



Steering Committee Meetings

Purpose: SBCAE is a consortium of 4 community colleges and 5 adult schools that works with regional partners to align educational opportunities for adult learners in order to promote upward social and economic mobility in the South Bay region. SBCAE Steering Committee members represent individual districts and as a region plan, develop, recommend, and implement educational programs for adults aligned with AB104 legislation.

Guiding Principles

- Focus on the needs of adult education students first
- Embrace collaboration and partnership to have a positive collective impact on our region
- Work with transparency and inclusion with all stakeholders
- Seek other community partnerships and connections to leverage resources and achieve better outcomes
- Explore expansion and innovation in adult education services in the region
- Commit to ideas, decisions, and practices that anticipate the future needs for adult learners in our region

Meeting Norms

- Meetings start and end on time and the public space is respected.
- Decision making is by consensus with all members given the opportunity to be heard.
- One person speaks at a time following acknowledgement from the Chair.
- The body, and the public, should engage in turn order comment (i.e., raising of hands).
- Speak courteously when making queries of members of the body or the public and listen actively, allowing each participant to express their viewpoints without interruption or judgment.
- Respect diverse opinions and perspectives to foster a collaborative and inclusive environment.
- Offer feedback and critique constructively, focusing on ideas rather than individuals.
- Personnel matters should be addressed privately to leadership.

Public Comment

Members of the public are encouraged to attend Steering Committee meetings and to address the Committee concerning any item on the agenda or within the Steering Committee's jurisdiction. Members of the public will be given opportunity to address the Committee in-person during *agenda item 4) Public Comments*, or in writing by emailing williamst@esuhsd.org prior to the start time of the Steering Committee meeting. Public comments received in writing will be shared with Steering Committee members during the Public Comment item on the agenda. In-person public comment is limited to 3 minutes.

Meeting Information

Meeting calendar, agenda, minutes, and supporting documents are posted on <https://sbcae.org/governance/steering-committee/>

Dates, times, and locations may change. Agendas will be posted 72 hours in advance of Steering Committee meetings.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meeting of the SBCAE Steering Committee, please contact ilse.pollet@sbcae.org. Notification 72 hours prior to the meeting will enable the Consortium to make reasonable arrangements to ensure accommodation and accessibility to this meeting.

Roster:

SBCAE District	Member	Alternate	SBCAE District	Member	Alternate
Campbell Adult & Community Education	Usha Narayanan	Leslie Johnson-Tatsuta	East Side Adult Education	Traci Williams <i>AE Co-Chair</i>	Shawn Tran
Milpitas Adult Education	Priti Johari	Giuliana Brahim	Santa Clara Adult Education	Carrie Casto	Christine Berdiansky
Silicon Valley Adult Education	Maliheh Vafai	Lars Guntvedt	Mission College	Julian Branch	Vacant
San José Evergreen CCD	Kishan Vujjeni		West Valley College	Mark Manrose	Eric Grabel
Evergreen Valley College/San Jose CC	Maniphone Dickerson <i>CC Co-Chair</i>	Vacant			

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

Steering Committee Meeting Agenda - October 25, 2024 - 12:30 PM - 3:30 PM

Location - Silicon Valley Adult Education - 760 Hillsdale Ave, San Jose, CA 95136 - Room 810

MINUTES

12:30	<p>Open Session</p> <p>1) Call to Order</p> <p>Traci called the meeting to order at 12:41</p>	Moni	ACTION
12:35	<p>2) Approval of October 25, 2024 Steering Committee Meeting Agenda</p> <p>Motion to approve October 25, 2024 SBCAE Steering Committee Agenda as presented</p> <p>M/S/C</p> <p>Brahim/Vafai</p> <p>Approved</p>	All	ACTION
12:40	<p>3) Approval of September 13, 2024 Steering Committee Meeting Minutes</p> <p>Motion to approve the September 13, 2024 SBCAE Steering Committee Meeting Minutes as presented.</p> <p>M/S/C</p> <p>Brahim/Vafai</p> <p>Approved</p>	All	ACTION
12:45	<p>4) Public Comments</p> <p>No public comment</p>	All	INFORMATION
12:50	<p>5) Consultation Council Report</p>	Margarita, Phil	INFORMATION

