



## 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	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	Claudia Amador <i>CC Co-Chair</i>	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

## Steering Committee Meeting Agenda · May 15, 2026 · 11:00 AM - 12:30 AM

Location - Santa Clara Adult Education - 1840 Benton St, Santa Clara, CA 95050

### AGENDA

11:00	<b>Open Session</b> 1) Call to Order Traci called the meeting to order at 11:03 am.	Traci	ACTION
11:05	2) Approval of May 15, 2026 Steering Committee Meeting Agenda Motion to approve SBCAE Steering Committee Meeting Agenda for May 15, 2026 M/C/S Berdiansky/Nguyen All in favor Approved	All	ACTION
11:10	3) Approval of April 24, 2026 Steering Committee Meeting Minutes Motion to approve minutes from April 24, 2026 SBCAE Steering Committee Meeting. M/C/S Berdiansky/Nguyen All in favor Approved	All	ACTION
11:15	4) Public Comments No public comments.	All	INFORMATION

11:20	<p>5) Consultation Council Report</p> <p>Margarita shared appreciation for the way many adult education programs across the consortium have been responding to the current economic climate, emphasizing that the approaches being taken have been thoughtful and human-centered. She expressed gratitude for the care being shown toward staff and students during a period of uncertainty. Margarita specifically acknowledged ongoing challenges at SVAE and reiterated the Consultation Council’s willingness to support in any way possible, highlighting a collaborative spirit and shared commitment to supporting programs and staff throughout the region.</p>	Margarita	INFORMATION
11:25	<p>6) Transition Specialist Co-chair Update</p> <p>Patty shared that the Transition Specialists group recently held its final meeting of the academic year during an off site gathering that included time for reflection and collaboration. She announced that both she and Daya would be stepping down from their roles as Transition Specialist co-chairs. Patty noted that she had completed her two-year term and expressed appreciation for the opportunity to help lead the group during a foundational period of growth and development. She shared that nomination forms for incoming co-chairs would be distributed and that new leadership would be introduced in the coming academic year.</p> <p>Daya shared that she would also be transitioning into additional responsibilities and a new role at SCAE and as a result would be stepping down from the co-chair role. She introduced Alicia as the incoming Transition Specialist, noting that Alicia had recently attended the Transition Specialists meeting and had already begun connecting with members of the group.</p> <p>Traci thanked both Patty and Daya for their leadership, time, and commitment to the consortium.</p>	Daya, Patty	INFORMATION
11:30	<p>7) Anthony Narvaez - AWD Specialist Update 2025-26</p> <p>Anthony introduced himself to the Steering Committee and provided an overview of his role as the consortium’s Adult with Disabilities Specialist and school psychologist. He explained that his work focuses on supporting students and teachers by helping ensure classroom experiences are as accessible and supportive as possible. This work includes evaluating students for accommodations, consulting with instructors, meeting directly with students experiencing challenges, and helping connect individuals to additional supports when appropriate.</p> <p>Anthony shared that during the 2025–26 academic year, a total of 54 students were referred for services, with the majority of referrals originating from Silicon Valley Adult Education, reflecting both the size of the program and the needs of its student population. Referrals also came from Santa Clara, East Side, and Milpitas. Most students were participating in High School Equivalency or GED/HiSET pathways, though referrals also included students enrolled in high school diploma, ESL, CTE, and ABE programming.</p> <p>Anthony reported that 39 students actively engaged in support services, while others disengaged due to inconsistent attendance, lack of follow-up, scheduling barriers, or withdrawal from classes. He explained that many students sought accommodations for testing, particularly additional time or supports related to learning differences such as dyslexia, dyscalculia, or attention-related challenges. Throughout the year, he completed 24 accommodation letters to support students in securing testing accommodations for</p>	Anthony	INFORMATION

