



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 | 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 | Vacant |
| Evergreen Valley College | Robert Gutierrez | Angel Fuentes | | | |

| Consultation Council (non-voting members) | | | SBCAE Staff | | |
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| 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 · March 6, 2026 · 12:30 PM - 3:30 PM

Location - Silicon Valley Adult Education - 760 Hillsdale Ave, San Jose, CA 95136

AGENDA

| | | | |
|-------|---|------|-------------|
| 12:30 | <p>Open Session</p> <p>1) Call to Order</p> <p>Traci called the meeting to order at 12:32 pm.</p> | Moni | ACTION |
| 12:35 | <p>2) Approval of March 6, 2026 Steering Committee Meeting Agenda</p> <p>Motion to approve SBCAE Steering Committee Meeting Agenda for March 6, 2016</p> <p>M/C/S</p> <p>Brahim/Vafai</p> <p>All in favor</p> <p>Approved</p> | All | ACTION |
| 12:40 | <p>3) Approval of February 6, 2026 Steering Committee Meeting Minutes</p> <p>Motion to approve minutes from February 6, 2025 SBCAE Steering Committee Meeting.</p> <p>M/C/S</p> <p>Casto/Mann</p> <p>All in favor</p> <p>Approved</p> | All | ACTION |
| 12:45 | <p>4) Public Comments</p> <p>No public comments.</p> | All | INFORMATION |

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| 12:50 | <p>5) Consultation Council Report</p> <p>Margarita presented concerns on behalf of the Consultation Council. She began by emphasizing that the consortium’s primary mission is to support adult learners, particularly those balancing employment and education. A significant portion of the adult education population consists of students who work full-time during the day. While the consortium aims to support these students in transitioning to community colleges, Margarita raised concerns about the limited availability of evening services and programming at community colleges. She noted that many student support services, including libraries and other academic resources, are often closed in the evenings, which creates barriers for working adults who can only attend classes after work. As a result, some adult learners are turning to private educational institutions that offer more flexible evening options. Margarita expressed concern that these pathways often lead students to incur significant student loan debt and asked the consortium to consider how it could strengthen transition pathways and ensure that working students have viable evening options at community colleges.</p> <p>Margarita then raised a second concern regarding funding practices and the use of adult education resources. She reminded members that under CAEP legislation, only five percent of CAEP funds are permitted to be used for indirect costs, with the majority of funding intended to support direct services for students. Margarita stated that based on the information available to the Consultation Council, it appears that MetroED may be allocating more than the allowable five percent of CAEP funding toward indirect administrative services. She referenced examples of administrative salary allocations reportedly supported in part by CAEP funding, including the Chief Business Officer at approximately 10 percent, the Superintendent at approximately 10 percent, the IT Director at approximately 10 percent, and the Assistant Superintendent at approximately 50 percent. Margarita expressed concern that allocations of this nature may exceed the allowable indirect cost threshold and could reduce the amount of funding available for direct student services. Margarita further connected these concerns to the recent layoffs at Silicon Valley Adult Education. She stated that the layoffs could result in adult school students losing access to important services that support their educational progress. She noted that maintaining strong direct services for students is a core purpose of CAEP funding and suggested that some of these service reductions might potentially be avoided if indirect cost allocations were kept within the five percent limit established by CAEP guidelines. Margarita asked the consortium to reflect on how it can better support member programs and ensure that funding is used appropriately and transparently so that the consortium remains financially healthy. She emphasized that the Consultation Council’s goal is to ensure sustainability and accountability across the consortium while prioritizing services for adult learners. She asked leadership what actions might be taken to review current funding practices, address the concerns raised, and ensure continued compliance with CAEP funding guidelines. She cautioned that if concerns about funding allocation are not addressed proactively, there is always the possibility that external entities, such as the county, could review or audit funding practices, and she encouraged the consortium to address issues collaboratively before they reach that point.</p> <p>Traci acknowledged the concerns raised and explained that leadership is aware of the issues being discussed. She shared that the consortium has already been in communication with Mali regarding these concerns and that additional meetings are being scheduled to review the situation and determine appropriate next steps.</p> | Margarita | INFORMATION |
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| 12:55 | <p>6) Transition Specialist Co-chair Update</p> <p>Daya provided a brief update since there were no major new updates since the previous meeting. During the prior meeting, TS had the opportunity to receive a tour and overview of Mission College from Steve. For the next upcoming TS meeting, they hope to connect with the San Mateo consortium in order to share ideas and discuss collaboration opportunities related to transition services.</p> | Daya, Patty | INFORMATION |
| 1:00 | <p>7) CAEP 2026-27 Allocations and CFAD First Draft</p> <p>Rick presented the consortium’s fiscal update. Rick shared the expected allocation for next year included a 2.41% COLA, but also noted that adjustments may occur depending on state-level decisions regarding COLA during the May budget revision cycle. He reviewed slides outlining the draft allocation and distribution among members.</p>  <p>CFAD</p> <p>The Process Begins</p> <p>Gov’s preliminary budget shows a ~2.41% increase to CAEP Allocations</p> <p>2025-26 Allocation = \$22,127,113 2026-27 Proposed COLA = \$533,276 2026-27 Preliminary Allocation = \$22,660,389</p> <p>Recall last year the May Revise dropped our COLA by 0.13%</p> <p>Next Steps are:</p> <ol style="list-style-type: none"> 1) Review initial allocation amounts 2) Gather Consortium-wide expense estimates for 25-26 and 26-27 <ol style="list-style-type: none"> a) Update draft for materials by 3/30/26 3) Review at Steering Committee 4/3/26* 4) Incorporate any final iterations 5) Vote to approve at Steering Committee 4/24/26 6) Enter into NOVA prior to 5/2/26 | Rick | INFORMATION |
| 1:30 | <p>8) SBCAE Review of Expenditures - Q2 2025-26</p> <p>Rick then reviewed Quarter 2 expenditure reports, thanking members for submitting their reports on time. Overall compliance with reporting deadlines has been strong.</p> | Rick | INFORMATION |