	Margarita reported two items of feedback from SBCEA PD Day, highlighting the fantastic reception received by the AI sessions and noted the hope for more inclusion of sessions specifically targeted toward Classified staff in the future.		
12:55	<p>6) Transition Specialist Co-chair Update</p> <p>Peter Updated the group on the first formal Transition Specialist(TS) meeting which was held in September. He noted that Victoria Silva, the recently hired Community Partnership Specialist, had joined the meeting as was beginning to work with the TS group on student resources. He completed his update by letting the group know that a report had been recently completed by a group in partnership with San Jose City College to work on a design model for East San Jose residents. This report identified support needs, and Peter encouraged SBCEA to see this as an opportunity to reach out to the community and speculated about opportunities to partner with Alum Rock School District, as they are anticipating some school closures.</p>	Patty, Peter	INFORMATION
1:00	<p>7) Member Effectiveness Update</p> <p>a) 2023-24 Quarter 4 Member Fiscal Report Out</p> <p>Traci walked the group through the 2023-24 Q4 Carryover Tracking spreadsheet, highlighting the structure of the summary tab, and using the CACE and ESAE tabs as an example of how each member is responsible for keeping their corresponding notes about the cause of the carryover and the plan to spend down excess funds.</p> <p>Giuliana encouraged the group to explore opportunities for resource sharing, and surfaced the topic of an eventual re-examination of the consortium’s funding formula. Carrie expressed SCAE’s continued interest in this topic as well. Traci noted that Carryover guidelines prompted by the AB1491 legislation, encouraged consortia to leverage many avenues to share and spend down carryover, mentioning the innovation fund specifically as one avenue for SBCEA. She also noted the challenge presented by recalculating the formula for base allocations, specifically highlighting the challenge of district level approvals, but did feel it was possible to explore this process in the future, especially with the opportunity presented by our internal carryover tracking to build a historical record of expenditure patterns.</p> <p>Each member followed up, sharing their notes from the carryover spreadsheet:</p> <p>Moni shared that SJECCD had carryover due to salary savings from vacancies, and shared that the plans to fill these vacancies were underway and when combined with negotiated salary increases should support their decrease in carryover. Specifically, Ana Rosa Comacho would be returning to the SJCC TS position, and the process for filling the vacant research analyst position. For the latter, Moni shared that the planned allocation for the SBCEA research position was insufficient to cover the originally planned 75/25 SBCEA/SJCC funding source split and that SJCC would be increasing its support to a 50/50 ratio. Moni continued, detailed planned software upgrades for healthcare for ESL.</p> <p>Mali shared that SVAE anticipates spending on salaries and increasing its expenditures on support classified positions, specifically in custodial, grounds, and district communications offset. SVAE also plans to replace a lot of tech, specifically in their testing center, labs, and classrooms.</p> <p>Dr. Branch shared that MC had some salary savings from a vacant TS position, which was filled briefly but unsuccessfully. He expanded on his plan to reorganize the staffing to get</p>	Moni, Traci	INFORMATION

counseling support for Adult Ed students, along with a program assistant, which he hoped would be more stable. He continued, noting that his salary proportion from their CAEP budget will increase to reflect his workload and also highlighted a planned marketing campaign with Sasse, which will provide a one-time investment to spend down carryover and boost community outreach.

Margarita asked for assurance that the counselor and the program assistant would fully participate in TS meetings to ensure they meet the agreed upon requirement for agency level TS support. Christine echoed this sentiment, reiterating the importance of that position's dedication to Adult Education. Dr. Branch agreed to have these staff attend all TS functions to ensure they were fully aligned to SBCAE's stated goals, and believes that the new organizational structure will improve stability.

A discussion around the process of changing position names ensued, with general agreement that the function of the arrangement was more important than the title, especially given the challenges with position title changes within the college system.

b) Carryover Compliance - Written Expenditure Report

Traci pivoted to an explanation of SBCAE's requirement to complete a Written Expenditure Report in NOVA, as the Consortium's carryover for 2023-24 had exceeded the CAEP threshold by 1.2%. Traci explained that the material that had been included by the members in the carryover spreadsheet would comprise the body of the report and that she and Rick would be responsible for inputting it into the NOVA template. She informed the group that this should be completed by late next week, and members should keep an eye out to approve the submission in NOVA.

