South Bay Consortium for Adult Education

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 on time • Members come prepared • Decision making is by consensus • Presume good intentions • Focus on issues, not people • Impact on students most important • One person speak at a time • All members are given opportunity to be heard

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 ilse.pollet@sbcae.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 *AE Co-Chair*	Shawn Tran
Milpitas Adult Education	Priti Johari	Giuliana Brahim	**Santa Clara Adult Education**	Carrie Casto	Christine Berdiansky
Silicon Valley Adult Education	Kiran Grewal		**Mission College**	Jackie Escajeda	vacant
San José Evergreen CCD	Kishan Vujjeni *CC Co-Chair*		**West Valley College**	Eric Grabiel	vacant
Evergreen Valley College/San Jose CC	Maniphone Dickerson	Robbie Kunkel			
Consultation Council (non-voting members)			**SBCAE Staff**		
Margarita Ortiz-Minett, Campbell Adult and Community Education			Ilse Pollet, Director	Rick Abare, Data Analyst	Brenda Flores, Data & Accountability Specialist

Phil Crawford, San Jose City College			Katie Hass, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Willard Williams, AWD Specialist
			Michelle Gonzales, Administrative Assistant		

South Bay Consortium for Adult Education

Steering Committee Meeting Agenda · March 10, 2023 · 12:30 PM - 3:30 PM

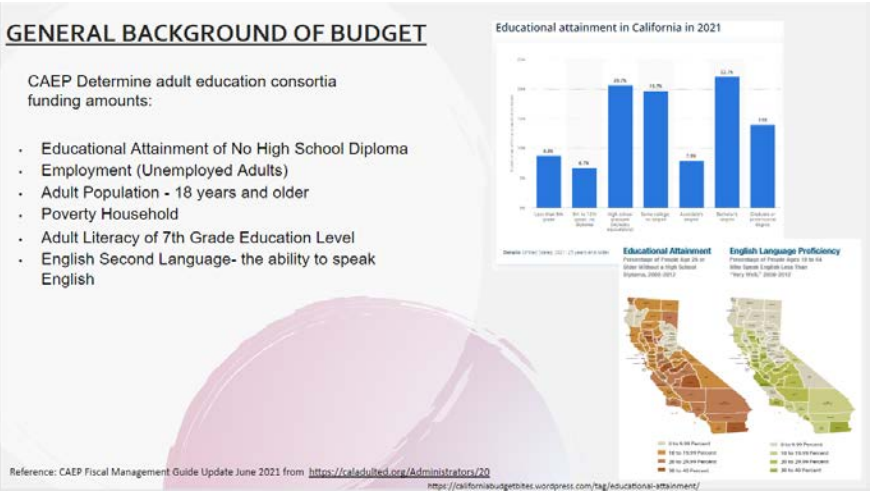
Pursuant to AB361, the meeting will be held via teleconference: **https://esuhsd.zoom.us/j/**

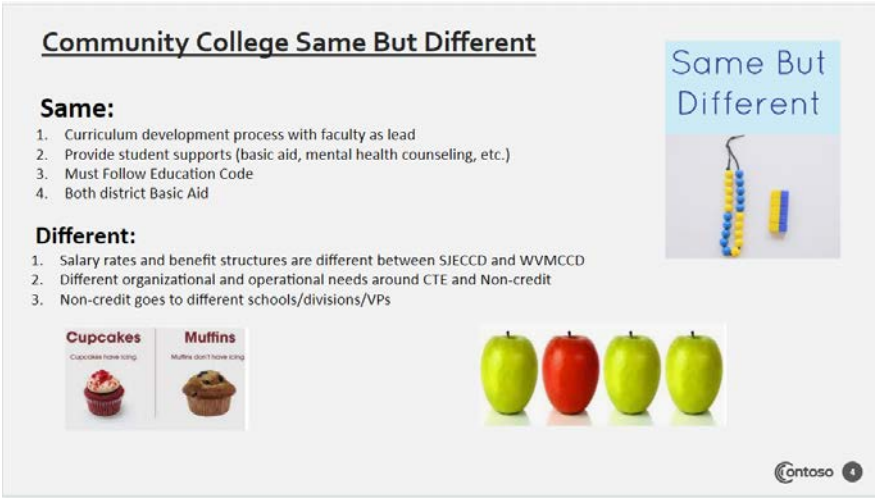
AGENDA – March 10, 2023

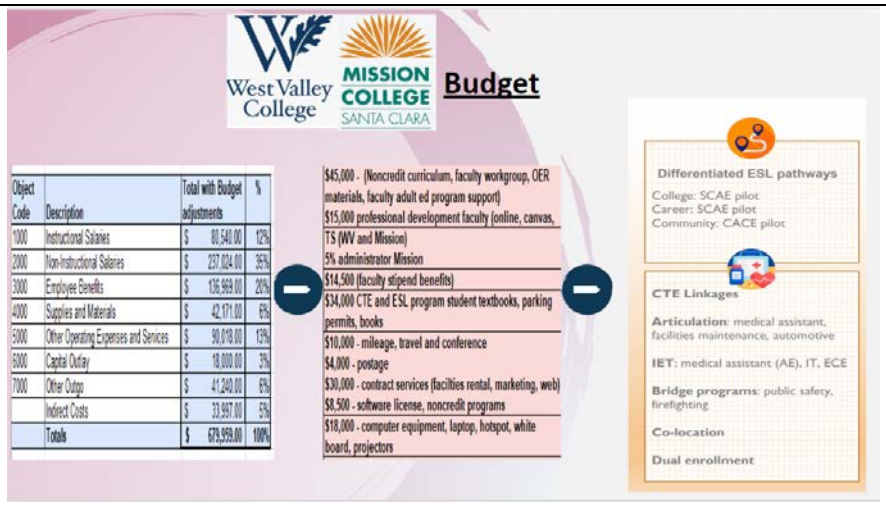
12:30	1) Call to Order Traci called the meeting to order at 12:30	Co-Chair	ACTION
12:35	2) Approval of March 10, 2023 Steering Committee Meeting Agenda To approve the March 10, 2023 Steering Committee Meeting Agenda as presented M/S/C Grabiel/Brahim unanimous	All	ACTION
12:40	3) Approval of February 10, 2023 Steering Committee Meeting Minutes To approve the February 10, 2023, Steering Committee Meeting Minutes as presented M/S/C Vujjeni/Brahim unanimous Carrie Casto (SCAE) abstained: not present at Feb 10 meeting	All	ACTION
12:45	4) Public Comments None	All	INFORMATION
1:00	5) Consultation Council Report Margarita - ● Concerns with the way CAEP was meant to be implemented in legislation and that there is not supposed to be a duplication of effort in programs. ● For instance, if Adult Education is offering lower-level ESL then the community colleges should offer the next level, etc. Students would be better served opening up more CTE programs and to make them available in the evenings and weekends. There are well-paying positions that could be obtained by students by completing these programs. ● The council would like to make sure we are following the intention of CAEP and that students' needs are being met.	Margarita, Phil	INFORMATION
1:20	6) 2023-2024 Preliminary CAEP Allocations Traci - Kishan will give a quick snapshot of where we are at this stage with next year's allocation amounts. Kishan -The memo that was released from the Chancellor's office - CAEP, showed numbers looking very positive with an 8.13 % COLA announced. With that, the consortium is now getting $1,607,709. That puts the total funding at $21,382,819. At this	Co-Chair	INFORMATION

