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	Vacant	**East Side Adult Education**	Traci Williams *AE Co-Chair*	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 Jose City College	Maniphone Dickerson *CC Co-Chair*	Vacant	**West Valley College**	Mark Manrose	Eric Grabiel
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 12, 2025 · 11:00 AM - 12:30 PM

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

AGENDA

11:00	**Open Session** 1) Call to Order Traci called the meeting to order at 11:08 PM.	Traci	ACTION
11:05	2) Approval of September 12, 2025 Steering Committee Meeting Agenda Motion to approve SBCAE Steering Committee Meeting Agenda for September 12, 2025. M/S/C Brahim / Casto Approved	All	ACTION
11:10	3) Approval of August 1, 2025 Steering Committee Meeting Minutes Motion to approve minutes from August 1, 2025 SBCAE Steering Committee Meeting. M/S/C Brahim / Casto Approved.	All	ACTION
11:15	4) Public Comments No public comments.	All	INFORMATION
11:20	5) Consultation Council Report No report since the Consultation Council did not meet.	Margarita	INFORMATION

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11:25	6) Transition Specialist Co-chair Update Daya updated that over the summer TS were working on a trifold brochure designed to help students compare programs offered at the adult schools. This resource will provide students with a clear view of the available offerings across different school sites. They plan to review the brochure during the upcoming meeting on Tuesday. Additionally, next Friday, they will be hosting a TS retreat with TS staff and administrators to discuss strategies for supporting the implementation of the three-year plan. Carrie added that the TS retreat will take place at Santa Clara Adult School.	Daya	INFORMATION
11:30	7) Director Update a) Faculty Networking Group Update / Discussion b) CAEP Fiscal Accountability Update i) ELL Pathways grant update c) Member Effectiveness d) Community Connections Update i) Catholic Charities Opportunity e) Upwardly Global Opportunity f) AB 2458 Rick briefed that they are still working on how to provide access to the Steering Committee Meetings via streaming. They are testing out some solutions and working towards ensuring they have quality streams in place before the winter break. As for the upcoming TS retreat, the team has put together an excellent agenda and flow for the day. Victoria has been coordinating on immigration workshops, but it requires some additional logistical coordination from the school's end and members should expect to hear more about that soon. Rick also mentioned that he attended a Chancellor's webinar on AB 2458, which is being implemented across all colleges in the state. This law ensures that parents have access to additional support, with an emphasis on intentionality in meeting their needs. Regarding Round 1, the state asked the Consortium to update the draft for the extension. Rick is aiming to submit it by Tuesday or Wednesday next week. After that, the members will need to address any leftover funds from Round 1. For Round 2, the funding process has changed, and there's now an invoice process. Everyone should meet to align on this to ensure everyone is all on the same page. Carrie asked if the Round 1 report is due by September 30? Rick answered that it is. Carrie then wondered if for Round 2, they will report zero, since they've spent all the Round 1 funds and if the invoices they're submitting now are for Round 2? Rick said yes. Traci mentioned that they will be presenting at the CAEP summit on the Innovation fund, AB1491 Carryover compliance and SBCAE's process .	Rick	INFORMATION

	Rick shared that the originally intended Faculty Networking Group meeting date would need to be postponed, as solidifying rosters has proven to be somewhat challenging. This was due to attempting to hold the meeting much earlier in the Fall than usual, which while intended to provide more time for staff to engage in projects and networking, also meant there was much less time to secure participation. Rick continued, noting that this postponement presents an opportunity to respond to the group's feedback, specifically, by reconsidering the format and structure of the meetings. He also emphasized the importance of securing ESL faculty and aligning enrollment patterns across schools. Better coordination is needed around which courses are being offered, and more importantly, how they are guiding students through the system. He raised a concern that current placement processes particularly into non-credit courses could create unnecessary barriers for students. Giulinana asked whether ESL classes at the community colleges are open-ended or follow a more rigid schedule. Rick responded that it depends on the institution, as scheduling structures vary from school to school. Erin highlighted an opportunity to introduce a student goal-setting sheet that would help align efforts across schools and instructors. She noted that if they can clearly identify students' goals early on, the transition process to community college can become more intentional and supportive. She stressed the importance of starting at the foundational level, rather than jumping straight into transition planning. Erin continued, emphasizing that before offering any program or opportunity to students, it's essential to understand their individual goals. She noted that there appears to be significant work to do in this area and that a more structured approach to goal setting would be beneficial. Traci pointed out that this discussion ties directly into students' academic planning. A broader conversation followed around how each school is currently implementing student goal-setting practices. Giuliana shared that goal setting is integrated into their intake process, conducted as part of an interview with the student. Rick returned to the topic of Faculty Networking Group, and suggested offering the group a few meeting options by holding a couple of Zoom meetings in the fall and a few in-person sessions in early spring. He plans to reach out to participants to poll their availability, emphasizing the importance of ensuring that the necessary work gets done. Giuliana asked whether the TS team would be included in the group this year, noting that they were not part of a group last year. Rick responded that if Directors are interested in having someone from the TS team participate, or anyone else for that matter, then they are more than welcome to be included, just to please let me know so they can be included on messaging when that's ready in Mid-October.		