The group then engaged in a brainstorming session about possible consortia-wide uses for some of the carryover monies:

Traci began with examples such as contracting out aspects of three-year planning, like the needs assessment and asset-mapping. She also noted that funds could be spent on marketing efforts to continue to ensure access to physical materials.

Moni suggested contracting a self-assessment

Christine mentioned that funding would be required to support the Adult Education credentialing program, and hoped for an allotment. Traci encouraged Christine to write up a proposal with cost estimates.

Joell encouraged the consortium to consider the needs assessment approach to better understand what the community needs to support their upward mobility, how pathways can be hosted by partners, how fees can be removed, and more generally how barriers to success can be identified and broken down.

Moni noted the challenge in finding instructors and the importance of building paths from adult ed credentials to industry credentials. The group agreed that industry is challenging to identify and bring to the table. Margarita reiterated the challenges with attracting staff, which led to a discussion around the challenges districts have found themselves in due to budget crunches, employee status changes, and lack of full-time opportunities which reduce the appeal of teaching at Adult Ed and Community Colleges. The conversation continued, touching on the potential power of the shared voice of SBCAE to make industry in-roads and the challenges of class scheduling and its reductive effect on the desirability of teaching. Carrie noted that this conversation is prescient for the upcoming three-year plan.

Dr. Branch asked if adult ed funds can stipend CTE instructors to make up salary differences, to which the group replied yes, and Margarita shared her experience negotiating certain types of pay supplementation with bargaining units. Dr. Branch noted that the high cost of living in the region gave him reason to doubt the effectiveness of

	<p>such negotiation, but that it might be possible to partner with employers to provide stipended employees.</p> <p>c) Bylaw Section First Read</p> <p>Traci continued with the member effectiveness update, by showing the group the copy for the proposed addition to the bylaws concerning SBCAE Carryover policy and procedures. She reviewed the origin of the copy for each section, with the top section coming from the legislation and the bottom section coming from previously approved copy and other previously discussed points.</p> <p>Carrie asked about how long these procedures would go before there are indications of persistent under-run. Traci recommended preceding in an order of operations where we first see how this year’s expenditure of carryover proceeds, followed by examining what is being spent against the actual allocation, to ensure excess carryover is not providing the illusion of persistent under-run.</p> <p>A discussion ensued about various resources sharing that agencies are currently engaged in providing.</p> <p>Timeline for the innovation fund was discussed, with Rick noting that aside from the method by which excess carryover is moved into the innovation fund as outlined by carryover policy, agencies could opt-in to the innovation fund if they anticipate unspendable under-run. Antonio asked if other contingencies could cause things to move carryover into the innovation fund, and Traci gave an example internal agency policy for fund movement versus spending directly on member school needs.</p> <p>The group agreed on the importance of funding the Teacher Credentialing Program</p>		
2:00	<p>8) Director Update</p> <p>Rick presented a brief update of the attached slides and introduced Antonio Fuentes, the new Program Coordinator at Milpitas Adult Education.</p> <div style="display: flex; align-items: flex-start;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); background-color: #008080; color: white; padding: 5px; font-weight: bold; margin-right: 10px;">OPEN DOORS</div> <div> <p>Strategy 6 - Effectiveness of Pathway Navigation Tool</p> <p><u>Analytics report in progress</u></p> <ul style="list-style-type: none"> ● Opendoors.org and SBCAE.org <ul style="list-style-type: none"> ○ Survey of TS incoming ● Look to gather consultation in mid-November to outline project components and final report parameters ● Opendoors update protocol <ul style="list-style-type: none"> ○ Please send Shreyas / Rick your Spring Catalogs as soon as you have them </div> </div>	Rick	INFORMATION