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| | <p>Members then discussed their budget spreadsheet. Traci added that based on current spending patterns, ESAE appears to be in a stable position and is on track to spend its annual allocation appropriately.</p> <p>Mali also added that they are not expecting significant carryover funds at this time. Giuliana highlighted that Row 12 of the budget reflects the Innovation Project, which member agencies are beginning to implement. She emphasized the importance of ensuring that funding remains allocated to innovation efforts so that new programs and initiatives can continue to develop across the consortium.</p> <p>Carrie shared that SCAE has intentionally been conservative with spending during the first half of the fiscal year, as the second half of the year tends to include higher operational costs. She noted that the program may carry a small amount of funding forward as a result. Carrie also raised concerns related to technology transitions within her district, explaining that the move to Windows 11 could potentially impact their ability to administer ESL testing systems.</p> <p>Claudia mentioned that it was a good learning opportunity for her and shared details about SJCC fiscal expenditures in support of the SBCAE Plan, noting a comfortable run rate thus far.</p> <p>Mark shared that West Valley is currently about 20% through Q2 of budget expended with Mark noting that he feels good about West Valley.</p> <p>Julian also mentioned that they are 20% of the budget expended through Q2 as well and that they are in good shape.</p> | | |
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| 2:00 | <p>9) Adult Ed Leg Day Discussion</p> <p>Rick shared information about Adult Education Legislative Day, scheduled for March 20 and 21. Traci explained that once more information becomes available, it will be shared with members via email so that programs can invite interested students to participate. Traci also mentioned that if there is interest, the group could arrange for t-shirts for participants. Brenda added that she previously distributed fact sheets based on available TE data, and additional information for the colleges will be provided by Yvonne when available.</p> | Rick | INFORMATION |
| 2:10 | <p>10) Director Update</p> <p>Rick provided an update on the Allies Fund that was originally intended to support a teacher credential pipeline. Margarita noted that since the credential program is currently housed at Santa Clara Adult Education, it may make sense for the consortium to allocate the available funds directly to that program in order to strengthen the pipeline for adult education teachers. She explained that although the amount of funding is relatively small, directing it to Santa Clara could provide meaningful support for the credential program and help address the need for credentialed adult education instructors.</p> <p>An unofficial motion was made to gather informal consent for this idea, with the intent that this vote will be held under formal action at a future meeting. The following demonstrates the results.</p> <p>Traci made a motion to allocate the funds to Santa Clara Adult Education. M/C/S Brahim/Manrose All in favor.</p> <p>Corresponding formal action on this item will be brought to agenda at a future meeting, where a new vote will be held formally..</p> <p>Rick also shared that the consortium will pause plans for a professional development day focused on artificial intelligence in the classroom. Instead, the consortium plans to explore potential partnerships with educational institutions to provide training opportunities in the future. Rick intends to send a survey to gather feedback from members and hopes to schedule a professional development event in Fall 2026, potentially hosted at Evergreen Valley College.</p> <p>Brenda provided an update regarding the data portal system, explaining that both an administrator portal and teacher portal are available. She has updated the end-user guide and asked whether members would find it helpful to receive the guide again via email.</p> <p>Rick also reported that he has been invited to participate in a state-level data and policy workgroup that is developing recommendations related to reporting metrics, data systems, and potential incentive-based funding structures. He noted that these discussions could influence how adult education programs are evaluated and funded in the future.</p> <p>Members were reminded that state reporting deadlines are approaching at the end of the month.</p> | Rick | INFORMATION |