	point, the committee is looking at these numbers and how effectively we could put them to use. There have been conversations regarding the Innovation Funds for members to apply for. We also need to include data outcomes and develop a process to institutionalize that money. Nothing is final at this point but we will have a general proposal at the next meeting in April and more feedback will be collected at that time. Approval of CFAD is due on May 2nd in NOVA. *Traci opened for questions:* Eric - Would the default proportionally give those additional allocations to all the members? Kishan - Sure, but that would be up to the group to decide. We could put that idea out to see what those outcomes would look like. Traci - Once the Member Effectiveness Committee reports out as colleges are presenting today, along with Ilse's presentation on the Innovation application and what that might look like, it would give us a couple of options to consider at our April 7th meeting. The Steering committee will be voting on the direction and how the allocation will end up. As a consortium we are getting $1.6M, if we weren't doing anything different then the answer to Eric's question would be yes. But we want to look at the bigger picture and understand everything we are dealing with so we will wait until April 7th with the information. Moni -Just for clarification, the $1.6M is COLA funds? Can we use these funds for anything else besides COLA? Moni - April 7th is a holiday at SJCC but we could still attend if the meeting is essential because of the voting. Kishan - The money comes in the form of COLA. In the past, we did top of these funds for other purposes for instance when we created consortium-wide positions. The system gives us flexibility on how to use funds. Traci - Since Moni is on holiday during the initial presentation, there will be no voting that day. Information and recording of meetings will be shared. Invited Moni to come to a co-chair or Member Effectiveness meetings to share any concerns not addressed before the next meeting. That will be the workaround during her absence.		
1:40	7) Member Effectiveness Committee Update Traci - The colleges have put together a presentation explaining their expense structure. At last month's meeting, the adult schools shared their budget results and how they are spending CAEP funds. Talked about the Innovation grant application and how to support these agencies if CAEP and federal funding if not sufficient to cover all the things we would like to do for the students.	Traci	INFORMATION/ DISCUSSION

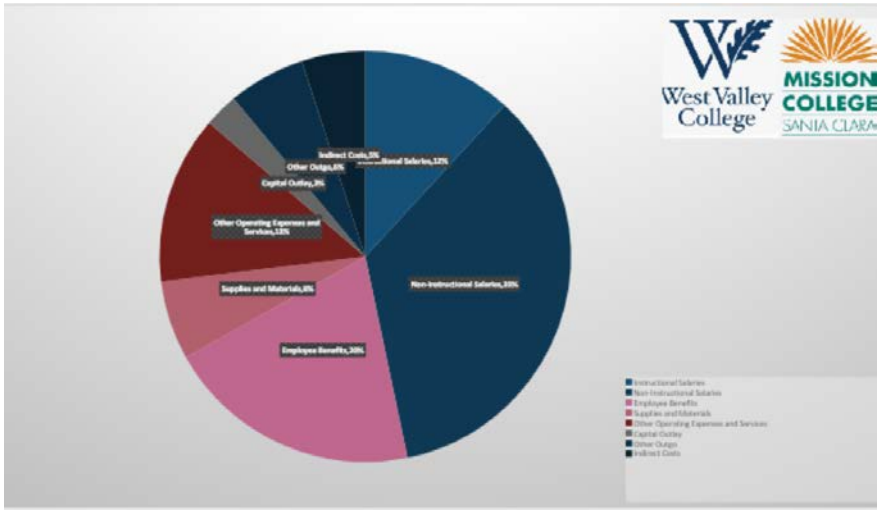
Moni/SJCC - The presentation is from the four colleges on how funds are allocated. The purpose of the presentation is to show that we are aligned with CAEP funding, transparency, and data goals.

