

Steering Committee Meetings

Purpose: SBCEA 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. SBCEA 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 SBCEA Steering Committee, please contact ilse.pollet@sbcae.org. Notification 72 hours prior to the meeting will enable the Consortium to make reasonable arrangements to ensure accommodation and accessibility to this meeting.

Roster:

SBCAE District	Member	Alternate	SBCAE District	Member	Alternate
Campbell Adult & Community Education	Usha Narayanan	Leslie Johnson-Tatsuta	East Side Adult Education	Traci Williams <i>AE Co-Chair</i>	Shawn Tran
Milpitas Adult Education	Priti Johari	Giuliana Brahim	Santa Clara Adult Education	Carrie Casto	Christine Berdiansky
Silicon Valley Adult Education	Kiran Grewal	Patricia Pottorff-Croghan	Mission College	Jackie Escajeda	vacant
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley College	Eric Grabiell	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
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Steering Committee Meeting Agenda · November 18, 2022 · 11:00 AM - 12:30 PM

Pursuant to AB361, the meeting will be held via teleconference:

AGENDA – November 18, 2022

11:00	<p>1) Call to Order</p> <p>Traci Williams called the meeting to order at 11:02 AM.</p>	Co-Chair	ACTION
11:02	<p>2) Approval of November 18, 2022 Meeting Agenda</p> <p>To adopt the November 18, 2022 meeting agenda as presented</p> <p>M/S/C: Brahim/Escajeda</p> <p>unanimously</p>	All	ACTION
11:05	<p>3) Approval of October 14, 2022 Steering Committee Meeting Minutes</p> <p>To approve the October 14, 2022 Steering Committee Meeting Minutes as presented</p> <p>M/S/C: Vujjeni/Brahim</p> <p>Johnson-Tatsuta (CACE) abstained: not present at Oct 14 meeting</p>	All	ACTION
11:10	<p>4) Public Comments</p> <p>none</p>	All	INFORMATION
11:15	<p>5) Consultation Council Report</p> <p>Margarita Ortiz-Minett reported out on the Consultation Council meeting earlier in the day:</p> <ul style="list-style-type: none"> The Council has a question regarding positions moved to CACE and ESAE in the prior year. Was funding moved with the positions to schools when they moved from SJECCD or did adult schools cover all or part of these positions? SJECCD received funding initially to 'run' the consortium. What is happening to this money now that positions are moved to adult schools? The Consultation Council would prefer that CAEP funds at Community Colleges are used for services/programs for students. They really like the model at WVMCCD where for credit classes are offered to adult school students. Rather than offering non-credit bridge to auto/medical (this is not a true pathway class because it doesn't get them into the credit program). Classes offered at adult ed centers are more student centered. Need to have pathways from adult ed to community college and get students on a path to college. ECE classes example: really successful, the classes fill up. The amount of money WVMCCD gets barely covers Transition 	Margarita, Phil	INFORMATION