Carrie asked whether unused funds from Round 2 Year 2 funding could be carried into the following year.

Rick explained that the state has informally indicated this will be possible, although final confirmation has not yet been provided. He also confirmed that the consortium does not plan to apply for Round 3 funding.



TOC

Update Topics

- Miscellaneous
- Allies Fund Discussion
- Annual Plan Activity Update
- CASAS Portal Update
- Data and Accountability Workgroup Update
- Upcoming Meeting Schedule and Attendance
- ELL Healthcare Pathways Grant Update

MISC

Miscellaneous Updates

Agenda Items to be added:

- Intake Management
- ETPL List
- Brown Act Training

Catholic Charities is interested in a comprehensive presentation

- Difference between Adult Education programs and Community Colleges.
- Certificate and Non-certificate vocational programs are available or how to search for available programs.
- On-campus resources are there for current and former foster youth, and first-generation/first-in family college students, including tutoring support and scholarships.
- For newcomers, what is needed to establish in-state residency tuition at Community Colleges.
- For newcomers who are unable to enroll in high school due to age, what services and resources are available through an Adult Education school.

ALLIES FUND

Allies Fund - Open Discussion

Background:

- Upon dissolution of Allies, they gave their remaining assets to ACCEL, NSCCC, and SBCAE to support the mission of Immigrant Integration
 - Decision was made to allow Teachers in training to receive stipends to support their credentialing expenses - SOW was established thusly
- Approximately \$10K-\$12K in funds
- Housed in the SJECCD Foundation for ease of access
- Moni is currently connecting with new Foundation Staff to confirm access process

Re-examine use of Fund:

- Subsequently, Adult Ed Credential Pipeline was developed

ALLIES FUND

Allies Fund - Open Discussion

Re-examine use of Fund:

- Subsequently, Adult Ed Credential Pipeline was developed
- NSCCC raised the possibility of updating the SOW to expand the modality for supporting our Students

Engage in some light brainstorming

- Offset credential translation for immigrant students
- Offset HiSet Fees
- Maintain current SOW and update process
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UPDATE

Annual Plan Activity Update

Adult Dual Enrollment

- Progress on:
 - Completed summary of SB554 and corresponding EdCode
 - Created various enrollment scenarios and ask what they are called at each college
 - Can distribute these to stakeholders

Enhanced Career Pathways

- Progress on:
 - Updating CTE Matrix - WIP
 - Choosing focus pathways Summary Proposal completed with preliminary evidence and incorporation of sustaining ELL HCPG
 - LMI Self-study in Feb* - April (we just received it from w2f)

UPDATE

Annual Plan Activity Update

PD Committee

- AI in the Classroom - Seminar at EVC - Pause for now
- Exploring partnership with CHC to provide targeted training for teachers on supporting student executive function*
- OTAN and CALPRO funding is currently expected for 26-27 increasing access to content experts
- Committee to begin planning for Fall 2026 PD

Individual Academic Plan

- (Very) Preliminary Student Goal setting worksheet underway
- Survey to understand member processes
- Created a utility model

DATA

CASAS Portal Update

Accessing Admin Portal

- Similar process to teacher portal
 - Same log in portal for Admin, teacher, student
 - Use browser - <https://teportal.org/>
 - Upper right can go back and forth to teacher and admin portal
- Login page - fictitious for training
 - URL: <https://teportal.org/Training/>
 - Login Credentials:
 - Username: administrator59@rhas.org
 - Password: *Training.2024*
 - Only works for admin portal access