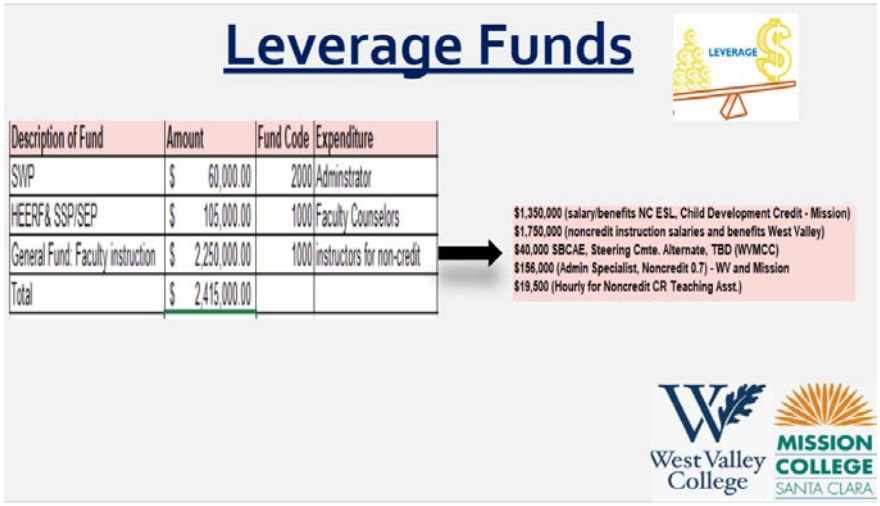




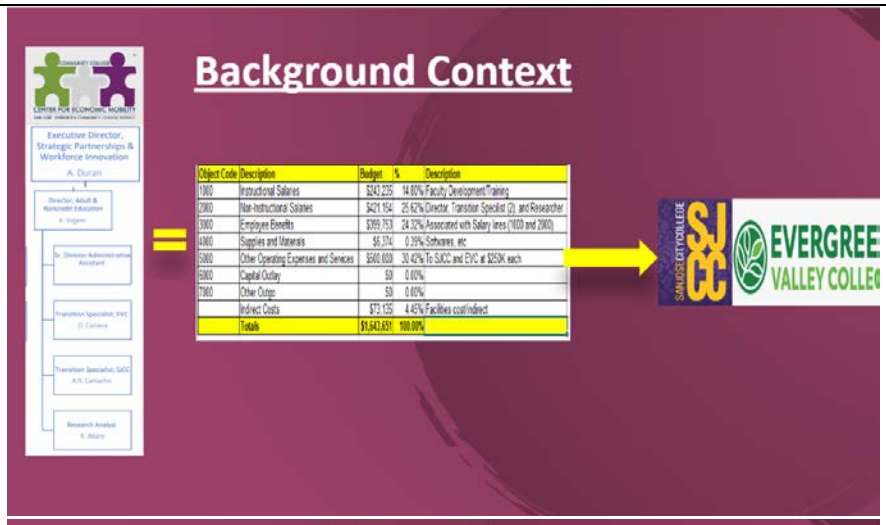


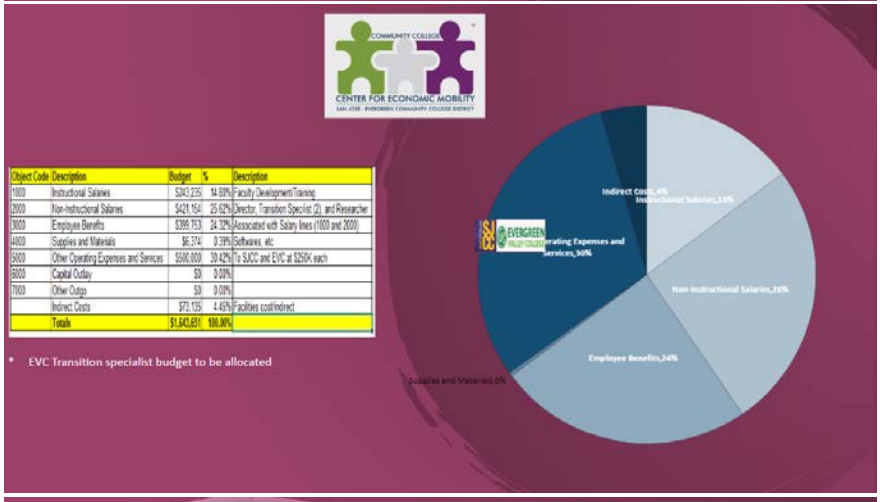
Object Code	Description	Total with Budget adjustments	%
1000	Instructional Salaries	$ 80,540.00	12%
2000	Non-Instructional Salaries	$ 237,024.00	35%
3000	Employee Benefits	$ 136,969.00	20%
4000	Supplies and Materials	$ 42,171.00	6%
5000	Other Operating Expenses and Services	$ 90,018.00	13%
6000	Capital Outlay	$ 18,000.00	3%
7000	Other Outgo	$ 41,240.00	6%
	Indirect Costs	$ 33,997.00	5%
	Totals	$ 679,959.00	100%





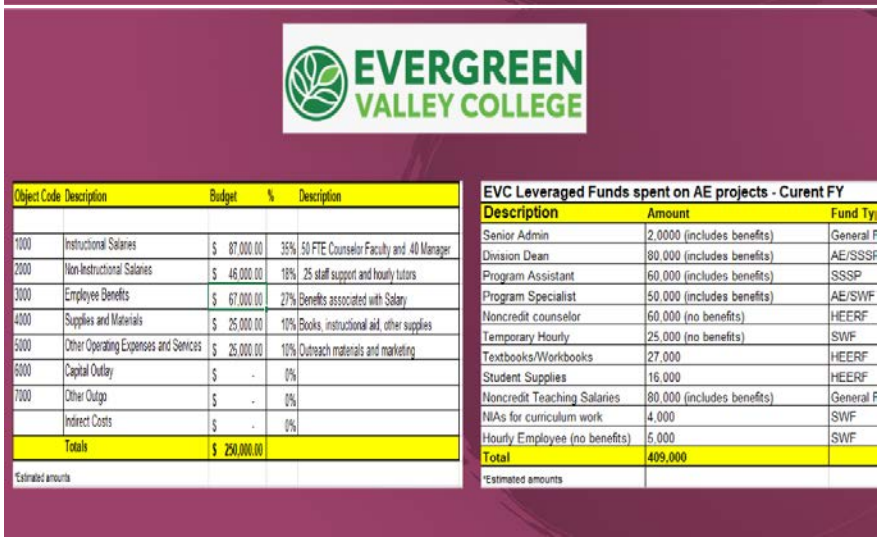
Description of Fund	Amount	Fund Code	Expenditure
SWP	$ 60,000.00	2000	Administrator
HEERF & SSP/SEP	$ 105,000.00	1000	Faculty Counselors
General Fund: Faculty instruction	$ 2,250,000.00	1000	Instructors for non-credit
Total	$ 2,415,000.00		