Rick shared that the fiscal reports for Q4 have been submitted in NOVA by all members. On a positive note, no members exceeded the 20% carryover threshold this year, so detailed justifications will not be required. However, he noted that three members have been over the 20% threshold for three consecutive years. The state is asking for more explicit data in these cases, so Rick will be reaching out to those members to get a clearer understanding of their spending. He also mentioned that the team will review NOVA to look at last year’s expenditures.

Carrie asked about the Innovation Fund that was already approved for two schools wondering when the funds would be designated or available.

Traci responded that decisions regarding the Innovation Fund will be finalized in October, following more in-depth discussions next month.

Traci also walked the group through the NOVA sheet, explaining the reported numbers and available funding.

Traci asked if there were concerns about running short on funds this year.

Mali expressed concern regarding ongoing conversations with the district about a potential relocation. The current projections for the fiscal account are not favorable, and the preliminary numbers for WIOA funding indicate a reduction.

Giuliana confirmed that her team has also received the WIOA projections, which are lower than last year’s. Additionally, she noted that the corrections funding is slightly higher, but not enough to offset the difference.

Carrie added that their district typically contributes additional funding, but this year they will not be providing that support. As a result, they are evaluating the need to cut some programs.

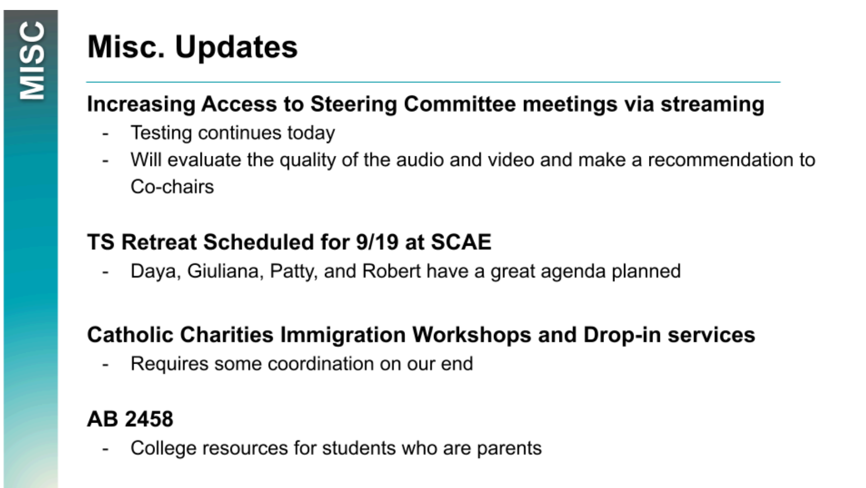
Rick reminded everyone that member Budget and Workplans are due in NOVA, and emphasized that from the CAEP standpoint, this is a key exercise in identifying how each member is allocating funding in alignment with the overall plan.

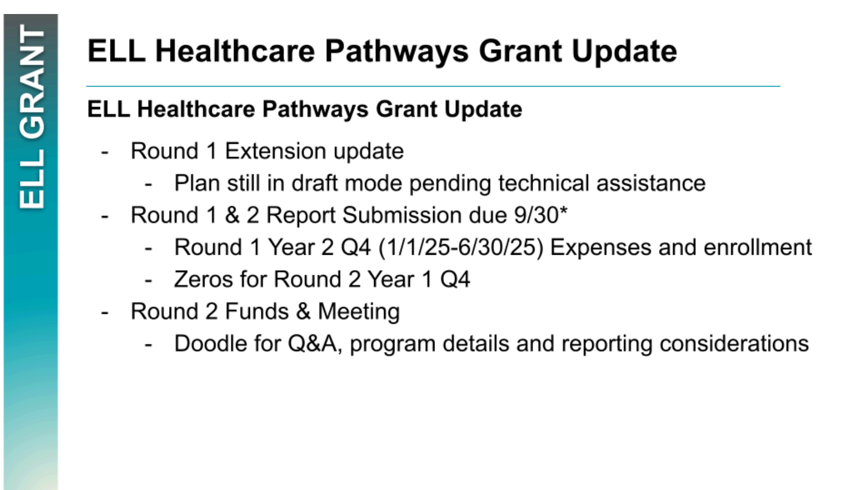
Rick shifted the conversation to discuss Upwardly Global.

Carrie explained that they have been in discussions with Kira regarding a potential contract with the consortium, which may be more efficient than establishing individual contracts with each school. She shared that Upwardly Global offers a train-the-trainer option, which requires participants to complete a training session looking to be planned for October. To move forward, they need a cohort of at least 10 to 15 participants from the consortium. Upwardly Global also requests information on how the training will be utilized. Carrie outlined two main options which are providing 1-on-1 coaching licenses that enable trained staff to work individually with students on activities such as resume writing and interview preparation, and building capacity to support students through personalized sessions. Also, incorporating Upwardly Global’s lessons or modules directly into ESL classes, with the potential to add this option later.

