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	Patricia Pottorff-Croghan	**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

South Bay Consortium for Adult Education

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

Steering Committee Meeting Agenda · December 9, 2022 · 12:30 PM - 3:30 PM

Pursuant to AB361, the meeting will be held via teleconference: https://cuhsd.zoom.us/j/97530934493

AGENDA – December 9, 2022

12:30	1) Call to Order Kishan Vujjeni called the meeting to order at 12:37 PM	Co-Chair	ACTION
12:32	2) Approval of December 9, 2022 Meeting Agenda To approve Dec 9 meeting agenda, with the exclusion of item 7, postponed to the January 2023 meeting M/S/C: Brahim/Narayanan Narayanan: yes Brahim: yes Vujjeni: yes Tran: yes Grabiel: yes	All	ACTION
12:35	3) Approval of November 18, 2022 Steering Committee Meeting Minutes To approve the Nov 18th meeting minutes as presented M Brahim/no second item deferred to next meeting	All	ACTION
12:40	4) Public Comments none	All	INFORMATION
12:45	5) Consultation Council Report ● Margarita inquired about how to ensure items brought up by the Consultation Council are added to the Steering Committee Agenda. Kishan clarified that items can be added during the agenda development item at the end of each Steering Committee meeting. ● Margarita asked for clarification re: the purpose of CAEP funding. CAEP funds are meant for K-12 adult education, what is acceptable use of CAEP funds by colleges? How do we ensure funds are used for what they are supposed to be used for? ● Frequency of meetings: increase consultation council meetings to monthly meetings? Can we make this an action item at a future meeting so Council meetings can be aligned with the schedule of Steering Committee meetings.	Margarita, Phil	INFORMATION

12:55	6) CACE Facility Needs	Usha	ACTION
	Capital expenditure needed to meet the demand and address the capacity gap created by the pandemic.		
	Usha Narayanan shared a presentation regarding challenges at CACE due to facility limitations and presented a proposal to the Steering Committee on how to address CACE's facility needs.		
	Prior to COVID, CACE relied heavily on community sites to grow classes and mitigate transportation issues faced by students. There were 10 community site classrooms prior to COVID.		
	Post pandemic,, community site classrooms were lost. Post testing at 30% as of march 2021, not sufficient to meet performance standards. CACE had to make drastic changes to student testing procedures to bring it back up to 40%. This year transitioned almost all classes back to in person + some independent study for ESL. Happy to announce we can start operating at Castlemont site again.		

	Current Status
	
	Lack of classroom space affects
	    programing (more ESL students were served previously)
	    the intake process
	    other presentations and activities; Student Council Meetings
	    opening new classes or programs based on need (L1, L4)
	    Some classrooms have ongoing issues that might make them non-operational
	Other facility needs that have festered over the years such as
	    no vending machines for students (no snack or refreshments at either site)
	    no shade or space for students during break time or to wait for rides (no hallways to protect from the weather)
	
	Currently at about 65-70 % of where we were with ESL capacity, waiting lists and staggered schedules for intake. Cannot do presentations or activities. Long wait lists at level 1 and 4, would like to be able to open new classes to cover that. Some classrooms have ongoing issues that might make them not operational. Appreciation for CUHSD for meeting needs as they are able.
	
	Proposed Facilities Upgrades
	
	One Portable at Blackford $450,500
	One Portable at Del Mar $450,500
	Upgrade student spaces and add vending machines etc. ~ $300,000
	    Blackford: add two vending machines; cover patio area; paved area in the front
	    Del Mar: add two vending machines; create paved areas and shade
	
	Slide 4: coming to you with a proposal which I hope you will approve, we have the funding, out of CACE's CAEP allocation, to do this. Total cost around $1.2M, see slide detail. Want to offer a school that offers at least a minimum of comfort and security for students.
	
	For CACE to use 1.2 M $ of their CAEP allocation to meet facilities needs as presented.
	
	M/S/C: Williams/Brahim
	
	Brahim: yes
	Grewal: yes
	Vujjeni: yes
	Williams: yes
	Grabiel: yes
	Narayanan: recused
	
	Usha thanked the committee and anticipates that the project will start in the spring and continue through next program year.		

1:10	7) Credential Program Update *Update on the development of an adult education credential program within the South Bay Consortium for Adult Education.*	Christine, Robbie	INFORMATION

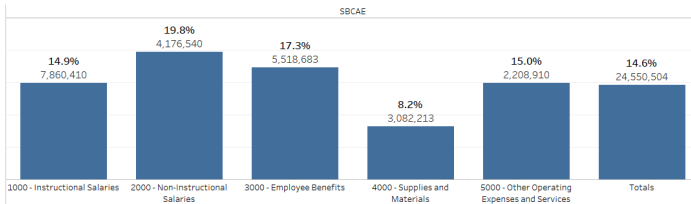|			
	Deferred to next meeting.		

