



## 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](mailto: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](mailto: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 Brahimi	Santa Clara Adult Education	Carrie Casto	Christine Berdiansky
Silicon Valley Adult Education	Maliheh Vafai	Lars Guntvedt	Mission College	Julian Branch	Vacant
San Jose City College	Maniphone Dickerson <i>CC Co-Chair</i>	Vacant	West Valley College	Mark Manrose	Eric Grabel
Evergreen Valley College	Robert Gutierrez	Angel Fuentes			

Consultation Council (non-voting members)			SBCAE Staff		
Margarita Ortiz-Minett, Campbell Adult and Community Education			Rick Abare, Director	Yvonne Phan, Data Analyst	Brenda Flores, Data & Accountability Specialist
			Victoria Silva, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Gail Waxman, AWD Specialist

## Steering Committee Meeting Agenda · June 13, 2025 · 12:30 PM - 3:30 PM

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

### AGENDA

12:30	<b>Open Session</b> 1) Call to Order  Traci Williams, SBCAE Co-chair, called the meeting to order at 12:36PM	Traci	ACTION
12:35	2) Approval of June 13, 2025 Steering Committee Meeting Agenda  Motion to approve SBCAE Steering Committee Meeting Agenda for June 13, 2025, with the deferment of item 5 due to Margarita Ortiz absence due to illness.  M/S/C  Brahim / Gutierrez  Approved	All	ACTION
12:40	3) Approval of May 16, 2025 Steering Committee Meeting Minutes  Motion to approve minutes from May 16 SBCAE Steering Committee Meeting.  M/S/C  Brahim / Vafai  Approved	All	ACTION
12:45	4) Public Comments  No public comment	All	INFORMATION
12:50	5) Consultation Council Report	Margarita	INFORMATION

	Consultation Council report deferred due to illness.		
12:55	<p>6) Transition Specialist Co-chair Update</p> <p>Rick updated that the Transition Specialists had a productive meeting on May 20th, their final meeting of the year and were able to discuss the following points:</p> <p>The group discussed creating a pamphlet to showcase the programs offered by each school in the consortium. It will be modeled after the county's community college pamphlet and serve as a reference for both specialists and students. The pamphlet will be updated either semi-annually or annually. Daya will gather program information over the summer, and Steve will check if Mission College can assist with printing. The transition specialists are interested in attending the CAEP conference this fall, with previous attendees finding it very beneficial. They encourage all sites to support their transition specialists' attendance. The group proposed visiting other consortia for professional development. San Mateo County Consortium was identified as a potential site, with the LA Consortium also being considered during the CAEP conference in the fall. Also the TS group is interested in planning a fall retreat with site administrators to discuss the transition specialists' work at each site, improve collaboration, and define their role in implementing the three-year plan. The retreat will also focus on documenting the consortium's transitions. The group expressed interest in learning more about the pathway partnerships component of the three-year plan, specifically regarding responsibility for developing and maintaining industry partnerships. They emphasized the importance of dedicated staff for successful implementation. At a recent faculty networking meeting, the idea of community college counselors or transition specialists holding office hours at adult schools was shared. The transition specialists see this as highly beneficial for students and plan to work with leadership to implement this for the 2025-26 school year.</p> <p>Traci encouraged everyone to review their budgets to help fund the CAEP Summit trip and consortium visits.</p> <p>Mali expressed strong support for the visit to the San Mateo County Consortium.</p>	Rick	INFORMATION
1:00	<p>7) SBCE 2025-28 Three-year Regional Plan Approval</p> <p>Motion to approve the SBCE 2025-28 CAEP Three-year plan.</p> <p>M/S/C</p> <p>Berdiansky / Brahim</p> <p>Approved</p>	Rick	ACTION
1:10	<p>8) SBCE 2025-26 Consortium Calendar Approval</p> <p>Motion to approve the SBCE 2025-26 Calendar.</p> <p>M/S/C</p> <p>Brahim / Vafai</p>	Rick	ACTION