	<p>Specialists, yet they still make a lot of program development happen.</p> <ul style="list-style-type: none"> ● Frequency of meetings. It's hard to cover everything in quarterly meetings, while Steering Committee meetings are monthly. Can we increase the frequency so we can have more legitimate input into Steering Committee meetings? ● Now that the Steering Committee no longer operates as a consensus model, can the Consultation Council have a vote and thus a true voice? ● Oversight committee/AB1492 overage (member effectiveness): can attendance be rotated between Phil and Margarita? ● Are we following the 5% rule: not spend more than 5% on administrative costs? Adult schools have to present their budget to school boards. Want to have access to a detailed budget from WVMCCD and SJECCD (CAEP funds). Phil: concern about SJECCD spending of CAEP funds. Three budgets: SJCC, EVC and SJECCD. Would like to get access to those. <p>Steering Committee response:</p> <ul style="list-style-type: none"> ● Traci. Budget: leads us into item 6 on the agenda. For ESAE when we were allocated funds for web/tech, the position was fully covered. Admin position: allocated funds for part time position (50K), that was not the full amount of Shana's salary at SJECCD. There is a balance still at SJECCD. ESAE fully funded Brenda's (data team) position. CACE absorbed the cost for the Director position and community partnership positions. Goal was to cover full salary, but shortages after benefit packages increased at CUHSD. There may be some shortages. <p>Member effectiveness committee is looking into the budget at the colleges. Consultation Council has a seat on the committee, it's ok for members to rotate.</p> <ul style="list-style-type: none"> ● Moni. Point of clarification: there are three allocations: EVC, SJCC, SJECCD. Want to clarify for member effectiveness committee, in the grant the 5% administrative fee doesn't mean that you cannot use funds to support programs. 5% is really the overhead cost. During covid we used funds to get laptops for students. Also covered a counselor. I offer to present to the Steering Committee and Consultation Council about how CAEP funds are used. Some expenses are not seen by the Consultation Council. <p>At Margarita's request, Moni confirmed that CAEP funds were used at SJECCD to buy laptops for students. Together with other funds.</p> <ul style="list-style-type: none"> ● Kishan: point of order: this is a report, not discussion. Can agendaize items for later date. TW: wanted to answer the question re: funds to cover positions. We will talk about budget more in item 6. ● Frequency of Consultation Council meetings is at your discretion. The Charter only stipulates that chairs will meet 		
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	<p>quarterly with consortium leadership. What needs to be discussed is how Consultation Council members are compensated, i.e. at agency level. Meetings may have been scaled back due to low attendance.</p> <ul style="list-style-type: none"> ● Phil: have good quality membership now, but too little time to cover all items on the agenda. ● Kishan: Steering Committee agenda goes out 3 days in advance. Meet and confer needs to happen prior to that. ● Margarita: intend is to discuss what is on the agenda, not add items to the agenda. ● Traci: you do have a voice, whether you have voting power or not. We hear you, thank you for sharing your concerns. ● David Grant: charter language states that items brought up by consultation council will be brought up as future agenda items. How do we make sure it happens? ● Kishan: whatever you raise goes to the SBCEA leadership group meeting, that's where we discuss, propose solutions or add to agenda. ● Traci: we will make every effort to honor charter language 		
11:25	<p>6) SJECCD update: CEM Restructuring/Consortium Implications <i>Update on upcoming restructuring of the Center for Economic Mobility at SJECCD. Discussion of consortium budget implications.</i></p> <p>Traci informed the Steering Committee that recent CEM restructuring has implications for the consortium budget. When SBCEA started, SJECCD took the role of overseeing consortium-wide functions and contracts like immigrant integration, sparkpoint, consortium administrative assistant. Since then, positions have been scattered across members. Some funds have moved with those positions.</p> <p>CEM positions are being moved into the colleges. The Member Effectiveness Committee is looking into current allocation of SJECCD v WVMCCD. We need to unpack what it all means and ensure equity so that both colleges receive their fair share of the allocations. Consortium funds held at SJECCD need to be redistributed.</p> <p>Kishan: SJECCD Administration made the decision that it's best for the CEM unit to be at the colleges (closer to students). Today is the last day before we move to colleges. KV will be reporting to Moni from Monday onwards. Sparkpoint moving to EVC. There are ongoing district conversations about the role of CEM. KV thinks it's good to be closer to students, including TS and Rick. Can bring bridges and linkages to the next level.</p> <p>Moni: happy to have consortium positions at SJCC. On behalf of the district and chancellor, we already aligned to the strategic plan of the college, supporting the needs of the consortium. Longterm goal of strategic partnership between college and consortium. Kishan's team is an asset to what we are doing at SJCC.</p> <p>Traci: as we dig deeper to align the budget, we need to prepare for CFAD. Moni reiterated offer to present on budget to the consortium.</p>	Co-Chairs	INFORMATION

	Traci: we all need to do some self-reflection on our spending and make sure we are in alignment with 3YP and state mandates. Going forward we will have member budget reports so we can hold each other accountable. Opportunity to be more efficient.		
11:40	<p>7) Navigation Project Updates <i>Presentation and discussion of draft sector specific template and health programs inventory.</i></p> <p>Ilse presented a first draft of a sector specific program inventory for the health sector. The committee agreed this is a good way to present the information and would like to see this template applied to other sectors. These inventories can help inform program development and student advising. A different format is desired for student facing communication.</p>	Ilse	DISCUSSION
12:10	<p>8) Member Updates & Announcements</p> <p>a. CAEP Due Dates:</p> <ul style="list-style-type: none"> ● Nov 30: 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA * (Extended for 2022) ● Dec 1: July 1, 2021 to June 30, 2022 Program Area Report (Instructional Hours and Expenses by Program Area; actuals) in NOVA and Certified by Consortium* ● Dec 1: 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1) ● Dec 31: 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) * ● Dec 31: End of Q2 <p>b. My Professional Journey (CPS) training: Tableau licenses & reports - date TBD</p> <p>c. Regional CAEP trainings:</p> <ul style="list-style-type: none"> ● “Adult Education: A Gateway to College and Living Wage Employment”, Santa Rosa, Dec 2, 2022 ● “Using Data to Explore and Improve Equity and Impact in Adult Education” hosted at SJCC – spring 2023, date TBD <p>d. Member Updates</p> <ul style="list-style-type: none"> - CACE: continue to have a lot of interest in our classes. Limited space. Hiring people in long vacant positions and have found great teachers. - MAE: 1) still struggling with transition from ETS to PSI (HiSet testing administrator) 2) ended para-educator IET/CTE cohort successfully, 25 started/17 ended 3) not much recruitment with paralegal IET, running pilot with 3 students. 4) enrollment moved to open access. SJCC visit to talk about NC certificate in health worker 	All	INFORMATION