	<div data-bbox="186 273 243 766" style="background-color: #008080; color: white; writing-mode: vertical-rl; text-orientation: mixed; padding: 5px;">STAFF PORTAL</div> <p>SBCAE Member Staff Portal</p> <hr/> <p>Progress continues</p> <ul style="list-style-type: none"> ● TS testing completed ● Initial content deployed <ul style="list-style-type: none"> ○ Data Community of Practice ○ PD Day Materials ● Next steps are <ul style="list-style-type: none"> ○ Faculty Networking Group ○ Transition Specialist Group <div data-bbox="186 777 243 1270" style="background-color: #008080; color: white; writing-mode: vertical-rl; text-orientation: mixed; padding: 5px;">PARTICIPATION</div> <p>Miscellaneous</p> <hr/> <ul style="list-style-type: none"> ● Fall check-ins in progress <ul style="list-style-type: none"> ○ I'll bump emails if we haven't connected ● Thank you for participating in PD Day <ul style="list-style-type: none"> ○ Evaluation survey numbers are pretty good! ● External Communication Improvements <ul style="list-style-type: none"> ○ One-off events to be posted to SBCAE calendar with flyers <ul style="list-style-type: none"> ■ Updates website calendar feed and supports SEO ■ Non-event based flyers to SBCAE social media ● Three-year Planning <ul style="list-style-type: none"> ○ Initial Phases of Needs Assessment and Asset Map are underway <div data-bbox="186 1281 243 1774" style="background-color: #008080; color: white; writing-mode: vertical-rl; text-orientation: mixed; padding: 5px;">HEALTHCARE</div> <p>ELL Healthcare Pathways Grant Round 2</p> <hr/> <p>Our application was approved!</p> <ul style="list-style-type: none"> ● Please let myself and the TS team know what you're planning for Spring ● Grant team to circle up in November <p>Sharing of curriculum is an important part of our plan</p>		
2:20	<p>9) Member Updates & Announcements</p> <ul style="list-style-type: none"> ○ CAEP Due Dates: <ul style="list-style-type: none"> ● Oct 30: 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA * ● Oct 31: Student data due in TOPSPro (Q1) 	All	INFORMATION

	<ul style="list-style-type: none"> ● Oct 31: Employment and Earnings Follow-up Survey <ul style="list-style-type: none"> ○ Member Updates: <p>MAE - Giuliana welcomed Antonio, MAE is very excited to have him. She also shared about improvements to MAE’s testing procedures and a successful recent job fair which was attended by students, staff and community. She also feels her current staff are very strong and is trying to ensure the jail ASE numbers are showing up in the data reports. Two of the MAE teachers are mid credential and doing well and MAE is fully staffed but corrections need Welding and Substance Abuse instructors. MAE is working on its WASC midterm and piloting the learning upgrade platform from Proliteracy.</p> <p>CACE - Leslie updated the group on continuing rolling intake and one of two Instructional Aide positions being filled and are looking for former ESL students. She encouraged members to point any one interested at the CACE EdJoin. Blackford upgrades are progressing well and students are visibly enjoying the environment.</p> <p>SJECCD - Moni updated the group on the impending return of Ana to the SJCC Transition Specialist role. She also mentioned that the SBCAE Research Analyst II role was being folded in under the Research Office. Moni also informed the group of Kishan’s pending retirement, January 31st, 2025, and that he has been working with Rick on NOVA review procedures. Moni also mentioned SJCC’s new interim president will be starting Monday 10/28. Giuliana asked Moni to update about jail support. Discussion ensued about the challenges hiring various CTE pathways.</p> <p>SVAE - Mali updated the group on initially successful ESL classes, with minimal drops. A variety of positions are open at SVAE, including ESL for Medical Terminology. Afternoon classes are challenging to fill. Hybrid HSD has been a big growth class for SVAE. Mali then updated the group on an upcoming open house and that she would be sharing the flier with Rick and Shreyas for SBCAE calendar and socials. Joell updated the group on a recent career fair with 80 attendees from the community</p> <p>ESAE - Traci updated the group on ESAE’s fully staffed classified roster, and an upcoming CASAS Training on Jan 21st at IAC. Challenges filling instructor roles persist.</p> <p>SCAE - Carrie updated the group on a challenge with a recent District decision to put a Continuation School at the same site as SCAE which houses about 150-200 students, which has been in need of a new site. This arrangement will create logistical challenges, but they will be dealt with accordingly. She shared that SCAE felt very supported at the Board meetings by their community.</p> ○ Announcements: <p>No announcements presented.</p> 		
2:40	<p>10) Agenda Development</p> <p>No items presented.</p>	All	INFORMATION
3:30	<p>11) Adjournment</p> <p>Meeting adjourned at 3:08PM</p>	All	ACTION