	Approved		
1:20	<p>9) Discuss SBCAE Expenditures through Quarter 3</p> <p>Rick provided an update regarding carryover funds, stating that members with carryover exceeding 20% over two years may allocate the overage through a vote. This process will be managed via an allocation amendment in NOVA. Currently, they are in a strong position concerning the use of these funds, as they have experience with handling such overages. While they successfully met the deadline for submitting expenditures in NOVA, there was a lapse in properly updating the internal tracker.</p> <p>Rick then reviewed the Carryover Spreadsheet, and a discussion followed regarding the intent and purpose of the Innovation Fund.</p> <p>Robert raised a question, followed by Antonio, who inquired about allowable expenses. He is considering a project, redesigning two of their lecture rooms and is wondering if this could be a feasible way to reduce their carryover balance.</p> <div> <div>CARRYOVER</div> <div> <h3>Innovation Fund and 2024-25 Carryover</h3> <p><b>Members with Carryover exceeding 20% two years in a row can have that overage allocated to the innovation fund by vote of this body</b></p> <ul style="list-style-type: none"> <li>• By way of an Allocation Amendment in NOVA</li> <li>• This would provide access to funding for the Innovation Projects and would ensure the overage is redirected.</li> </ul> <p><b>We would still be in Technical Assistance</b></p> <p><b>Thank you for your updated Expenditure Narratives</b></p> <ul style="list-style-type: none"> <li>• Process improvements and continuity of narrative matter to TAP</li> </ul> </div> </div> <div> <div>DEADLINE</div> <div> <h3>Q3 Expenditures were due in NOVA by June 1st</h3> <p><b>NOVA Deadline met</b></p> <p><b>SBCAE SC Member Budget Report Form - Q3 2024-25</b></p> <ul style="list-style-type: none"> <li>- Please include your narrative elements, it is VERY important that we are able keep track of how we plan to spend down our allocations</li> <li>- <a href="#">Review this and discuss implications for SBCAE Carryover</a></li> </ul> </div> </div>	Rick	INFORMATION

1:30	<p>10) Innovation Fund Application Approval</p> <p>a) MAE Application Approval</p> <p>Motion to approve MAE Innovation Fund Application M/S/C Berdiansky / Gutierrez Approved Brahim(MAE) abstains</p> <p>b) SCAE Application Approval</p> <p>Motion to approve MAE Innovation Fund Application M/S/C Brahim / Gutierrez Approved Berdiansky(SCAE) abstains</p>	Traci	ACTION ACTION
1:50	<p>11) Director Update</p> <p>a) Budget Revisions b) Annual-Plan Plan c) Fall PD Discussion d) Short / Medium-term planning items</p> <p>Rick provided an update that the Round 1 extension for the Healthcare Pathways Grant has been approved. He will be reaching out to members to schedule a meeting to discuss the changes and requirements for Round 2. Gail will not be with the team next year, and a new support structure will be put in place during this transition.</p> <p>Rick then pivoted to updating the group about progress on the 2025-26 SBCAE Annual Plan, the necessary action step to take now that the three year plan has been approved. It is essential for members to actively participate in each plan, with meetings scheduled as needed. Rick aims to submit the first draft of the plan by July 10.</p> <p>Rick opened the discussion for volunteers to contribute ideas for the upcoming PD Day. Mali, Moni, and Robert volunteered to assist in planning.</p> <p>The group discussed key activities for the next three years, one of which will include a Transition Specialists committee retreat, as requested by the TS group. This will be included in the planning, with a designated point person to coordinate with their leadership team to finalize the details.</p> <p>Giuliana emphasized the importance of clarifying the vision and purpose of the TS role. She noted that it is crucial to ensure consistency across schools and colleges regarding the TS role. Christine also noted that especially given the evolving job description and its current ambiguity. Giuliana also expressed interest in volunteering for the TS talking group.</p>	Rick	INFORMATION

Erin inquired whether the TS retreat would be part of the upcoming PD Day. This led to further discussion about the most effective method to meet with TS members and clarify the overall intent and objectives moving forward.

