Steering Committee Meetings

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

Guiding Principles

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

Meeting Norms

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

Public Comment

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

Meeting Information

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

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

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

Roster:

SBCAE District	Member	Alternate	SBCAE District	Member	Alternate
Campbell Adult & Community Education	Harkirat (Kira) Mann	Thao Nguyen	**East Side Adult Education**	Jenner Perez	Vacant
Milpitas Adult Education	Maria Frias	Priti Johari	**Santa Clara Adult Education**	Carrie Casto *AE Co-Chair*	Erin Brown
Silicon Valley Adult Education	Joell Hanson	Lars Guntvedt	**Mission College**	Julian Branch	Steve Duong
San Jose City College	Claudia Amador *CC Co-Chair*	Vacant	**West Valley College**	Mark Manrose	Vacant
Evergreen Valley College	Robert Gutierrez	Angel Fuentes			

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

Steering Committee Meeting Agenda · September 11, 2026 · 11:00 AM - 12:30 PM

Location - San Jose City College - 2100 Moorpark Ave, San Jose, CA 95128 - Library-114 (L-114)

AGENDA

11:00	**Open Session** 1) Call to Order Claudia called the meeting to order at 11:07 a.m.	Claudia	ACTION
11:05	2) Approval of September 11, 2026 Steering Committee Meeting Agenda Motion to approve SBCAE Steering Committee Meeting Agenda for September 11, 2026 M/C/S Mann/Brown All in favor Approved	All	ACTION
11:10	3) Approval of July 31, 2026 Steering Committee Meeting Minutes Motion to approve SBCAE Steering Committee Meeting Minutes for July 31, 2026 M/C/S Jenner/Mann All in favor Approved	All	ACTION
11:15	4) Public Comments No public comments.	All	INFORMATION
11:20	5) Consultation Council Report Margarita expressed concerns regarding changes to public charge policies and their potential impact on adult education students. She shared information about changes expected to take effect on September 18, particularly regarding the use of public benefits	Margarita	INFORMATION

	and financial assistance. Margarita explained that students have already begun expressing concerns about whether it is safe to attend adult school, enroll in community college courses, or participate in dual enrollment programs. She emphasized the importance of providing accurate information to students so they can make informed educational decisions without fear of jeopardizing their immigration status. Margarita encouraged the consortium to explore how community colleges could expand noncredit educational opportunities, including general education and career technical education courses, to help students access pathways without relying on financial aid. She also raised concerns that families may become hesitant to access food assistance and other benefits. She encouraged consortium members to continue discussing how institutions can support students during these changes. Margarita shared that recruitment information had been distributed with Rick's assistance for joining the Consultation Council. She emphasized the importance of having representatives who understand adult education and the populations served, particularly individuals who work directly with students. The Consultation Council generally meets once a month, although some months may not require a meeting.		
11:25	6) Transition Specialist Co-chair Update Alicia introduced herself as an incoming co-chair of the Transition Specialists group alongside Margarita. She expressed excitement about the opportunity to learn from consortium members, strengthen relationships, and continue supporting students. Margarita shared that the Transition Specialists had not yet held their first meeting of the year and therefore had no additional updates to report.	Margarita, Alice	INFORMATION
11:30	7) Allocation Amendment - May Revise Update and Discussion Rick provided an update regarding the allocation amendment and discrepancies between the funding allocations approved at the July 31 Steering Committee meeting and the amounts prepopulated by the state in NOVA. He explained that the consortium had previously reallocated a portion of the research analyst funding from San Jose City College and redistributed it proportionally among member institutions. Because the state's calculations reflected the updated proportions, small differences appeared in individual member allocations, generally ranging from a few hundred dollars to approximately $1,000. Rick clarified that the item was for discussion rather than a formal vote. If members were comfortable with the allocations currently entered in NOVA, no additional action would be necessary. However, adjustments could be made if members wished to revisit the amounts. He also explained that the consortium's proportional funding allocations have remained relatively stable over time, with minor changes resulting from cost-of-living adjustments and previous allocation decisions. Further discussion regarding the allocation methodology will take place at the October Steering Committee meeting.	Rick	INFORMATION