	<p>programs such as GED and HiSET examinations or to help students access supports at community colleges.</p> <p>Anthony also highlighted several instances where students required additional intervention beyond academic accommodations. In some situations, students presented more significant mental health concerns or barriers that impacted classroom success, requiring coordination with teachers, administrators, family members, and external support systems. He emphasized the importance of creating pathways for referrals when student needs extend beyond what adult education programs are equipped to provide independently.</p> <p>Reflecting on the year, Anthony described one of the greatest challenges as maintaining communication and engagement with students, noting that many students did not consistently respond to phone calls or email outreach. Despite these barriers, he shared that the program had made meaningful progress and described the experience as a successful first year, emphasizing that the role is intended to serve as a resource for teachers, principals, and students seeking support.</p> <p>Margarita shared positive feedback from a student who stated that Anthony was the first person to make them feel that their academic struggles were not their fault, emphasizing the emotional significance of the support provided. Mali echoed appreciation from both students and teachers, noting that Anthony’s individualized attention and collaboration with staff had been especially valuable. Christine reflected that the consortium had spent years trying to envision what this role should look like and expressed that Anthony’s work aligned closely with what members had hoped to achieve. Steve recommended exploring tools such as Google Voice texting to improve student responsiveness and communication, which Anthony expressed interest in considering for future outreach efforts.</p>		
11:50	<p>8) SBCAE Calendar 2026-27 - Draft Review</p> <p>Rick thanked members for submitting their district calendars and acknowledged Shreyas for compiling scheduling information for the proposed 2026–27 SBCAE calendar. He shared that, as in previous years, the calendar largely maintains the established Steering Committee meeting cadence while shifting dates to align with the appropriate day of the week. Rick explained that the consortium typically functions well with approximately ten meetings per year, though eleven meetings are usually scheduled to allow flexibility should a meeting later be deemed unnecessary based on consortium needs.</p> <p>Rick also revisited ongoing discussions regarding a proposed SBCAE planning and onboarding day intended to bring together multiple consortium activities, including Steering Committee business, fiscal discussions, new leader onboarding, and Brown Act training. He noted that August 7 had initially emerged as the preferred date, however, a scheduling conflict had been identified, prompting consideration of alternative dates, including July 31.</p> <p>Erin shared that July 31 would work particularly well for SCAE, noting that the date falls before the start of the school year and would likely minimize competing demands. Rick acknowledged the potential benefit of holding a larger planning day before campuses fully reopen, though he also raised concerns regarding timing for Transition Specialists, as many adult education staff are not yet back on contract in late July.</p>	Rick	INFORMATION

	<p>Margarita noted that a Transition Specialist retreat component may be difficult to coordinate during that timeframe due to staff schedules and suggested that a separate retreat later in the fall may be more feasible. Rick reflected on the previous year’s model, where the retreat occurred later in the academic year, and suggested a similar approach may again be necessary.</p> <p>Rick proposed moving forward with a possible full-day SBCAE convening while separating Transition Specialist retreat activities into a later date if needed. Members generally expressed support for exploring a July 31 meeting and did not raise concerns regarding the concept. Rick shared that he would continue coordinating with co-chairs and consortium partners, including finance representatives and new administrators, to determine feasibility and minimize scheduling conflicts. He encouraged members to continue reviewing the draft calendar and submit any corrections or feedback prior to formal approval at the June Steering Committee meeting.</p>		
12:00	<p>9) SBCAE Bylaw Update - Draft Review</p> <p>Traci shared that the Member Effectiveness Committee recently met to review the consortium’s Innovation Fund process and discuss opportunities to strengthen clarity and predictability through updates to the bylaws. She explained that the committee’s recommendation focused specifically on revising timelines related to Innovation Fund applications and disbursement in order to better align with CAEP reporting cycles and available carryover funding.</p> <p>Traci reviewed the proposed revisions to Article 13, Fiscal Management, under Special Projects Funding, noting that the recommended changes would establish a more formal timeline for applications and funding decisions. She explained that under the proposed model, Innovation Fund applications would be due by August 31, allowing institutions additional time to better understand carryover amounts after the close of fourth quarter reporting. Traci shared that project approvals would then occur at the September Steering Committee meeting, with final available funding determined in October after carryover amounts are finalized through NOVA reporting.</p> <p>Traci explained that if multiple agencies exceeded carryover thresholds, funding responsibility would continue to be distributed proportionally based on each institution’s carryover amount. She further clarified that institutions awarded Innovation Funds would be responsible for invoicing agencies contributing carryover funds and that participating institutions would be expected to distribute approved funding no later than December 31 to support timely implementation of projects. Because approved funding would be distributed mid-year, Traci noted that institutions awarded Innovation Funds would have a two year period to expend the funds.</p> <p>Christine suggested revising Item 3 of the proposed language for clarity, noting that it should explicitly state that the institution awarded the Innovation Fund project would be responsible for invoicing the institution contributing carryover funds. She explained that the wording, as written, could create confusion regarding who would initiate the invoicing process. Traci agreed with the recommendation and confirmed that the language would be revised to clearly reflect that responsibility.</p> <p>Mali asked whether institutions applying for Innovation Funds would still be expected to specify a requested funding amount despite uncertainty around available carryover funding. Traci explained that applicants would still be required to submit a detailed</p>	Traci	INFORMATION