[End User Guide has been Updated to Include this Information](#)

DATA

Data and Accountability Workgroup Update

DAW composed of:

- CCAE and ACCE representation
- CDE Leadership
- Chancellor's Office Leadership
- WestEd / MIS / CASAS

DAW is finalizing proposals for recommendations on:

CAEP Accountability Metric Changes

- EFL Clarity
- Including workforce milestones
- Expanding Transition Calculation
- Improved HSD/E Calculation
- Expanded Improved Earnings

DATA

Data and Accountability Workgroup Update

DAW is finalizing proposals for recommendations on:

Establish Incentive Funding

- Number of Participants
- Transition to "Credit"*

Strengthen Support Mechanisms for existing funding systems and employers

Short list of additional Recommendations

- Specific Data System (TE, MIS, DataVista) Improvements
- Improved DataVista Reporting
- Improved Goal / Target setting process
- Improved DataVista Data Use Supports
 - Regional Adult Ed Data Coordinators*

ELL GRANT

ELL Healthcare Pathways Grant Update

ELL Healthcare Pathways Grant Update

Round 3

- Unable to secure sufficient Employer Commitment
- Productive discussions around partnership models and leveraging remaining Round 2 Funds to their full extent
 - Extension forthcoming
- Identify 'desirable' initiatives and incorporate into Career Pathways Activity Planning to build sustainable improvements to Healthcare Career work already underway

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| | <p>ELL GRANT</p> <p>ELL Healthcare Pathways Grant Update</p> <hr/> <p>ELL Healthcare Pathways Grant Update</p> <p>Round 3 RFA</p> <ul style="list-style-type: none"> - Unable to secure sufficient Employer Commitment (KP, SCVH, Gardner, Stanford Children's, SCCMA) <ul style="list-style-type: none"> - RFA will favor hard commitment IE numbers of hires over three years - Productive discussions around partnership models and leveraging remaining Round 2 Funds to their full extent <ul style="list-style-type: none"> - Extension forthcoming* - Identify 'desirable' initiatives and incorporate into Career Pathways Activity Planning to build sustainable improvements to Healthcare Career work already underway | | |
| | <p>ELL GRANT</p> <p>ELL Healthcare Pathways Grant Update</p> <hr/> <p>ELL Healthcare Pathways Grant Update</p> <p>Round 2 Funds</p> <ul style="list-style-type: none"> - We expect extension paperwork to be forthcoming <ul style="list-style-type: none"> - This will require a re-submission of the budget and workplan - I am on-hand to support with reporting - Modeling incorporation of desired functions into regional plan | | |
| | <p>ELL GRANT</p> <p>ELL Healthcare Pathways Grant Update</p> <hr/> <p>ELL Healthcare Pathways Grant Update</p> <p>Reporting - Reports due <u>3/31/26</u></p> <ul style="list-style-type: none"> - Round 1 Year 3 Quarter 2 - Round 2 Year 2 Quarter 2 <p><i>For Round 1 Year 3 Quarter 2</i></p> <ul style="list-style-type: none"> - If you have any unspent from R1, please prep your numbers, we are engaged with TA and the form may not be editable or submittable until that resolves <p>If you have any questions about remaining funds for either round, please reach out to Claudia and I.</p> <p>I am on-hand to support</p> | | |
| 2:55 | <p>11) Member Updates & Announcements</p> <p>WVC: Mark reported that he did not have any major updates to share with the group. He confirmed his availability for the upcoming April meeting.</p> | All | INFORMATION |