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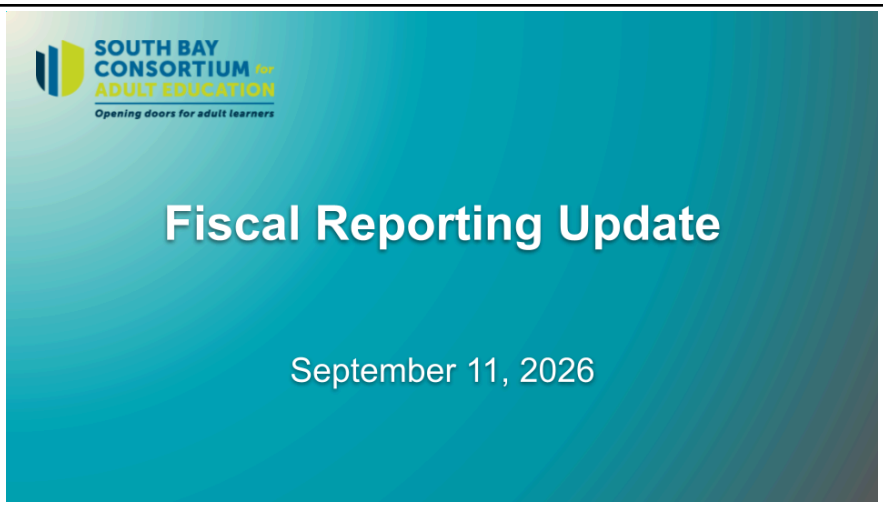
ACTION

Calculation Error - Updated Allocations & May Revise

PRE-SJCC RAII Recapture Proportions				POST-SJCC RAII Recapture Proportions				
	Member Allocation with COLA 2026-27	Originally Calculated May Revise (seen 7/31) 0.46%	2026-27 Allocation Total with COLA and Calculated May Revise		Member Allocation with COLA 2026-27	NOVA Pre-filled May Revise	2026-27 Member Allocation w/ COLA & NOVA May Revise 2.87%	Change
		0.0045992				0.0045992		
CUHSD	$4,594,409	$19,551	$4,613,960	CUHSD	$4,594,409	$20,633	$4,615,042	1,082
ESUHSD	$8,715,909	$39,680	$8,755,589	ESUHSD	$8,715,909	$39,143	$8,755,052	(537)
MetroED	$3,428,976	$16,000	$3,444,976	MetroED	$3,428,976	$15,399	$3,444,375	(601)
MUSD	$1,132,023	$5,282	$1,137,305	MUSD	$1,132,023	$5,084	$1,137,107	(198)
SJECCD	$1,449,516	$7,014	$1,456,530	SJECCD	$1,449,516	$6,510	$1,456,026	(504)
SCUSD	$2,760,674	$11,538	$2,772,213	SCUSD	$2,760,674	$12,398	$2,773,072	860
WVMCCD	$578,882	$2,701	$581,583	WVMCCD	$578,882	$2,600	$581,482	(101)
Total	$22,660,389	$101,767	$22,762,156	Total	$22,660,389	$101,767	$22,762,156	0

11:45	8) Fiscal Reporting Update Rick provided an update on fiscal reporting and acknowledged West Valley-Mission for its work in correcting the 2024–25 expenditure underreporting in NOVA. The previous reporting discrepancy had resulted in an overestimation of carryover funds and affected the consortium's Innovation Fund calculations, including Santa Clara Adult Education's ability to move forward with its project. Rick shared that the corrections had been completed and that a reimbursement process was underway. Additional budget adjustments will be made in NOVA, and members will receive a notification when approval is required. Rick reported that all consortium members had submitted their 2025–26 fiscal year expenditures by the deadline. Following the completion of outstanding updates, the consortium would be able to certify the expenditures. He reminded members that their 2026–27 budgets and work plans were due in NOVA by the end of September, with an additional month for consortium certification. Rick encouraged members, particularly those new to the process, to reach out for assistance with aligning their budget narratives and expenditures with the consortium's annual and three-year plans.	Rick	INFORMATION

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FISCAL REPORTING

WVMCCD Correction of 2024-25 Under-reporting

Brief timeline

- WVMCCD under-reported FY2024-25 in NOVA
  - Error propagated into Innovation Fund calculations - WVM -> SCAE
- WVMCCD included unreported expenses in FY2024-25 as part of FY2025-26 reporting
- Final reporting for 25-26 has been vetted by both MC and WVC