2024

Oct 1:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Nov 15:	Consultation Council Meeting 10:00 – 11:00
Oct 8:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Nov 15:	Steering Committee Meeting 11:00 – 12:30
Oct 15:	Transition Specialist Meeting 2:30 – 4:30	Nov 15:	Data Study Session 1:00 – 3:00
Oct 25:	Steering Committee Meeting 12:30 - 3:30	Nov 26:	Transition Specialist Meeting (PD) 2:30 – 4:30
Oct 28-30:	CAEP Summit 8:00 - 1:00	Dec 1:	July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
Oct 30:	24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA *	Dec 1:	22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
Oct 31:	Student data due in TOPSPro (Q1)	Dec 10:	Transition Specialist Meeting 2:30 – 4:30
Oct 31:	Employment and Earnings Follow-up Survey	Dec 12:	Community Connections 1:00 – 2:00
Nov 7:	Data Community of Practice 2:30 - 3:30	Dec 13:	Steering Committee Meeting 12:30 - 3:30
Nov 8:	Faculty Networking Group Meetings 1:00 – 4:00	Dec 31:	22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
Nov 12:	Transition Specialist Meeting 2:30 – 4:30	Dec 31:	End of Q2
Nov 14:	Community Connections 1:00 - 2:00		

2025

Jan 7:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Feb 7:	Steering Committee Meeting 11:00 – 12:30
Jan 16:	Community Connections 1:00 - 2:00	Feb 7:	Data Study Session 1:00 – 3:00
Jan 17:	Steering Committee Meeting 12:30 – 3:30	Feb 11:	Transition Specialist Meeting 2:30 – 4:30
Jan 21:	Transition Specialist Meeting 2:30 – 4:30	Feb 28:	Preliminary allocations for 2024-25 and 2025-26 released by this date
Jan 31:	Student Data due in TOPSPro (Q2)	March 1:	22/23, 23/24 & 24/25 Member expense report is due in NOVA. (Q2)*
Jan 31:	Employment and Earnings Follow-up Survey	March 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Feb 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)	March 7:	Steering Committee Meeting 12:30 – 3:30
Feb 6:	Community Connections 1:00 - 2:00	March 13:	Community Connections 1:00 – 2:00
Feb 6:	Data Community of Practice 2:30 - 3:30	March 18:	Transition Specialist Meeting 2:30 – 4:30
Feb 7:	Consultation Council Meeting 10:00 – 11:00		

- March 31: 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) *
- March 31: End of Q3
- April 4: Steering Committee 12:30 - 3:30
- April 10: Community Connections 1:00 - 2:00
- April 22: Transition Specialist Meeting 2:30 – 4:30
- April 25: Steering Committee 12:30 - 3:30
- April 29: Community Resource Fair (evening) 5:00 - 8:00
- April 30: Community Resource Fair (day) 10:00 - 1:00
- Apr 30: Student Data due in TOPSPro (Q3)
- Apr 30: Employment and Earnings Follow-up Survey
- May 1: Community Connections 1:00 - 2:00
- May 1: Data Community of Practice 2:30 - 3:30
- May 2: CFAD for 2024-25 due in NOVA *
- May 2: Faculty Networking Group Meetings 1:00 - 4:00
- May 6: Transition Specialist Meeting 2:30 – 4:30 (PD)
- May 13: Transition Specialist Meeting 2:30 – 4:30
- May 16: Consultation Council Meeting 10:00 – 11:00
- May 16: Steering Committee Meeting 11:00 – 12:30
- May 16: Data Study Session 1:00 – 3:00
- June 1: 23/24 and 24/25 Member Expense Report due in NOVA (Q3)
- June 13: Steering Committee Meeting 12:30 – 3:30
- June 20: CAEP Three-year regional plan due
- June 30: 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q3) *
- June 30: End of Q4