Traci inquired whether the 10-person minimum applies per school or for the entire consortium.

Carrie confirmed that the requirement is per school and also noted that this would be an excellent opportunity to utilize during the specified time period. She mentioned that there is some overlap with groups like Work2Future and NOVAWorks, which already serve students with professional degrees, highlighting potential areas for collaboration.





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FNG UPDATE

Faculty Networking Group Next Steps

Having the right participants is critical

- Wasn't comfortable going ahead with today without that in place
- Good progress on this front, didn't give myself enough time..

ESL

- Securing FT Faculty
- Focus on enrollment patterns / translation tools / building a structure to maximize availability

ABE/ASE

- Discover and secure key College participation to support Adult Dual Enrollment

CTE

- Pre-meeting to identify how their areas of expertise support the Pathway Activity

AWD

- Convert to PLC

FNG UPDATE

Faculty Networking Group Next Steps

Next Steps

- Leverage opportunity to meet feedback for meeting frequency and format
- Two Zoom meetings in Fall / One face-to-face in early Spring

Ensure we get the work we need done

MEMBER EFFECTIVENESS

Fiscal Reports for Q4 are in NOVA

Next steps is certification but first:

- For those members who are over 20% two years in a row a Member level corrective action plan was due in NOVA
- Must be **explicit** and it's important that we do this

NOVA Review

	MEMBER EFFECTIVENESS **Next steps for this process** **September 30th** - Q4 Expenditures Certified by Consortium (23/24 and 24/25) - Snapshot day - Our Carryover will be locked in 11:59pm - **Strongly encourage members who revised their 2024-25 Budget and Workplan to track the 'why' of those revisions somewhere** - **(IE our Spreadsheet)** - **Member effectiveness will meet in early(ish) October** - **October 24 Steering Committee is when action can be taken** PAPERWORK **Opening up 2025-26** **September 30th** - Member Budget and Work Plans for 2025-26 Due in NOVA **This is a big one** - What are you spending this year in support of the Regional Plan - What implications do last years B&W adjustments have for this year - Are you availing yourself of opportunities UPWARDLY GLOBAL **Remember Upwardly Global?** **Expanding from a referral model to site based support model** **Carrie?**		
12:15	8) Member Updates & Announcements SCAE: Carrie expressed concern about the budget, noting that the district is discussing rightsizing. However, she mentioned that the new superintendent appears supportive of	All	INFORMATION

	the adult school. Their classes are consistently full, and they have a strong team of teachers. Additionally, their preschool program started again and they are in the process of hiring a preschool teacher. SJCC: Claudia reported several changes at San Jose City College. Moni Dickerson has moved to Evergreen, where she is now serving as Vice President of Academic Affairs on an interim basis. Currently, Claudia is reporting to the Dean of Language Arts. SVAE: Mali shared budget concerns as well, indicating they may need to cut several classes next semester, including popular ones that fill quickly during registration. They plan to continue offering their AB class and are hoping to resume the medical assistant back-office EL pathway. Mali also noted that they will have three presenters at the upcoming CAEP Summit. MAE: Giuliana provided an update on the ELL healthcare cohort for Round 2, noting that enrollment numbers did not meet expectations, so they will pause the program until a new cohort can be recruited in the fall. Their ABE and ASC classes are experiencing some enrollment challenges. While the district remains supportive, there is a push towards pathways that may not align well with English learners, prompting Carl and Antonio to stay actively engaged in that process. Carl announced an upcoming job fair and shared that a flyer has been emailed. There will also be a resource fair on October 15 at the Innovation Campus in Milpitas. With the district emphasizing the Workforce Development Center, they are striving to balance representation for their students. Currently, 40 vendors have committed to participate, and outreach efforts are ongoing. EVCC: Robert mentioned that a faculty member from ESL will attend the CAEP Summit and that they have identified a faculty representative for the faculty network group. He also reported progress on the personal nursing non-credit course. Their partnership with Somos Mayfair is going well and is now in its third week of the semester. The SJPL partnership is also progressing positively. ESAE: Traci announced the launch of Saturday ESL classes at Yerba Buena High School that will add two additional sections. Collaboration with West Valley continues through the Permit to Teach program, which started on Tuesday. Their Cal Regional classes are full, and two students from the CalWORKs program will be recognized at the county level. Traci concluded by reminding the team to be mindful of all necessary information and documentation that needs to be entered into NOVA.		
12:25	9) Agenda Development	All	INFORMATION
12:30	10) Adjournment The meeting adjourned at 12:38 PM.	All	ACTION
1:00	11) SBCAE Data Study Session	All	INFORMATION