Innovation Fund Related Budget Adjustments

- Error in Innovation Fund calculation precluded SCAE Innovation project
- Opportunity cost calculated and will be remitted in three steps
- Invoice during FY2025-26 - ***Done***
- Budget adjustment to be completed in FY2026-27 and FY2027-28

FISCAL REPORTING

State of Fiscal Reporting

Current

- **All members submitted FY2025-26 Expenditures**
- **Expenses will be certified pending an update from EVC**

9/30 - PY2026-27 Budget and Workplan is Due in NOVA from Members
10/30 - Budget and Workplans are certified

NOTE
Until expenses are certified, your 2026-27 budget numbers will include 2025-26

Narrative can be entered anytime, amounts can be entered based on your forecasted expenses, the number might throw you off

12:00	9) Director Update Rick reminded consortium members to submit their staff designations for the Consultation Council and faculty networking groups by October 1. He reiterated the importance of having representatives who work directly with adult education students, as their perspectives provide valuable insight into challenges and opportunities across the consortium. Consultation Council meetings will generally be scheduled before designated Steering Committee meetings. Rick also shared that faculty networking	Rick	INFORMATION

	sessions have shifted to a virtual format, with three one hour meetings throughout the year. The current focus will be on ESL and ABE/ASE faculty. Rick encouraged consortium participation in the upcoming CAEP Summit, which will be held in Santa Clara. The summit organizers are seeking student involvement, including one adult education student and one community college student to participate in a student panel. Additional opportunities are available for students to serve as event guides, assist attendees, and build connections with professionals throughout the adult education community. Rick encouraged members to identify students who may benefit from these opportunities and noted that transportation and other participation barriers were being considered. Rick shared that representatives from ComForCare, a home health care company, recently met with the Campbell Adult & Community Education team to discuss employment opportunities and pathways into the home health aide field. The discussion highlighted the growing demand for home health aides and the flexibility these positions may offer students balancing work, education, and family responsibilities. Rick suggested exploring the possibility of developing a short-term training pathway. Kira added that CACE is exploring an Integrated Education and Training model, with hopes of piloting the program during the semester. Conversations are also underway with another healthcare organization regarding opportunities for students to gain volunteer experience. Rick provided an update on the Annual Plan activity groups and thanked members for their interest in participating. Due to requirements limiting the number of voting members on ad hoc committees, the work will be divided into smaller groups focused on partnerships, pathways, adult education transitions, and student support. Meeting invitations will be distributed, and members are encouraged to communicate any scheduling conflicts. Regarding the ELL Healthcare Pathway Grant, Rick reminded members of several reporting deadlines. Round 1 reporting requirements, including Year 3 expenditures, must be completed and approved before subsequent reporting can move forward. Round 2, Year 2, Quarter 4 reporting is also due September 30, although submission may depend on the approval of the grant extension. Rick encouraged members to review their expenditures and spending plans, as the extension process provides an opportunity to make adjustments to budgets and activities where needed. Members were encouraged to reach out with questions regarding NOVA access, fiscal reporting, or grant requirements. Margarita raised concerns around public charge and financial aid, especially about how the changes could affect students receiving educational benefits, particularly those eligible under AB 540. She questioned whether tuition waivers, reduced registration fees, or other forms of financial assistance could be considered means-tested benefits and potentially affect students' immigration status. Rick acknowledged the concern and explained that further clarification was needed regarding what qualifies as financial assistance under the changes being discussed. He agreed to reach out to contacts at the Chancellor's Office to determine whether certain educational benefits or special admission classifications could be considered a public charge. Rick emphasized that the guidance remained unclear and that additional information would be needed before advising students.		

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Director Update

July 31, 2026

ROSTERS

Consultation Council and Faculty Networking Group

Welcome to our New Teammates!

See recent email for details on rostering staff for Consultation Council and Faculty Networking Groups

- **Please have staff designations to me by 10/1**

Consultation Council meets prior to each 'non-DSS' Steering Committee meeting from 11:30-12:30

FNG Meeting dates are

OPPORTUNITY?

CAEP Summit Looking for Support with Event

Student Panel

- Panel will take place from 12:15 pm - 1:45 pm on Thursday, October 29th.
- CAEP will provide their lunch
- One Adult Ed Student and One CC Student

Student Volunteer Guides

- Volunteering during the Summit
- Supporting attendee engagement and event activities
- Networking with adult education and workforce professionals
- Experiencing a statewide community dedicated to student success

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OPPORTUNITY?