**MISC**

## Misc. Updates

### ELL Healthcare Pathways Grant

- Round 1 Update - Extension Granted
- Round 2 Group should meet to align on what makes round 2 different
  - July?

### AWD

- New Support in place for 2025-26 more information to come via email

**PAPERWORK**

## 2024-25 Budget and Workplan Revisions

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

- Ex. Stipends for pilot programs instead of Supplies

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

- Red exclamation mark

### Huh?

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

You CAN NOT leave it uncorrected

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

**ANNUAL PLAN**

## Annual Plan Timetable

**Plan approved by SBCAE on Aug 1st**

**Plan Due due in NOVA Aug 15th**

- Largely information from the three-year plan

### Except\*

- Details / specifics for each Activity's scope for the year will be critical for ensuring positive outcomes
  - Need Member\* involvement in each plan to support this process
- Meet as often as we need to respective of Summer schedules
- Plan draft review will be asynchronous

## SBCAE 2025 Fall PD Discussion


June 13, 2025

**PDI**


## We want to get an earlier start

### Gather the PD Activity group

- Discuss feedback from 2024
- Determine Venue
- Discuss expanding offerings
  - Cookies?

	 <h2>Short / Medium Term Planning</h2> <p>June 13, 2025</p> <div> <b>WHAT'S COMING UP</b> <h3>Short / Medium Term Planning</h3> <h4>Gather 3YP Activity Groups</h4> <ul style="list-style-type: none"> <li>- We can do this by form or email</li> </ul> <h4>Organize SC + TS Retreat</h4> <ul style="list-style-type: none"> <li>- When / Where</li> <li>- What?</li> <li>- SC point person or Leadership Team               <ul style="list-style-type: none"> <li>- Review calendar, propose times</li> <li>- Coordinate Agenda</li> </ul> </li> </ul> </div>		
2:30	<p>12) Culture of Dignity PD Engagement</p> <p>a) Review of ACE Services and interest discussion</p> <p>Rick provided an update that he has spoken with Diego, who is open to collaborating with the Consortium. However, he needs to know which members are interested in incorporating "The Culture of Belonging" into PD Day. If there is interest, a meeting will be scheduled with Diego to outline the specific topics to be discussed.</p>	Rick	INFORMATION



	 <h2>Engaging with ACE</h2> <p>June 13, 2025</p> <div> <div>A.C.E.</div> <div> <h3>Diego Navarro's Culture of Belonging</h3> <h4>Diego can provide something tailored</h4> <ul style="list-style-type: none"> <li>Who is interested in his program <ul style="list-style-type: none"> <li>Who is available to participate in a planning meeting in late June / early July?</li> </ul> </li> </ul> <p>To solidify:</p> <ul style="list-style-type: none"> <li>How many staff and what roles are we interested in attending</li> <li>When and how much time can we invest</li> </ul> </div> </div>		
2:45	<p>13) CATESOL at Chabot</p> <p>a) Proposals</p> <p>Christine informed the group that she received an email from a coordinator of the CATESOL conference, stating that they are currently accepting proposals, although the original deadline was Sunday. If anyone is interested, now would be the opportunity to reach out to them.</p>	Christine	INFORMATION
3:005	<p>14) Member Updates &amp; Announcements</p> <p>MAE: Giuliana shared that the conversation around reviving the IIF was revisited. It was reported that one MAE student had been taken into custody by ICE. Also, 20 MAE students and 10 reentry students participated in the commencement ceremony, walking in front of the Board and the Director ASE. The ESL program concluded successfully, with a cultural fair held in conjunction with the ESL promotion event. Additionally, there was a positive trend in jail numbers of payment points, and ADA. It was noted that a position is</p>	All	INFORMATION