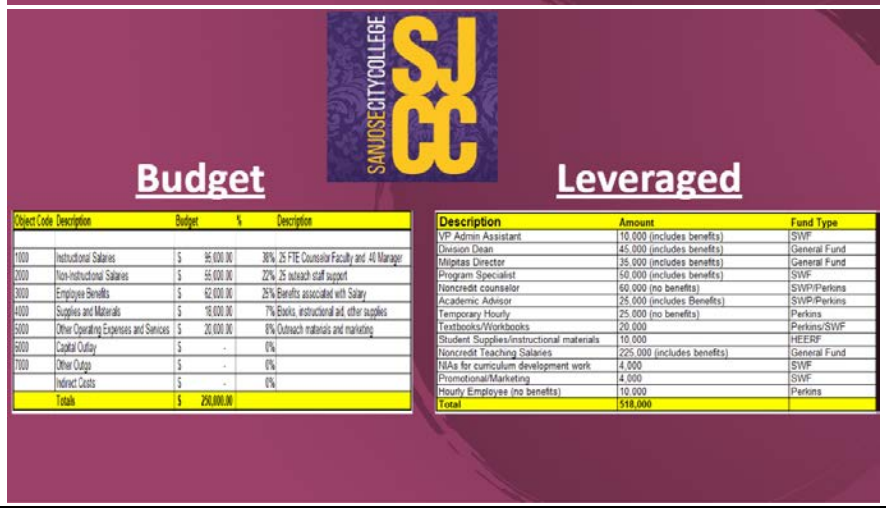

Background Context
Executive Director, Strategic Partnerships & Workforce Innovation
A. Duran
Director, Adult & Noncredit Education
K. Viggiano
Dr. Division Administrative Assistant
Transition Specialist, EVC
D. Carrera
Transition Specialist, SJCC
A.R. Camacho
Research Analyst
K. Abare
Object Code Description Budget % Description
1000 Instructional Salaries $243,235 14.80% Faculty Development/Training
2000 Non-Instructional Salaries $421,154 25.62% Director, Transition Specilist (2), and Researcher
3000 Employee Benefits $399,753 24.32% Associated with Salary lines (1000 and 2000)
4000 Supplies and Materials $6,374 0.39% Softwares, etc
5000 Other Operating Expenses and Services $560,000 30.42% To SJCC and EVC at $250K each
6000 Capital Outlay $0 0.00%
7000 Other Outgo $0 0.00%
Indirect Costs $72,135 4.45% Facilities cost/indirect
Totals $1,643,651 100.00%
SJCC
EVERGREEN VALLEY COLLEGE


COMMUNITY COLLEGES
CENTER FOR ECONOMIC MOBILITY
Object Code Description Budget % Description
1000 Instructional Salaries $243,235 14.80% Faculty Development/Training
2000 Non-Instructional Salaries $421,154 25.62% Director, Transition Specilist (2), and Researcher
3000 Employee Benefits $399,753 24.32% Associated with Salary lines (1000 and 2000)
4000 Supplies and Materials $6,374 0.39% Softwares, etc
5000 Other Operating Expenses and Services $560,000 30.42% To SJCC and EVC at $250K each
6000 Capital Outlay $0 0.00%
7000 Other Outgo $0 0.00%
Indirect Costs $72,135 4.45% Facilities cost/indirect
Totals $1,643,651 100.00%
EVC Transition specialist budget to be allocated
Indirect Costs, 4%
Instructional Salaries, 15%
Operating Expenses and Services, 34%
Non-Instructional Salaries, 26%
Employee Benefits, 24%
Supplies and Materials, 0%

South Bay Adult Education Consortium
SJCC
West Valley College
MISSION COLLEGE SANTA CLARA
EVERGREEN VALLEY COLLEGE
Presenters:
Maniphone S. Dickerson
VP, Strategic Partnership and Workforce Innovations
San Jose City College
Eric Grabiel
Director, School of Continuing Education
West Valley College
Robbie Kunkel
Dean, Business and Workforce/Library, Distance Education
Evergreen Valley College
Jackie Escajeda
Dean, Career Education
Mission College
March 10, 2023
SBCAE

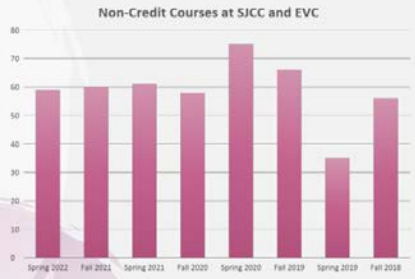
Recent Re-org
Mariphone Dickerson, Ph.D.
Vice President
Strategic Partnerships & Workforce Innovation
Kishan Vujjeni
Director, Adult & Noncredit Education
Richard Abare
Research Assistant II
Ana Camacho
Transition Specialist
Object Code Description Budget % Description
1000 Instructional Salaries $243,235 14.83% Faculty Development/Training
2000 Non-Instructional Salaries $421,154 25.62% Director, Transition Specilist (2), and Researcher
3000 Employee Benefits $399,753 24.32% Associated with Salary lines (1000 and 2000)
4000 Supplies and Materials $6,374 0.39% Softwares, etc
5000 Other Operating Expenses and Services $530,000 32.42% To SJCC and EVC at $250K each
6000 Capital Outlay $0 0.00%
7000 Other Outgo $0 0.00%
Indirect Costs $73,135 4.45% Facilities cost/indirect
Totals $1,643,651 100.00%
* EVC Transition specialist budget to be allocated
SJCC
EVERGREEN VALLEY COLLEGE


EVERGREEN VALLEY COLLEGE
Object Code Description Budget % Description
1000 Instructional Salaries $ 87,000.00 35% 50 FTE Counselor Faculty and 40 Manager
2000 Non-Instructional Salaries $ 46,000.00 18% 25 staff support and hourly tutors
3000 Employee Benefits $ 67,000.00 27% Benefits associated with Salary
4000 Supplies and Materials $ 25,000.00 10% Books, instructional aid, other supplies
5000 Other Operating Expenses and Services $ 25,000.00 10% Outreach materials and marketing
6000 Capital Outlay $ - 0%
7000 Other Outgo $ - 0%
Indirect Costs $ - 0%
Totals $ 250,000.00
*Estimated amounts
EVC Leveraged Funds spent on AE projects - Curent FY
Description Amount Fund Ty
Senior Admin 2,0000 (includes benefits) General F
Division Dean 80,000 (includes benefits) AE/SSSF
Program Assistant 60,000 (includes benefits) SSSP
Program Specialist 50,000 (includes benefits) AE/SWF
Noncredit counselor 60,000 (no benefits) HEERF
Temporary Hourly 25,000 (no benefits) SWF
Textbooks/Workbooks 27,000 HEERF
Student Supplies 16,000 HEERF
Noncredit Teaching Salaries 80,000 (includes benefits) General F
NIAs for curriculum work 4,000 SWF
Hourly Employee (no benefits) 5,000 SWF
Total 409,000
*Estimated amounts