1:25	8) ESL Pathway Project Update
	
	Progress report on the differentiated ESL pathways project.
	
	Ilse provided an update on the differentiated ESL pathway project.
	
	### Differentiated ESL Pathways Project
	
	• **Strategy:**
	In order to accelerate students' achievement of their goals, SBCAE will pilot developing and offering differentiated ESL pathways that prepare English Learners for college, career or community related outcomes. Starting at the
	intermediate levels , students will have the option to select a college, career or community ESL track.
	
	• **Year 1 Outcomes:**
	By the end of June, 2023, an initial design for differentiated ESL pathways will be presented to the SBCAE Steering Committee.
	
	• **Team**:
	Carrie, Christine, Leslie, Usha, Ilse
	
	### Progress
	
	• Reviewed ESL alignment chart & subway map
	  ○ It's complicated!
	
	• Identified where ESL differentiation is happening now
	  ○ ESL for College, the Workplace, Citizenship # levels
	  ○ IET/contextualized ESL at # levels, not always clear connection to pathway
	  ○ Immigrant Integration & Career Exploration integrated in adult school ESL through EL Civics
	
	• Considerations for differentiated ESL tracks
	  ○ Capacity and scale
	  ○ Integrated v specialized
	  ○ Acceleration v going deep
	
	### Career Exploration: options
	
	• EL Civics: COAAP 14 Identify educational opportunities and research education/training required to achieve a career goal.
	
	• Career Choices and Changes curriculum
	
	• Format: Summer Program and/or Workshops
		Ilse	INFORMATION

1:40	9) Q1 Budget Report *Summary of Q1 data entered in NOVA by members.* Kishan Vujjeni thanked everyone for submitting their budget in NOVA and for complying to CAEP deadlines. He presented a summary of Q1 data to the committee:	Co-Chairs	INFORMATION, DISCUSSION

Percent of Project Budget Expended through Q1 by Object Code
Total 2022-23 Project Budget by Object Code

	1000 - Instructional Salaries	2000 - Non-Instructional Salaries	3000 - Employee Benefits	4000 - Supplies and Materials	5000 - Other Operating Expenses and Services	6000 - Capital Outlay	7000 - Other Outgoing	Totals
CACE	16.5% 1,904,287	18.1% 721,893	17.7% 1,296,294	37.6% 454,852	4.4% 591,146	0.0% 492,835	0.0% 248,423	15.2% 5,709,730
ESAE	12.5% 3,263,213	18.9% 1,521,323	16.6% 2,028,949	3.6% 1,762,127	43.0% 455,063	0	0	14.3% 9,385,883
MAE	17.3% 478,245	28.3% 111,006	16.2% 284,855	3.2% 2,187	37.8% 3,155	0	0	18.4% 923,420
SCAE	14.3% 968,534	22.5% 498,209	18.4% 524,102	2.8% 460,036	12.8% 176,570	0	0	14.1% 2,713,189
SJECCD	26.6% 243,235	19.9% 456,543	18.4% 399,753	0.0% 6,374	0.0% 464,611	0	0	13.9% 1,643,651
SVAE	16.1% 982,356	18.0% 630,542	16.8% 862,261	1.2% 388,466	17.6% 480,847	0	0	14.5% 3,494,672
WVMCCD	35.3% 20,540	25.3% 237,024	23.6% 122,469	16.9% 8,171	0.0% 37,518	0	0.0% 254,237	14.3% 679,959

Percentage of Q1 Funds Spent - Indirect

	Indirect Costs
CACE	0.00%
ESAE	3.58%
MAE	4.60%
SCAE	0.00%
SJECCD	0.00%
SVAE	0.00%
WVMCCD	0.00%

SBCAE Aggregated

SBCAE
- 1000 - Instructional Salaries: 14.9% 7,860,410
- 2000 - Non-Instructional Salaries: 19.8% 4,176,540
- 3000 - Employee Benefits: 17.3% 5,518,683
- 4000 - Supplies and Materials: 8.2% 3,082,213
- 5000 - Other Operating Expenses and Services: 15.0% 2,208,910
- Totals: 14.6% 24,550,504

Please note:
- Members are to keep track of carry-over, capped at 20%.
- Some consortium-wide funds are included in the data, funds are held at SJECCD, CACE, ESAE and SCAE

Usha clarified that CUHSD does charge 5% indirect. Their practice is to charge at the end of the year so it is not reflected in the Q1 data presented here.