CAEP Summit Looking for Support with Event

Student Volunteer Guides

- Various Two hour shifts from 9:30 - 3:15 (7:45 for those who want breakfast)
- Could be a good opportunity for students interested in education or students from student government who want to make some connections
- If anyone is running any of the Volunteering COAAPS (25.3 or 25.4) this experience can apply and TAP is willing to help

Issues we've flagged

- Transportation
- Time..

EMPLOYMENT

Home Health Aide Certificate Opportunity

CACE Meeting with ComforCare

- While HHA was not a permitted pathway under ELL, it's a high demand job which may be a good fit for some students
- Training would be short term and vastly increase a students chance of securing a job
- Interested employer to partner on curriculum / provide feedback

ANNUAL PLAN

Annual Plan Activity Groups

Thanks for your patience! Great response from the team!

Group size has to be capped..

We will have two groups for

- **Career Pathways: Partnerships / Pathways**
- **Adult Dual Enrollment: Transitions / Student Support**

That's six groups!

New meeting schedules we'll go for are

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ANNUAL PLAN

Updated Meeting Schedule

Career Pathways - Partnerships
Tuesday Sept 29, 2026 @ 1:00pm
Tuesday Nov 17, 2026 @ 1:00pm
Tuesday Feb 23, 2027 @ 1:00pm
Tuesday Apr 6, 2027 @ 1:00pm

Career Pathways - Pathways
Tuesday Sept 29, 2026 @ 2:00pm
Tuesday Nov 17, 2026 @ 2:00pm
Tuesday Feb 23, 2027 @ 2:00pm
Tuesday Apr 6, 2027 @ 2:00pm

Individual Academic Plan:
Wednesday Sept 30, 2026 @ 1:00pm
Wednesday Nov 18, 2026 @ 1:00pm
Wednesday Feb 24, 2027 @ 1:00pm
Wednesday Apr 7, 2027 @ 1:00pm

Adult Dual Enrollment - Student Support
Thursday Oct 1, 2026 @ 1:00pm
Thursday Nov 19, 2026 @ 1:00pm
Thursday Feb 25, 2027 @ 1:00pm
Thursday Apr 8, 2027 @ 1:00pm

Professional Development:
Wednesday Sept 30, 2026 @ 2:00pm
Wednesday Nov 18, 2026 @ 2:00pm
Wednesday Feb 24, 2027 @ 2:00pm
Wednesday Apr 7, 2027 @ 2:00pm

Adult Dual Enrollment - Transitions
Thursday Oct 1, 2026 @ 2:00pm
Thursday Nov 19, 2026 @ 2:00pm
Thursday Feb 25, 2027 @ 2:00pm
Thursday Apr 8, 2027 @ 2:00pm

ANNUAL PLAN

ELL Healthcare Pathways Grant Update

Lots of activity:

- Reports due on 9/30
  - Round 1 Year 3 Q4 - must be submitted and approved BEFORE
  - Round 1 Final - can be submitted for approval
  - Round 2 Year 2 Q4 - can be entered but not submitted until

Extension (finally) processed! New Grant Plan (and Budget) due ASAP and will prevent R2Y2Q4 submission

I will survey you briefly to determine if we need to make any changes

CHANGES

Student Support

Discussing recent changes in policy

Effective September 18, 2026, the Department of Homeland Security (DHS) is officially rescinding the Biden-era public charge regulations and replacing them with a stricter, much broader standard

Wider array of public benefits and personal factors to determine if an adjustment of status applicant is likely to depend on the government for basic needs

Any means-tested public benefits, including Medicaid, SNAP (food stamps), housing vouchers/assistance, and **financial aid for college**

12:15	10) Member Updates & Announcements SJCC: Claudia thanked members for their flexibility with the meeting location due to air conditioning issues on campus. She shared that a new identity verification requirement, VerifyID.me, is expected to take effect across California community colleges on October 1. The requirement is intended to reduce fraudulent applications and protect financial aid resources. Claudia explained that students will be encouraged to verify their identities through available verification methods, with alternative processes for students who	All	INFORMATION