SANJOSECITYCOLLEGE SJCC
Budget
Leveraged
Object Code Description Budget % Description
1000 Instructional Salaries $ 96,600.00 38% 25 FTE Counselor Faculty and 40 Manager
2000 Non-Instructional Salaries $ 55,600.00 22% 25 outreach staff support
3000 Employee Benefits $ 62,600.00 25% Benefits associated with Salary
4000 Supplies and Materials $ 18,600.00 7% Books, instructional aid, other supplies
5000 Other Operating Expenses and Services $ 20,600.00 8% Outreach materials and marketing
6000 Capital Outlay $ - 0%
7000 Other Outgo $ - 0%
Indirect Costs $ - 0%
Totals $ 250,000.00
Description Amount Fund Type
VP Admin Assistant 10,000 (includes benefits) SWF
Division Dean 45,000 (includes benefits) General Fund
Milpitas Director 35,000 (includes benefits) General Fund
Program Specialist 50,000 (includes benefits) SWF
Noncredit counselor 60,000 (no benefits) SWP/Perkins
Academic Advisor 25,000 (includes Benefits) SWP/Perkins
Temporary Hourly 25,000 (no benefits) Perkins
Textbooks/Workbooks 20,000 Perkins/SWF
Student Supplies/instructional materials 10,000 HEERF
Noncredit Teaching Salaries 225,000 (includes benefits) General Fund
NIAs for curriculum development work 4,000 SWF
Promotional/Marketing 4,000 SWF
Hourly Employee (no benefits) 10,000 Perkins
Total 518,000

Non-credit course by Term

Term	SJCC	EVC	Total
Spring 2022	49	10	59
Fall 2021	47	13	60
Spring 2021	49	12	61
Fall 2020	44	14	58
Spring 2020	50	25	75
Fall 2019	47	19	66
Spring 2019	31	4	35
Fall 2018	47	9	56
Total	364	106	470



EVERGREEN VALLEY COLLEGE

RECOMMENDATION

- Work collaboratively to meet the outcomes submitted to the state.
- No budget modification made for year to assess everyone alignment to outcomes
  - Budget are within "reasonable and sound judgement" to support the outcomes of regional plans for CAEP funds

RECOMMENDATION

Coming Together

- Project proposals that direct impact to increase our outcomes goals.

SAN JOSE CITY COLLEGE SJCC

West Valley College

MISSION COLLEGE SANTA CLARA

EVERGREEN VALLEY COLLEGE

SBCAE

Eric and Jackie presented West Valley/Mission Budget combined. Eric added a comment from slide 4. He has a different perspective coming from a non-basic aid community college and now at WV/Mission which is a basic aid district. WV college has consolidated all non-credit into one division. Mission and Cabrillo a lot of non-credit go through the credit departments. The different focus with the colleges and how we work with Adult Education.

Kishan - wanted to let members know that this budget included rollover from previous years

Robbie - Evergreen Valley CC - ours is a little similar and a little different. A lot of what we do is not encapsulated.

Moni - similar to our budget, we are returning to our numbers. Not just getting the courses out there but support too.

Margarita - asked for clarification regarding the Milpitas extension site.

Usha - regarding the non-credit courses offered, would these classes be offered as a bridge into credit courses?

Eric - AB705 is different; we are not supposed to offer any pre-transfer level courses. It addresses HS students who come over. Conversation with AE to offer pre-algebra.

Eric - Any non-credit class offered should be a pathway. That is the way it is supposed to be designed.

Moni - Working with ESL to be more contextualized. Partnering so students are not shuffled around. There should not be any prerequisites to non-credit courses.

Ilse - shared the Innovation Fund application information. Conversations on how members could access excess consortium-wide funds. This is a draft, inviting everyone's feedback and comments:

SBCAE Innovation Fund application

DRAFT as presented to Steering Committee, March 2023

Purpose

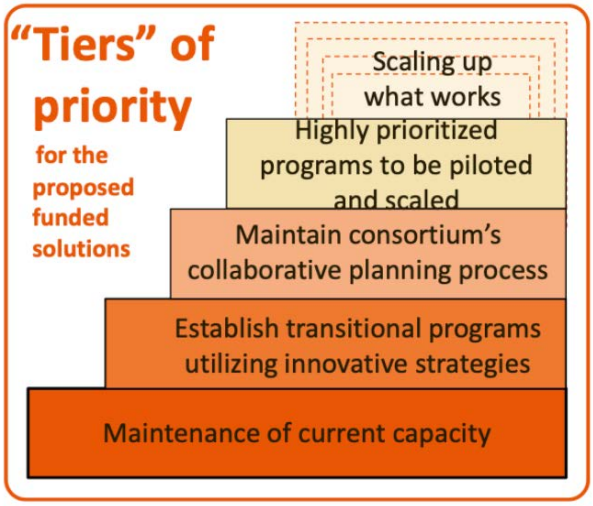
- For SBCAE member agencies to request consortium funds for innovation projects, above and beyond their base CAEP allocation.
- Projects must comply with CAEP fiscal management guidance, be aligned with the active consortium three year plan, and fall in one of these categories:
    - Program development
        - Maintenance of effort/address projected budget shortfall
        - Program expansion
        - Addition of new programs
    - Student equity & success
        - Student support services
        - Serving unmet community needs
        - Serving new populations
        - Transition services

	■ Strategies that improve student persistence ○ Capacity building ■ Attraction and retention of staff ■ Professional development ■ Credentialing ○ Innovation projects ■ Piloting new curriculum ■ Piloting new delivery methods ■ Innovative Partnerships ■ Student voice **Background** ● Consortia are allocated CAEP funds annually per the legislative budget ○ January budget ○ May revise ○ Final budget in June ● Consortia decide on member allocations annually in the CFAD process ○ Reviewed and approved by Steering Committee ○ Certified by member districts in NOVA ○ Submitted to state (early May) ● Up to 5% of total consortium allocation can be expended on consortium-wide management and initiatives. At SBCAE, this covers: ○ consortium-wide staff: director, data analyst, admin assistant, web/tech specialist, community partnership specialist, AWD specialist ○ Consortium-wide infrastructure costs: website, data (Pairin/CommunityPro) ○ Outreach & marketing (print materials etc.) ○ Professional Development Day ● From year to year, there may be additional consortium-wide funds available: ○ Unspent consortium-wide funds (ex. Open positions, hiring late, shifts in organizational infrastructure) ○ Carry-over funds (consortium-wide, from prior year) ○ COLA (provided agencies forego it, or part of it) ● Each year, consortium leadership will determine and announce the available funds **Process** ● Funds will be allocated to a member in 2 steps: ○ Trial period: one year, members set evaluation criteria ○ Permanent funding: if evaluation criteria are met and successful program implementation is demonstrated, the allocation can become permanent pending Steering Committee approval & availability of funds ● Timeline: ○ Funds will only be allocated once a year, during the CFAD process in Spring (April- May) ■ Trial period: one time district to district transfer ■ Permanent funding: CFAD allocation ○ Applications need to be submitted by March 1st of the year prior to the program year for which funding is requested. ■ Ex. if requesting funds for 2023-2024, the due date for submitting the proposal is March 1st 2023 ● Proposal evaluation		