	<p>available for an evening level ESL 4-5 instructor. Antonio shared that from the ECE pathway, 5 interns placed over the Summer (out of 10) with a new cohort from the Fall.</p> <p>EVCC: Robert shared that the ESL department will be having a retreat next Wednesday with the primary goal of revisiting their departmental objectives and conducting a comprehensive review in alignment with the three-year plan and the activities they are expected to implement. Will focus on understanding the role of EVC ESL within SBCAE and CAEP. Participants will also analyze regional and local data to ensure alignment between ESL courses and career pathways. The retreat will include discussions on identifying professional development opportunities related to noncredit and adult education. Additionally, CalPro will be present to represent themselves and collaborate on the development of relevant training programs. Angel also noted that instructors are going to be the latest and greatest with modeling the best ways to teach all students.</p> <p>SVAE: Mali shared that the graduation ceremony went smoothly, with 37 students participating in the event. The medical assistance cohort will be added in the future, and despite some mid-term teacher transitions, 27 students successfully completed their coursework. The program is currently looking to hire two ESL teachers for the upcoming academic year. Mali noted that the carryover budget looks favorable, and there is hope for the return of the HVAC program. A new teacher evaluation system, which utilizes a more rubric-based approach, will be introduced, and Mali will be presenting on this at the upcoming CAEP Summit.</p> <p>WVC: Mark shared that summer is progressing smoothly and that he is looking forward to the implementation of the three-year plan.</p> <p>SCAE: Christine provided an update on the credential program, noting that as of today, there are 259 individuals expressing interest. Of these, 143 have attended the weekly information sessions, and 17 participants have received their preliminary credentials. Additionally, 12 more candidates are in the pipeline, with 13 currently enrolled at EVC, and more are expected to join. The new role related to this program will begin on July 1. Erin also shared that the high school diploma and high school equivalency programs saw over 100 graduates, with 80 receiving their High School Diplomas and 20 earning their High School Equivalency certificates. In ESL, the department recently held a celebration to mark the accomplishments of students. Furthermore, the summer will feature continuing education programs in CTE, AWD, and other skills development initiatives. Christine went to add that classes will start on September 6th and will have a cooking video coming out.</p> <p>ESAE: Traci expressed appreciation on behalf of the consortium for the valuable contributions of Usha and Leslie, noting that their collaboration will be greatly missed. Kira Mann will be stepping into Usha's role moving forward. Traci also shared that ESAE recently held their graduation, with 55-60 students participating in the ceremony. The school also had a new paint job as part of their updates. Summer school offerings are running smoothly. Traci is available on Tuesdays and Thursdays starting in July. Additionally, there have been discussions about expanding the program to offer on-site classes at Yuba Buena, specifically designed for Vietnamese students.</p> <p>SJCC: Moni provided an update on several key initiatives, including discussions around new faculty designations and the introduction of Huimin and Sydney. She also highlighted the role of lasers in engineering, and shared that Fabian will be returning to work for the summer, with the potential for continued involvement. The summer courses were piloted</p>		
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	<p>successfully, and a feedback loop has been implemented to ensure that any empty seats are filled, provided that students are still eligible to attend. Additionally, Moni discussed the CAF for education pathways and the ongoing efforts to launch an education pathway apprenticeship model that would take place on-site. The team is also looking to align educational pathways at the consortium level and is considering the development of a pre-apprenticeship pathway, with more details to follow. The team is finalizing the van wrap for Adult Education and Career Education, and summer noncredit ESL and MA ESL programs are in place. In terms of partnerships, JobCorp is slated to close, leaving a gap for 80 students who will not be housed. Efforts are underway to provide basic needs vouchers and to transition students and staff. Sacred Heart is seeking noncredit ESL classes for the upcoming fall and spring terms. Giuliana inquired about the SJCC extension. The team is working on offering entrepreneurship and small business certificates. Finally, the director of Adult Education position is in the final stages of selection.</p>		
3:25	<p>15) Agenda Development</p> <p>Training on Teacher Credential content area for Steering Committee members</p>	All	INFORMATION
3:30	<p>16) Adjournment</p> <p>Meeting was adjourned unanimously at 3:00PM</p>	All	ACTION