	cannot complete online verification. She emphasized the importance of reassuring students about the purpose of the requirement and addressing concerns regarding their personal information. SJCC has already begun encouraging students to complete the process to identify potential barriers before implementation. Claudia also shared that counseling services continue to support noncredit and ESL students, particularly those preparing to transition into credit programs. Additional workshops and campus tours are being coordinated for October and November, with transportation available for participating adult schools. EVC: Robert shared that EVC has successfully onboarded a new part-time counselor who brings valuable experience working with adult education partnerships. He expressed appreciation to consortium partners for their continued collaboration and support. EVC is preparing to welcome approximately 40–50 students from San Jose Public Library programs for a campus visit in October. The visit will coincide with EVC's Fresh Market, which provides food resources to students and community members in partnership with Second Harvest of Silicon Valley. Robert also highlighted continued efforts to support noncredit students and recognize those completing certificate programs. SCAE: Erin introduced Alicia, the new Transition Specialist, and shared that her arrival has provided an opportunity to revisit and improve student orientation processes. SCAE has begun incorporating career exploration into ESL student orientations and is continuing its partnerships with Mission College and West Valley College. A dual enrollment counseling course with Mission College is being planned for October. Erin also shared that SCAE has restructured its Medical Assistant program, including changes to enrollment processes, program duration, and curriculum. Additionally, SCAE is working more closely with its school district to identify pathways for students transitioning from comprehensive and alternative high schools into adult education. Erin noted growing awareness of adult education opportunities within the district and shared that five district students recently attended orientation. ESAE: Jenner acknowledged staff for their work in supporting adult education programs despite ongoing staffing challenges. ESAE continues to experience difficulty hiring instructors, particularly for ESL courses, which has affected class availability. Substitute instructors have helped maintain some classes while recruitment continues. Jenner highlighted improvements to the student assessment and placement process, including expanded testing dates and efforts to make testing more accessible. ESAE is also interested in strengthening its connection with Santa Clara Adult Education regarding teacher credentialing pathways and potential recruitment opportunities. MC: Julian provided a brief update on Mission College's continuing counseling efforts and work related to the ELL Healthcare Pathway Grant. MAE: Maria shared that MAE continues to experience hiring challenges, particularly for its Transition Specialist position. An interim staffing plan is being considered to maintain student services while recruitment continues. MAE has also encountered difficulties recruiting an instructor willing to teach at correctional facilities, including Elmwood. Maria announced that MAE will host a career fair on October 15 and invited consortium members to participate or share the event with their students. MAE is also working on implementing its COAAPs and preparing additional resume workshops. Maria shared that she continues to familiarize herself with MAE's programs and services in her new role. WVC: Mark briefly highlighted the college's ongoing student support and transition efforts. He encouraged consortium members to connect with him or Transition Specialist Patty Lopez regarding opportunities for collaboration. CACE: Kira reported positive enrollment trends, particularly in ESL, although enrollment in beginning literacy courses has declined. Due to low enrollment, two off-site elementary school classes were closed. CACE has launched its Administrative Assistant program, which has been progressing well. Kira also highlighted ongoing efforts to		

	examine credit recovery data and strengthen collaboration with the high school district to better support students. CACE is now fully staffed and has welcomed Jenny Parker as its new ESL Coordinator, with a positive transition into the role. Thao added that several incoming students have tested above the ESL program's placement levels, creating an opportunity to invite them to volunteer as tutors for lower-level students. Kira also shared that Superintendent Dr. Bravo will begin volunteering on campus to support students. SVAE: Joell introduced SVAE's new Accountability Analyst, Sidney Kemp, and shared that the team is working to strengthen its use of data to better understand student engagement, attendance, and program needs. SVAE is also exploring how to support students who test at pre-high school completion levels when enrollment is insufficient to offer dedicated classes. Joell highlighted ongoing staffing challenges within career technical education programs and expressed interest in exploring consortium partnerships to expand opportunities in areas such as automotive technology and advanced manufacturing. SVAE is also interested in developing additional dual enrollment opportunities. Rick welcomed guest Angela Taylor, Director of San Mateo Adult Education. Angela introduced herself and shared that she was visiting to learn more about SBCAE's consortium structure and collaborative practices. She expressed appreciation for the strong relationships and partnerships demonstrated among consortium members and emphasized the importance of learning from other adult education consortia.		
12:25	11) Agenda Development No agenda development.	All	INFORMATION
12:30	12) Steering Committee Meeting Adjournment The meeting adjourned at 12:15 p.m.	All	ACTION
1:00 - 2:30	13) SBCAE Data Study Session (90 Minutes)	All	INFORMATION