- Initial review by Co-Chairs & Director to verify eligibility - rotating committee
- Approval by Steering Committee at formal public meeting (action item)

Guiding principles

- CAEP legislation calls for
  - Integration of services / collaboration across members
  - Accelerated pathways
  - Mechanisms to achieve this include: contextualized ESL/Basic Skills courses, bridge programs, co-location, dual enrollment, mirrored classes
- A priority for SBCAE is to provide pathways/onramps for ESL/basic skills students intoCTE (increase ESL to CTE and ABE/ASE to CTE transitions)
- Student centered: program design needs to be responsive to student needs, provide supports & remove barriers to participation where needed
- CTE programs need to be responsive to Labor Market Information, organizational capacity and student interest/need (the 'sweet spot')
- In the collaborative consortium environment, agencies are expected to inform consortium members of program development decisions
- SBCAE Tiers of priority (from original consortium Three-year Plan)



Question to consider when applying for program development funds:

1. Relevancy

Students	• Is there demonstrated student interest in this program? • How many students have expressed interest in this program? • Who is the intended audience? • Where might you recruit students from? • What kind of support might students need to persist in the program? • How will we provide students with the needed support? • How will we market the program?
For CTE programs: Labor Market & Employer Connection	• Do you have connections with employers who might hire graduates from this program? • Did you seek input from employers on curriculum / program content?

2. Program Alignment

Pathway connection	• Who else in SBCAE is offering this or a similar kind of program?
	• Where does this program fit in existing pathways?
	• Who might I partner with to connect the dots?
	• For CTE programs: Is this course a:
	  ○ Workforce preparation: programs/courses that promote general skills development relevant to the workplace (ex. Typing, digital literacy, soft skills)
	  ○ Skill builder: Offerings that advance skills related to an industry but that by themselves do not qualify a student for a specific occupation within an industry (ex. Medical terminology)
	  ○ Skill certification: Programs/courses of sufficient duration and intensity that provide skills for an individual to enter into or advance in a specific occupation and industry (ex. Medical assistant, accounting certification)

Acceleration	• Are there opportunities for acceleration such as: dual enrollment, co-location, articulation • Is there opportunity for contextualization (IET, ESL support, basic skill support, bridge program)
Entry and Exit points	• From which programs at your agency, or at other SBCAE agencies, might students transition into this program? • Which programs at your agency, or at other SBCAE agencies, might students transition into upon completion of this program?

3. Capacity

Facilities	• What kind of infrastructure is needed for this program (ex. computer lab, technical equipment, industrial kitchen, …) • Is there classroom space available for this program at the desired days/times? • Could this program be co-located at another SBCAE agency to increase equitable access or support student transitions? • Which instructional materials, including textbooks/student materials, will be needed for this program?
Faculty	• Is there a qualified instructor identified to teach this program? • If not, where might a qualified instructor be recruited from? • How can I support (potential) instructors to become qualified to teach this course?
Budget	• Does the course fall into one of the allowable CAEP program areas? • How will the course be funded? • Are there grants and/or other funding streams available that might support the objectives of this program? • Will there be a cost for students? How might this cost be off-setted?

4. Program design

Length	• How long is the program? • How many units?
Schedule	• Which days/times are most appropriate? • Might the course be offered at different times?
Delivery method	• Will the course be delivered in person, online (synchronous/asynchronous), or using a hybrid model?
Other considerations	• Can this program be offered as part of a cohort model? • Are additional instructional supports, such as TAs or tutors, desired? • Guest speakers: Student ambassadors/graduates/industry partners?

5. Marketing/outreach

Site-specific	• How will you market this program • To which audiences?
Consortium-wide	• How will this program be added to the consortium inventory (Open Doors, master course list) • How will Transition Specialists be informed about this program?

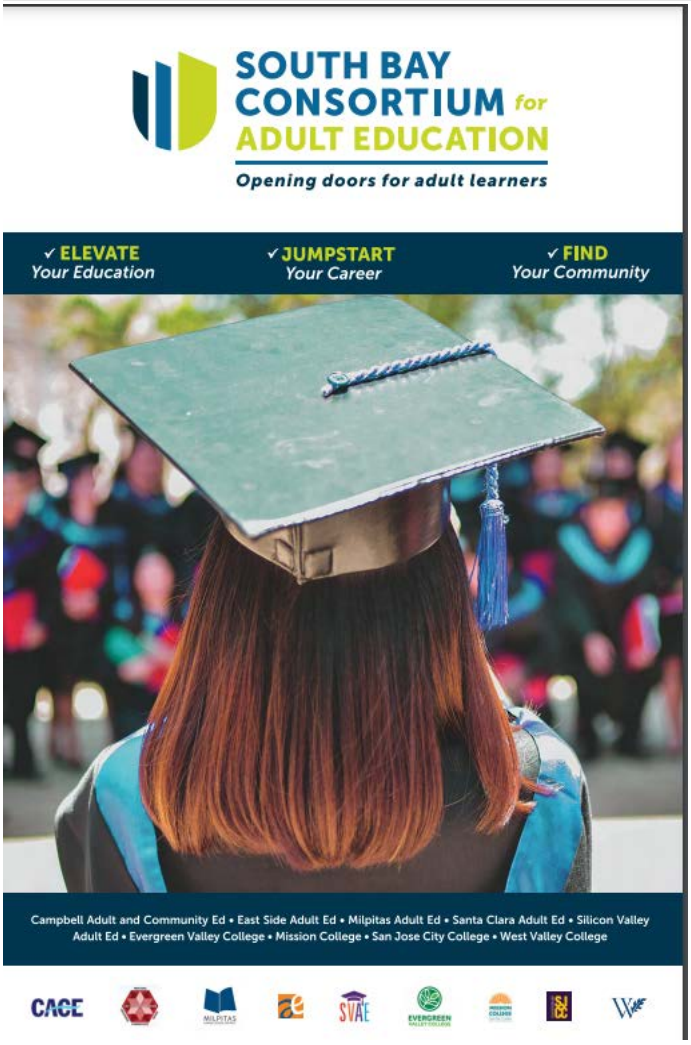
APPLICATION FORM (Google Form, under development)

- Name of School / College
- Applicant name (must be Steering Committee member)
- Email address
- Fund amount requested (is there a maximum amount?)
- What type of project are you requesting funding for?