	<p>budget and clearly articulate projected costs to demonstrate planning and intended use of funds. She noted that while final funding availability would not be confirmed until later in the process, institutions should still have a reasonable understanding of project costs and anticipated need.</p> <p>Rick clarified that the bylaw revisions were being presented for review only and would return to the Steering Committee for formal approval in June following additional opportunity for member feedback and comment. He noted that the proposed revisions were intended to create a more thoughtful and realistic process based on lessons learned during the consortium’s first Innovation Fund cycle.</p> <div data-bbox="186 655 243 1144" style="background-color: #00728f; color: white; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">TOC</div> <p><b>Specifying the Innovation Fund Timeline</b></p> <hr/> <p><b>Article XIII. Fiscal Management</b></p> <p><b>B. Special Projects Funding</b></p> <p><b>C. Timeline</b></p> <ol style="list-style-type: none"> <li>1. Applications are due August 31. Project approvals will occur at the September Steering Committee meeting.</li> <li>2. Available funds will be determined at the October Steering Committee meeting. If multiple institutions have excess carryover, distribution will be based on each agency’s proportion of carryover.</li> <li>3. Institutions with carryover funds will be invoiced for the amount owed to the school awarded the Innovation Fund Project.</li> <li>4. Funds will be distributed no later than December 31st.</li> <li>5. Award funds must be expended within a two-year period.</li> </ol>		
12:10	<p>10) Director Update</p> <p>Rick provided an update on upcoming consortium accountability requirements and reviewed the timeline of major CAEP reporting activities for the 2026–27 cycle. He reminded members that CFAD had already been approved on May 1, formally opening the annual planning process. He explained that upcoming work would include reviewing and approving the state May Revise by August 1, which would require both Steering Committee action and district level NOVA approvals.</p> <p>Rick noted that there remained uncertainty regarding final state budget allocations and COLA, acknowledging that financial projections continue to evolve at the state level. Christine shared that preliminary information from the Governor’s updated budget proposal suggested a modest increase to the projected COLA, though Rick emphasized that figures remain subject to change until finalized through the legislative process.</p> <p>Rick reviewed upcoming annual plan requirements and explained that this year’s process would likely be more streamlined than in prior years due to alignment with the consortium’s recently completed three-year plan. He noted that the process would largely involve confirming ongoing priorities and updating targeted sections related to progress and implementation. He shared that drafts of the annual plan would be circulated to members for feedback throughout June and July, with final approval anticipated later in the summer. Rick also thanked members who had already responded to scheduling requests for annual plan activity meetings and encouraged remaining members to respond promptly.</p>	Rick	INFORMATION

Rick then provided a Brown Act update, explaining that recent legislative changes have clarified expectations regarding remote access and technical disruptions during public meetings. He shared that under current guidance, if livestreaming technology fails during a meeting, the meeting must pause until public access is restored. While some recent legal changes impose more extensive requirements for larger municipal entities, Rick clarified that those provisions do not currently apply to SBCAE due to the consortium’s governance structure and size. He noted that the consortium plans to continue offering a publicly noticed livestream viewing option beginning with future meetings while maintaining in-person participation as its primary meeting format. Rick also shared hopes of coordinating a Brown Act refresher training for members during the summer planning session.



**TOC**

**Update Topics**

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**Accountability Timeline Review**