Phil asked for clarification regarding allowable spending on administrative salaries. He believes too little is spent on instruction at the colleges, favoring spending on administrative and classified salaries. He requests to delve into this at the member effectiveness committee.

Kishan Vujjeni explained that the State is clear on what we can and cannot spend money on. Indirect is one part of it (up to 5%, or lower based on district negotiated rates). The second part is consortium wide expenses (up to 5% of total allocation).

2:00	10) Member Updates & Announcements
	
	   a. CAEP Due Dates:
	      ● **Dec 31:** 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) *
	      ● **Dec 31:** End of Q2
	   b. Professional Development Day: March 3, 2023
	   c. Resource Fair: March 9, 2023
	   d. Member Updates
	
	- ESAE: next Friday 12/16: Holiday Gathering, please join us at the Pruneyard at 3pm. Communication will come from Christine. Informal get together, not consortium sponsored. EASE wrapping up the semester, looking forward to holiday break. Working on WIOA and FPM review. Digital leadership academy visit and PD coming up.
		All	INFORMATION

- SVAE (Kiran): WIOA and WASC in progress. Please help us promote CTE classes, send students towards us for those classes you do not offer. Introduce Lars (assistant principal at SVAE). Reiterated need to cross-promote CTE programs. Principal position is vacant at SVAE currently. Waitlists for ESL.
- EVC (Robbie): room in ESL classes, starting at high beginning. Implemented self-assessment process for ESL. High need for ESL in our community - do we need to change how we are offering ESL as a consortium? Expand capacity, anyone able to offer ESL at any level. 90,000 people need ESL, we are not really in competition with each other. We can work together to change perceptions about adult school and college, democratize access to ESL. / Working with SCAE to begin noncredit adult education teacher prep pathway. SCAE is applying to from accredited pathway, EVC will be doing curriculum piece. New (free) option for credential applicants. Feb timeline for application, curriculum approval by spring semester so we can start in summer / working with ESAE on tutoring for GED/HSD students / spring semester: career counseling pilot (series of workshops, rigorous assessments)
- WVC (Eric): 1) pathway to permit in spring (CA teaching assistant permit + CA associate teacher permit), partnership with SVAE and work2future. There's room for 9-12 more students. Will follow up with more information. Easy sign up form. 2) finished 1st small business incubator program, open to all budding entrepreneurs. Partnership with ESO Ventures. Next cohort starts March 1st. Includes individual coaching sessions + access to low interest loans.
- MAE (Giuliana): challenging week, many teachers out with COVID, substitute shortages. Students attending classes consistently. bi-weekly intake. Group of teachers completed CALPRO immigrant integration training. Moving to new building in July.
- CACE (Usha): dealing with intake, high demand. FPM coming up, writing WIOA grant. Opening new microsoft office class in the evening. Please help promote.
- Robbie: EVC partnering with work2future on advanced manufacturing pathway, starting cohort in January, recruiting now. Will send invitations. Looking for students who are un- or underemployed, or finishing HSD/HSE program.

	Accelerated training, 11 weeks, at Flex Interconnect Technologies (employer site). Paid training. - David Grant: are other sites experiencing issues with no HiSet testing vendor? Giuliana: very challenging, Traci: unsure, Margarita: issues with repeat charging & scores. SVAE: challenging for us as well, unresponsive vendor		
2:25	11) Agenda Development ● Frequency of consultation council meetings (requested by Consultation Council) ● Budget report on consortium-wide expenses (requested by Consultation Council)	All	INFORMATION
3:30	12) Adjournment Adjourned a 2:37 PM	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. 20	Steering Committee Meeting 12:30 – 3:30
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
March 3	Professional Development Day 9 - 3
March 7	Transition Specialist Meeting (PD) 2:30 – 4:30
March 10	Steering Committee Meeting 12:30 – 3:30
March 21	Transition Specialist Meeting 2:30 – 4:30
April 7	Steering Committee Meeting 12:30 – 3:30

April 18	Transition Specialist Meeting 2:30 – 4:30
April 28	Steering Committee Meeting 12:30 – 3:30
May 5	Faculty Work Group Meetings 1:00- 4:00
May 16	Transition Specialist Meeting 2:30 – 4:30
May 19	Consultation Council Meeting 10:00- 11:00
May 19	Steering Committee Meeting 11 – 12:30
May 19	Data Study Session 1-3
June 9	Steering Committee Meeting 12:30 – 3:30