	Check category: ● Program development ● Student equity & success ● Capacity building ● Innovation projects Provide a brief description of the project. Include: ● statement of need ● how the project aligns with the SBCAE Three Year Plan ● Simple budget How will you measure the success of the project after a one year period? (SMART goal) ***Chats:*** Eric Grabiel: Career Development College Preparation (CDCP) Four categories of Noncredit - 1) short-term vocational. 2) workforce preparation. 3) ESL. 4) Basic Skills Robbie Kunkel: Noncredit is designed to support the local community in the four categories Eric shared above. Shawn Tran (he/him/his): Thank you CC Team. Usha Narayanan: Thank you, college team! Carrie Casto: Thank you all! Maniphone (Moni) Dickerson, VP-SPWI, SJCC: Thank you all for the feedback and questions. Carrie Casto: Yes please send it out. Thanks Margarita Ortiz-Minett: CACE: Thank you Ilse for putting this together! Eric Grabiel: Thank you Ilse. I have not had time to review this document but I think the spirit and the idea of innovation funds or the ability for members to come up with ideas and collaboration that align with outcomes is a great innovation to have within our consortium. Ilse Pollet: I will send out the draft after today's meeting		
2:10	8) Partnership Updates The March 9th Consortium-wide, Community Resource Fair was a huge SUCCESS! Katie thanked everyone in the consortium for trusting her to put this together and to pilot it out. She acknowledged all the hard-working volunteers for their collective efforts. THANK YOU! The AM session had close to 400 people turn out and the PM session had approximately 350 show up. It is estimated that over 800 students and community	Katie	INFORMATION

	members were served. Katie stated the teachers were super supportive in many ways; helping people at booths and ushering them to where they needed to go. The motto for the planning of next year's event is "Go Bigger" as a larger venue will be needed with all the positive outcomes of this year's fair. She shared pictures from the fair with the members. She hopes that the committee feels this is worth investing in. Comments: Traci - Kudos to you Katie! Thanked ESAE's Transition Specialist, Sonya for supporting the event. Margarita - There were a lot of students who came on their own. Many families attended. Usha - Thank you for your dedication Katie, it's a lot of work to coordinate something like this. She also shared that a level 1 ESL student shared with her in English "More good information." Ilse - Big thank you to Katie, the planning team, Santa Clara AE, and her boyfriend Nathan who volunteered all day. It was really good to see us coming together as a consortium and presenting ourselves as one agency. ***Chats**:* Ana Camacho (she, ella): Thank you, Katie, you did a phenomenal job! So proud of your dedication and work!!!! You ROCK! Margarita Ortiz-Minett: CACE: Ditto with Ana, Thank you so much, Katie!! Ilse Pollet: Amazing job Katie & planning team!! Usha Narayanan: Wonderful to see what we can do as a collective. Excellent work! Kudos to Katie and the team Maniphone (Moni) Dickerson, VP-SPWI, SJCC: Great work, Katie. Kelle Mason: It felt so good to see it, after all the planning. Shawn Tran (he/him/his): Amazing work Katie and TS team. Thank you. Robbie Kunkel: The EVC team really enjoyed it and felt it was productive and well-organized. Thank you, Katie!		
2:30	9) SBCAE Outreach Materials Ilse announced that our consortium has a new logo and four different types of print materials. There were two separate logos, the SBCAE logo with the orange swirl and the Open Doors campaign green logo. We have now combined the two into one, consortium-wide unified logo. Ilse presented the brochures to the members.	Ilse	INFORMATION

SOUTH BAY CONSORTIUM for ADULT EDUCATION
Opening doors for adult learners
HIGH SCHOOL DIPLOMA OR EQUIVALENCY
SCAN QR CODE TO LEARN MORE
SOUTH BAY CONSORTIUM for ADULT EDUCATION
Opening doors for adult learners
CAREER TECHNICAL EDUCATION
SCAN QR CODE TO LEARN MORE
SOUTH BAY CONSORTIUM for ADULT EDUCATION
Opening doors for adult learners
ENGLISH AS A SECOND LANGUAGE
SCAN QR CODE TO LEARN MORE


SOUTH BAY CONSORTIUM for ADULT EDUCATION
Opening doors for adult learners
✓ ELEVATE Your Education
✓ JUMPSTART Your Career
✓ FIND Your Community
Campbell Adult and Community Ed • East Side Adult Ed • Milpitas Adult Ed • Santa Clara Adult Ed • Silicon Valley Adult Ed • Evergreen Valley College • Mission College • San Jose City College • West Valley College

	The materials include a consortium booklet that gives general information on our programs. There are also three trifold brochures, High School Diploma or Equivalency, Career Technical Education, and English as a Second Language. Ilse stated that she would like to develop a CTE brochure that lists all the short-term CTE and noncredit CTE courses from our Adult Ed and Community Colleges. The logo files will be sent out to all soon, please replace the old logo so we may continue to present ourselves as one consortium. Eric - likes the new brochures and states that everything is clean and crisp with the font and the photos. He also stated that the colleges in the state are moving away from the word "Technical" and using Career Education. Moni- we are moving away from the word technical being used because a survey was conducted and students don't understand what that means in education. Ilse - The marketing firm that developed the brochures was referred by Santa Clara adult ed and has also worked with Berkeley adult ed. ***Chats:*** Maniphone (Moni) Dickerson, VP-SPWI, SJCC - Can this be translated into Spanish and Vietnamese? Margarita Ortiz-Minett: CACE - This looks fantastic! Kelle Mason - I agree! It will be super helpful as a tool for students. Shawn Tran (he/him/his) - Great work! Thank you.		
2:50	10) Member Updates & Announcements a. CAEP Due Dates: • **Mar 31: 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) *** • **Mar 31: End of Q3** b. Steering Committee Meeting Location: Traci - Meetings have been virtual but now it is time to start thinking about returning to in-person. April's meeting will occur virtually, but the May meeting will be in person. The location will be TBD. ***Chats:*** Carrie Casto: SCAE is happy to host any time Ilse Pollet: Rotating locations would be great! Kishan: tech center, rotate locations c. Member Updates: Traci - The support transition pilot with the state has started with the Transition Specialist. It's an online course, it is going great. We have two in-person activities in	All	INFORMATION