**Brown Act Update**

	<p><b>PLANNING</b></p> <h3>Accountability Timeline Review</h3> <ol style="list-style-type: none"> <li>1) CFAD Approved - <b>May 1</b></li> <li>2) May Revise Due - <b>August 1</b></li> <li>3) Annual Plan Due - <b>August 15</b> <ol style="list-style-type: none"> <li>a) <b>Review Activity Progress at June Steering Committee</b></li> <li>b) <b>Drafts of 2026-27 Annual Plan will circulate for revision in June / July</b></li> <li>c) <b>Vote to approve at the August (?) SC component of SBCAE Day</b></li> </ol> </li> <li>4) 2026-27 Budget and Workplan - <b>September 30</b></li> <li>5) 2025-26 Program Year Expenditures Due - <b>September 30</b></li> </ol> <p><b>PLANNING</b></p> <h3>Brown Act Updates - 2026</h3> <p><b>Technical Disruption Protocols:</b> Under the evolving requirements of the Brown Act's teleconferencing frameworks (including AB 2449 and related statutes), local educational and municipal agencies must implement mandatory broadcast pauses if the public's ability to remotely view or comment is technically severed (Browne, 2026; San Juan Water District, 2026).</p> <p><b>Enforcement Against Meeting Disruptions:</b> California law explicitly reinforces the statutory authority of the presiding meeting officer or their designated representative to order the removal of any individual whose behavior actively disrupts, disturbs, or renders the orderly execution of public business infeasible (City of Sebastopol, 2026).</p> <p><b>Two way Remote Requirement (and it's corresponding knock-on effects):</b> We do NOT qualify for this requirement due to our structure, nor do I think we have the infrastructure to support this yet.</p>		
12:15	<p>11) Member Updates &amp; Announcements</p> <p>ESAE: Traci shared that East Side recently hosted an Opportunity Fair led by TS Peter at the Independence Adult Center. She explained that rather than branding the event as a traditional career fair, the program intentionally framed it as an opportunity fair to emphasize broader possibilities available to students. Employers and community service providers participated, and daytime classes were invited to engage with vendors and resources. Traci noted that the event was held in conjunction with the school's student art show, allowing art students the opportunity to showcase their work and increasing overall student engagement. Traci also shared updates regarding summer programming, noting that East Side will offer both ESL and High School Diploma summer school. ESL programming will run throughout the month of June at Overfelt Adult Center, while High School Diploma programming will primarily operate through distance learning with on-campus support available at Independence Adult Center. She shared that district administrative positions have recently been posted and expressed hope that Jenner would have a full leadership team in place before Shawn and herself transition out of their roles. Traci explained that one administrative placement would occur through district reassignment processes, while another position would be selected through interviews. She also thanked consortium members for attending and supporting her recent ACSA recognition and award celebration.</p>	All	INFORMATION

