to appropriate adult education and noncredit resources. The counselor will also visit classrooms and other instructional sites rather than providing services exclusively from an office. Robert also reported that EVC's partnership with the San José Public Library continues, with three courses being offered at three library branches for the fall. Those sections were already nearing capacity. He also highlighted an ongoing community partnership serving ESL students that includes child care and meals while students attend class. More broadly, EVC has a robust fall noncredit schedule and is already nearing completion of its Spring 2027 schedule. Carrie concluded the updates with a reminder that, for adult schools receiving WIOA funding, the final expenditure claim was due that day or the following day.		
2:55	20) Agenda Development Carrie suggested using a future data focused Steering Committee session to discuss how the adult schools are currently handling student testing, particularly within Adult Secondary Education. She explained that the purpose would be to give members an opportunity to compare their existing processes, understand how testing is being approached across different sites, and learn from practices that may be working well at other agencies. Brenda emphasized that the discussion should be framed as an opportunity to share ideas and practices rather than an effort to require schools to change or standardize their existing processes. She noted that different approaches may be appropriate depending on factors such as program size, staffing, and individual site needs. Carrie agreed and suggested that she and Brenda continue discussing how the topic could be structured before bringing it forward during a future data session. Jenner also requested that a future Steering Committee agenda include a discussion of payment points. She shared that she would like to develop a better understanding of how payment points work and have an opportunity for members to compare consortium data and discuss practices across agencies. The topic will be considered for a future meeting.	All	INFORMATION

	Carrie concluded by thanking Rick for organizing the start of year meeting and shared that the day's discussions and information were particularly helpful, especially for administrators who are new to their roles or to the consortium.		
3:00	21) Adjournment	All	ACTION