	Sacramento. The important part will help us work together and help our students transition to community colleges. Eric - West Valley is having an Open House on Saturday, April 22nd from 9:30 am - 12 pm. WV will have new non-credit courses such as Real Estate, Google career IT certificate, and data analytics for the fall. He will send out the information to the members. The SVAE partnership with the pathway for assistant teachers' permits is coming along really well with the students. Kiran - SVAE is in need of an HVAC teacher. She also welcomed Joell Harrison, Workforce and Development and Grant Writer at MetroED. Jackie - Mission College is having a St Paddy's day 5k walk/run. There is a $25 entry fee. Super fun for the whole family! Guiliana - Moving to a new building that will be ready by September so offices will not be ready by the beginning of the school year. Sent our consortium a letter of support for the Milpitas Innovation campus. Yesterday started a 6-week small business course, IET model. The instructor is CTE. Very excited about it. Calaveras will be the first to move and then Milpitas AE. It will not be ready by August. Moni - Open House on Saturday, March 25th at SJCC. If you have transportation needs please reach out to her. There will be refreshments and families are welcome. No parking fee for this event. Also shared the Medical Assistant is up to 6 students at the Milpitas extension site. ***Chats:*** Ilse Pollet: 3/24 CAEP data training at SJCC coming up! https://register.caladulted.org/Home/EventDetail/603 Maniphone (Moni) Dickerson, VP-SPWI, SJCC - Thank you, everyone. Have a great weekend. Ilse Pollet: We can run the 5K wearing our SBCAE T-shirts 🙂 Guiliana - Small business 6-week course. Well attended. Leslie Tatsuta- *Thank you!* Ilse Pollet - Please also send program updates to me, Rick, and Shreyas so we can include it on our master course list & Open Doors website. Thank you!		
3:10	11) Agenda Development None	All	INFORMATION
3:30	12) Adjournment Meeting adjourns at 2:10	All	ACTION

South Bay Consortium for Adult Education

2022 – 2023 Calendar

2022

Aug. 19	Steering Committee Meeting 12:30 – 3:30
Sept. 1	20/21 and 21/22 Member Expense Report due in NOVA (Q4)
Sept. 1	July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA
~~Sept. 9~~	~~Faculty Work Group Meetings 1:00 - 4:00~~
Sept. 14	Annual Plan for 2022-23 due in NOVA
Sept. 16	Consultation Council Meeting 10:00 – 11:00
Sept. 16	Steering Committee Meeting 11:00 – 12:30
Sept. 16	Data Study Session 1:00 – 3:00
Sept. 20	Transition Specialist Meeting (2:30 - 4:30pm)
Sept. 30	20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4)
Sept. 30	End of Q1
Oct. 4	Transition Specialist Meeting (PD) 2:30 -4:30
Oct. 14	Steering Committee Meeting 12:30 – 3:30
Oct. 18	Transition Specialist Meeting 2:30 - 4:30
Oct. 30	22/23 Member Program Year Budget and Work Plan due in NOVA
Oct. 31	Student data due in TOPSPro (Q1)
Oct. 31	Employment and Earnings Follow-up Survey
Nov. 1	Transition Specialist Meeting (PD) 2:30 – 4:30
Nov. 4	Faculty Work Group Meetings 1:00 – 4:00
Nov. 15	Transition Specialist Meeting 2:30 – 4:30
Nov. 18	Consultation Council Meeting 10:00 – 11:00
Nov. 18	Steering Committee Meeting 11:00- 12:30
Nov. 18	Data Study Session 1:00- 3:00
Nov. 30	22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA
Dec. 1	July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
Dec. 1	20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
Dec. 9	Steering Committee Meeting 12:30 – 3:30
Dec. 13	Transition Specialist Meeting 2:30 - 4:30
Dec. 31	20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1)
Dec. 31	End of Q2

2023

Jan. 17	Transition Specialist Meeting 2:30 – 4:30
Jan. 19	Community Connections 1:00 - 2:30
Jan. 20	Steering Committee Meeting 12:30 – 3:30
Feb. 2	Data Community of Practice 2:30pm - 3:30pm
Feb. 3	Faculty Work Group Meetings 1:00- 4:00
Feb. 10	Consultation Council Meeting 10-11
Feb. 10	Steering Committee Meeting 11 – 12:30
Feb. 10	Data Study Session 1:00- 3:00
Feb. 14	Transition Specialist Meeting 2:30 – 4:30
Feb. 16	Community Connections 1:00 - 2:30
Feb. 28	Preliminary allocations for 2022-23 and 2023-24 released by this date
Mar 1	20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)*
~~March 3~~	~~Professional Development Day 9 - 3~~
~~March 7~~	~~Transition Specialist Meeting (PD) 2:30 - 4:30~~
March 9	Community Resource Fair 10:30 am – 1:30 pm and 5:00 pm – 8:30 pm
March 10	Steering Committee Meeting 12:30 – 3:30
March 16	Community Connections 1:00 - 2:30
March 21	Transition Specialist Meeting 2:30 – 4:30
Mar 31	20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) *
Mar 31	End of Q3
April 7	Steering Committee Meeting 12:30 – 3:30
April 18	Transition Specialist Meeting 2:30 – 4:30
April 20	Community Connections 1:00 - 2:30
April 27	Data Community of Practice 2:30 - 3:30
April 28	Steering Committee Meeting 12:30 – 3:30
Apr 30	Student Data due in TOPSPro (Q3)
Apr 30	Employment and Earnings Follow-up Survey
May 2	CFAD for 2023-24 due in NOVA *
May 5	Faculty Work Group Meetings 1:00- 4:00

May 16	Transition Specialist Meeting 2:30 – 4:30
May 18	Community Connections 1:00 - 2:30
May 19	Data Study Session 1-3
May 19	Consultation Council Meeting 10:00-11:00
May 19	Steering Committee Meeting 11 – 12:30
June 1	21/22 and 22/23 Member Expense Report due in NOVA (Q3)
Jun 30	21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) *
Jun 30	End of Q4
Jul 15	Student Data due in TOPSPro (Q4) FINAL
Aug 1	Student Data due in TOPSPro (Q4) FINAL
Aug 15	Annual Plan for 2023-24 due in NOVA *