<p>SJCC: Claudia shared that SJCC recently learned that three new Vice President positions had been recommended, marking a significant leadership transition for the campus. While official announcements had not yet been finalized, she expressed optimism about the new leadership structure and acknowledged that the changes would likely result in additional internal transitions. Claudia also informed members that SJCC’s TS, Ana, would be out of the office until further notice and encouraged consortium partners to direct referrals or student support needs to her during the interim. She shared that application workshops for students would continue throughout May and June and encouraged members to refer students needing enrollment support. Claudia also provided updates regarding ELL Round 1 funding, noting that final invoices from participating institutions were still needed and reminding members that Round 2 VPOs would roll into the following fiscal year. She additionally shared that graduation ceremonies and ESL promotions would take place later in the month to celebrate student accomplishments.</p> <p>CACE: Kira shared that CACE recently received retirement announcements from two long standing faculty members, noting that staff are still processing the news and preparing for upcoming transitions. She reported that CACE will not be offering summer school this year but continues moving forward with plans to pilot a digital photography Career Technical Education course in July, pending final HR approval. Kira also shared that an MOU with San José City College to support a listening and speaking course on campus continues to move through final stages and is expected to launch in the fall.</p> <p>Thao provided updates on recent student engagement efforts, including Mental Health Awareness activities coordinated through counseling and Transition Specialist support. She also described Teacher Appreciation Week activities, during which students visited classrooms and organized appreciation efforts to recognize staff.</p> <p>Margarita praised Thao’s leadership and reflected on the strong student participation during Teacher Appreciation Week. She shared that students organized an especially meaningful celebration, creating handmade bouquets and gifts for instructors and helping coordinate a large community gathering during school breaks. Margarita noted that the event felt especially significant because students took ownership of the appreciation efforts, creating a warm and uplifting atmosphere for staff.</p> <p>SCAE: Erin shared updates on behalf of SCAE while Carrie was away attending her granddaughter’s graduation. Erin reported that Santa Clara had recently completed post-testing for ESL students as well as final HiSET testing for the academic year, describing the completion of testing season as both a significant undertaking and an important milestone for staff and students. She shared that ESL celebrations are scheduled for June 4, with graduation taking place on May 29. Erin also highlighted recent efforts to build community and celebrate students, including a nacho last day event where staff plan to host a campus wide gathering with nachos for students in the quad. She noted that additional events for students are being planned in June and that Santa Clara continues preparing for expanded partnerships with community college classes in the fall.</p> <p>Christine added that Santa Clara continues to see strong interest in instructional opportunities and encouraged consortium members to share any teaching vacancies with the school, noting that several teacher candidates currently hold preliminary credentials and may be interested in adult education openings throughout the region.</p>		
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<p>MAE: Giuliana shared updates beginning with reflections on a recent cultural fair held at the school. She explained that the event was intentionally designed to move beyond a traditional food centered cultural celebration and instead focus on cultural representation, student participation, and community engagement. Giuliana shared that the event concluded with a school-wide parade and was especially well received by students, who demonstrated high levels of excitement and pride in participating. Giuliana also noted that teacher appreciation activities took place district wide and shared that two volunteers from Milpitas Adult Education were recently recognized during a board meeting for their service and contributions. She reflected on recently delivering what she expects to be her final principal's report to the board and noted that the experience felt especially meaningful. Giuliana provided updates regarding COAP efforts, sharing that guest speakers and employer engagement activities had positively impacted student participation and outcome metrics. She expressed appreciation for opportunities to partner with organizations such as SunnyTech and Rose Batteries and shared that Milpitas hopes to expand COAP programming next year by implementing one opportunity per quarter. She also discussed Milpitas' Intent to Return process, explaining that staff visit classrooms to speak directly with students about plans for continued enrollment, which has helped improve projections and planning for the upcoming year. Giuliana shared that ESL promotions are scheduled for June 2, while High School Completion and High School Equivalency graduation will take place on June 3. Although graduation numbers for some programs remain relatively small, she noted that a larger number of students complete programming through the jail based education program, which often changes overall completion numbers. Giuliana also shared staffing updates, noting that the district will soon post a Manager/Coordinator position to support leadership and a revised Transition Specialist position now titled Transition Specialist Career Coach.</p> <p>Margarita added that her district had recently adopted a similar title change for comparable positions.</p> <p>Giuliana concluded by sharing that workforce development space renovations are nearing completion and that the program recently interviewed a candidate from Silicon Valley Adult Education for an evening position.</p> <p>SVAE: Mali shared that they are currently focused on completing COAP activities, student assessments, and promotion planning as the semester concludes. She highlighted a recent International Day celebration held on May 7, describing it as a successful event that functioned more as a student talent showcase, with strong collaboration between teachers and students. Mali noted that the event took place in both morning and evening formats and helped strengthen community among students. Mali explained that Teacher Appreciation activities this year were relatively lowkey due to district-wide circumstances, noting that staff at the larger district school had chosen not to participate in appreciation activities and that some adult education staff participated in solidarity. Despite this, staff were still recognized for years of service and contributions to the district. Mali also shared several staffing updates, including the retirement of the district's Human Resources Director and the posting of an Evening Administrative Director position. She noted that some previously successful pre-HSE classes had been eliminated but that there may be opportunities to reopen sections in July if student demand supports additional enrollment. Mali reported that graduation for High School Equivalency and High School Diploma students is scheduled for May 28. While graduation numbers currently appear modest, she shared that student completion numbers continue to increase as additional students finish testing requirements. Summer school</p>		
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	<p>planning is also underway, with proposed ESL offerings including multi-level and conversation classes, along with combined high school completion options for students seeking to finish remaining coursework. Mali concluded by sharing that staff are currently finalizing the school's mid-cycle report and gathering feedback from faculty prior to submission.</p> <p>MC: Steve shared that Mission College appreciated the opportunity to participate in East Side's recent Opportunity Fair and enjoyed connecting directly with students at Independence Adult Center. He noted that while the spring semester is beginning to wind down, planning for summer and fall programming is already underway. Steve shared that Mission College will soon launch a noncredit Child Development course at Independence, expected to begin in approximately three weeks. Additional fall offerings will include another noncredit childcare course, a credit bearing child development process course, an English for Food Preparation course, and a counseling course scheduled to begin later in the term.</p> <p>WVC: Mark shared that West Valley College had no major updates at this time.</p> <p>Traci reminded members of several upcoming CAEP deadlines, including June 1 for submission of Member Expense Reports in NOVA for Quarter 3 expenditures. She noted that June 30 serves as the deadline for consortium certification of those reports and emphasized the importance of ensuring budgets and expenditures remain updated as agencies finalize year-end spending. Traci also reminded members that Quarter 4 concludes on June 30 and that student data submissions will be due on July 15.</p>		
12:25	<p>12) Agenda Development No items were proposed.</p>	All	INFORMATION
12:30	<p>13) Steering Committee Meeting Adjournment Meeting adjourned at 12:15 pm</p>	All	ACTION
1:00 - 2:30	<p>14) SBCAE Data Study Session (90 Minutes)</p>	All	INFORMATION