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| | <p>MAE: Giuliana reported that Milpitas opened Quarter 3 intake registration earlier in the week. The school plans to begin its Q3 session on March 22 and 23, with approximately 80 students scheduled for morning testing and 40 students scheduled for evening testing as part of the intake process. She noted that the High School Completion program has experienced slower enrollment, and as a result the number of graduates this year will likely be smaller than in previous years.</p> <p>Giuliana also shared that the program continues to support paraprofessional students who are currently completing their internships within school districts, which is helping to expand workforce development pathways. Milpitas currently has four job postings, including positions that will become vacant due to upcoming retirements. One staff member, Jennifer, will be retiring this year, which has resulted in openings for her ESL position, citizenship position, and an ESL Program Specialist position. Many staffing decisions will remain pending until the end of the fiscal year in June. Giuliana also announced that Milpitas Adult School will host a career fair on April 1.</p> <p>SCAE: Carrie shared that she will be serving as the incoming consortium Co-chair next year. As part of her update, she expressed concern about the community college Co-chair role, noting that attendance from the college Co-chair position has been inconsistent at recent steering committee meetings. Carrie explained that she is committed to the consortium and to taking on the challenges of the Co-chair role, and hopes that there will be an increase to the availability of the college Co-chair to attend Steering Committee meetings, or that a college partner can be identified to serve as a reliable Co-chair moving forward, should that be necessary. She requested that unexpected participatory challenges be considered as part of future leadership discussions.</p> <p>Carrie also shared that Santa Clara Adult Education’s Adults with Disabilities program, which serves between 40 and 124 students, was recently nominated for the Mercury News Wish Book with the help of Daya. As a result of that recognition, the program received approximately \$30,000 in donations, which will be used to support student-led classes and program activities. Carrie also reported that Santa Clara has begun piloting CASAS power testing as part of its assessment process. At the district level, however, they are undergoing a “right-sizing” process, and recommendations have been approved that limit the program’s ability to post or refill certain positions, including Christine’s role.</p> <p>CACE: Kira reported that Campbell will begin its Phlebotomy and Medical Assistant programs in March, with eight students currently enrolled. The program continues working to develop additional career technical education opportunities within Campbell. Enrollment in ESL and High School Equivalency programs remains steady, and staff are focusing on community-building activities to support students. Campbell is not currently hiring for additional positions.</p> <p>Thao added that the program recently hired two new citizenship instructors and is planning a resource fair and fundraising activities to support students.</p> <p>EVC: Robert reported that the ESL faculty plan to host another ESL retreat in June, building on the success of a previous event. The college’s fall schedule will be released on April 20, and registration will begin on April 27. Faculty members in the Spanish department are also exploring the development of noncredit healthcare pathways taught in Spanish for first responders, with a potential launch target of Fall 2027, pending approval processes.</p> | | |
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| | <p>SJCC: Claudia reported that the college continues to coordinate campus tours for adult school students, including providing transportation when needed. The college is also collaborating with its marketing department to develop a step-by-step instructional video to help students navigate the CCCApply process for enrolling in noncredit courses.</p> <p>SVAE: Lars reported that SVAE’s automotive program recently launched and has been very successful. Students in the program will have the opportunity to complete ASE entry-level testing at the end of May, which will help them progress toward industry certification. The welding program is also performing well under a new instructor. SVAE is partnering with Working Partnerships USA to host mini job fairs that connect students directly with employers. Another event is planned during spring break. Lars also shared updates on the Medical Terminology and Medical Assistant Back Office program, which uses a dual-teacher instructional model combining technical instruction with language support.</p> <p>Mali shared that the district is preparing for major restructuring during the upcoming fiscal year, which may impact administrative positions and class offerings. Early retirement options are being discussed, and several positions have not yet been posted due to uncertainty regarding next year’s budget.</p> <p>ESAE: Traci reported that the district board recently approved an early retirement incentive program, allowing 43 certificated staff, 20 classified employees, and 8 administrators to submit retirement paperwork. The names of participants will be released on March 19, and the impact on adult education staffing is still unknown. Traci noted that these changes may require the program to rethink CTE program offerings and labor-market alignment moving forward. She also reported that the partnership with Cal Regional has completed its first semester and appears to be working well, and that collaboration with West Valley College’s Early Education program continues to benefit students.</p> <p>MC: Julian reported that Mission College recently hosted a field trip for adult school students and has launched its first counseling class offered at SCAE.</p> <p>Traci mentioned that the leadership team would look to schedule time with the Consultation Council Chair to discuss additional ideas for supporting SBCAE, and making sure that the CAEP funds are being allocated and expended according to requirements.</p> | | |
| 3:20 | <p>12) Agenda Development</p> <p>No items were added</p> | All | INFORMATION |
| 3:30 | <p>13) Adjournment</p> <p>The meeting adjourned at 2:16 pm.</p> | All | ACTION |