	<ul style="list-style-type: none"> - SVAE: working on WASC report (data, focus groups, good conversations). Struggling with enrollment to some extent. Expanded CTE in spring semester. - SJCC: Moni: work to future awarded SJCC community partnership award for career fair and PGE pathway. Pushing Career health certificate pathways, presented at MAE. Want to do a cohort model, asked students for referrals. Free, students will be placed in employment. City of Milpitas Econ. development approached as well to offer a cohort of 25. Alignment of non-credit courses in progress. Application for CAI for ToPS/pre-apprenticeship pathways + pre-apprenticeship for Allied Health. CA Grows released RFA (CA Dept of Aging), related to allied health/home care/disability care. KV and Rick and Ana-Rosa coming to SJCC, we continue to support consortium work. - EVC: piloting offering tutoring to ESL and GED students at ESAE. Not yet a lot of students taking advantage, but people are grateful for support. Career counseling pilot at ESAE for early spring semester - use some CAEP and other funding to do more expensive career assessments and explore what career pathways might be suitable. Career fair on Dec 7th, hoping to reach vulnerable students out in the community. Lunch can be earned. Highlighting automotive and CAD, product design en development, advanced manufacturing, building information modeling, water treatment = well paid jobs, doesn't take many credits to pass state entry exams. There will be about 30 employers there. Also plan to apply for CAI grant for apprenticeship program in advanced manufacturing. - ESAE: teacher shortage, waiting lists. Applying for WIOA, want to collaborate with other adult schools. Interviewed for dept secretary, candidate accepted and is in HR process. EL Civics and assessments in progress. No new classes for spring. - SCAE: new catalog out, classes starting at end of Oct and Jan. Expanding high school program, hiring addtn'l staff member to address waiting list. Struggling with new HiSet arrangement, but successfully tested students using the new system. SCAE now has a seat at the NOVA workforce board, representing the consortium. - Mission: received CAI grant for child development. Very unique. 25 students in cohort placed in preschools in 		
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	<p>community (educare + east san jose). provided with laptop, tuition, childcare, dinner. Amazing program. Success coordinator helps + embedded bilingual support. Should duplicate for other adult learners.</p> <ul style="list-style-type: none"> - WVC: just finished the first cohort of a small business incubator program. 15 participants. 10 week program, focused on students of color. Next cohort in late February. Mentors + access to support afterwards. New curriculum: Google IT certificates in fall + expanding bookkeeping with licensed IRS tax preparer certification. Coming back to campus, looking forward to re-institute campus tours, can use CAEP funds to support this. Close to launching a new non-credit application and registration system. Streamlined process, bypasses CCCApply. 		
12:25	<p>9) Agenda Development</p> <p>Co-chairs will discuss items that came up in consultation council report</p>	All	INFORMATION
12:30	<p>10) Adjournment</p> <p>12:45</p>	All	ACTION

2022 – 2023 Calendar

2022

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

2023

Jan. 17	Transition Specialist Meeting 2:30 – 4:30	April 18	Transition Specialist Meeting 2:30 – 4:30
Jan. 20	Steering Committee Meeting 12:30 – 3:30	April 28	Steering Committee Meeting 12:30 – 3:30
Feb. 3	Faculty Work Group Meetings 1:00- 4:00	May 5	Faculty Work Group Meetings 1:00- 4:00
Feb. 10	Consultation Council Meeting 10-11	May 16	Transition Specialist Meeting 2:30 – 4:30
Feb. 10	Steering Committee Meeting 11 – 12:30	May 19	Consultation Council Meeting 10:00- 11:00
Feb. 10	Data Study Session 1:00- 3:00	May 19	Steering Committee Meeting 11 – 12:30
Feb. 14	Transition Specialist Meeting 2:30 – 4:30	May 19	Data Study Session 1-3
March 3	Professional Development Day 9 - 3	June 9	Steering Committee Meeting 12:30 – 3:30
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		