



## 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](mailto: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](mailto: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	Maliheh Vafai	Lars Guntvedt	Mission College	Julian Branch	Vacant
San José Evergreen CCD	Vacant		West Valley College	Mark Manrose	Eric Grabel
Evergreen Valley College/San Jose CC	Maniphone Dickerson <i>CC Co-Chair</i>	Vacant			

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
Phil Crawford, San Jose City College			Victoria Silva, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Gail Waxman, AWD Specialist

## Steering Committee Meeting Agenda · April 4, 2025 · 12:30 PM - 3:30 PM

Location - SJCC Tech Building - 600 S Bascom Ave, San Jose, CA 95128 T-415

### AGENDA

12:30	<b>Open Session</b> 1) Call to Order  <i>Meeting called to order at 12:41 PM.</i>	Moni	ACTION
12:35	2) Approval of April 4, 2025 Steering Committee Meeting Agenda  <i>Motion to approve agenda for April 4, 2025 SBCAE Steering Committee as presented.</i>  <i>M/C/S</i>  <i>Williams / Brahim</i>  <i>Approved</i>	All	ACTION
12:40	3) Approval of March 7, 2025 Steering Committee Meeting Minutes  <i>Motion to approve minutes from March 7, 2025 SBCAE Steering Committee as presented.</i>  <i>M/C/S</i>  <i>Williams / Casto</i>  <i>CACE abstained</i>	All	ACTION
12:45	4) Public Comments  <i>No public comment.</i>	All	INFORMATION
12:50	5) Consultation Council Report  <i>Margarita reiterated that the consultation council would like to have their meetings on the same day as the steering committee, but not on data days. In support of the staff and</i>	Margarita	INFORMATION

	students that may be undergoing challenges with documentation revocation, the council encourages each member to be proactive and contact their representatives and senators.		
12:55	<p>6) Transition Specialist Co-chair Update</p> <p>Patty updated the group that during their last transition specialist meeting, they separated into groups based on their school and were able to discuss their adult secondary education program and share best practices. For their upcoming meeting, they will be discussing ESL students since one of the primary concerns is the proficiency level of students entering the ESL program, particularly since community colleges are implementing self-guided placement assessments. There is a need to ensure that TS are effectively supporting those students who demonstrate a higher level of ESL proficiency as they transition from adult school to community colleges making sure to work collaboratively rather than working in isolation. Patty shared an inquiry from Daya regarding the mention in the previous Steering Committee Meeting that the consortium would be focusing on industry partnerships. Daya wanted to know who would be leading that effort and how the TS could play a role.</p>	Patty	INFORMATION
1:00	<p>7) Vote for Adult Ed Co-chair of SBCAE Steering Committee</p> <p>Traci Williams was voted in unanimously to continue into her second term as Adult Education Co-chair for SBCAE.</p>	Rick, Moni	ACTION
1:05	<p>8) SBCAE 2025-26 CFAD Preliminary Review &amp; Discussion</p> <ul style="list-style-type: none"> <li>a) Review</li> <li>b) Consortium Wide Position Expectations</li> <li>c) Next Steps</li> </ul> <p>Rick reminded the group about the process of voting on the allocations for SBCAE for 2025-26 and submitting that information into NOVA by May 2nd, 2025. He then gave an overview of the spreadsheet being used to track member level allocations corresponding adjustments to support consortia-wide funTraci led the group. Traci updated the group specifically about the table used to track SBCAE position costs and expected surpluses and deficits. She highlighted the projected costs for all positions for the upcoming year, reminding the group about the addition of an adult credentialing support position at SCAE, and the increase in expected costs for the Director and Community Partnership Specialist which look to necessitate a corresponding increase in CACE's allocation. Rick walked the group through the calculations and noted the area which reflected the calculations of the necessary mutual reduction in COLA in order to close the gap.</p> <p>Traci continued, reviewing the overall allocations and announced that she will be forfeiting East Side's COLA and recommending it be designated to Milpitas and Santa Clara, as they consistently carry almost zero dollars into subsequent years and that their programs would benefit most from the added resources.</p> <p>Giuliana expressed her gratitude for the resource sharing.</p>	Rick	INFORMATION

2025-26 Proposed Draft Allocations 04-04-2025 (CFAD due on May 2, 2025)

2024-25 Allocations	2024-25 Allocations	Let Percent Adjustment to Fund SBCAE			25-26 Consortium wide positions update	ESAE 2024-25 Adjustment	Member Allocation with Adjusted COA 2025-26	Consortium Portion 2025-26	District's Portion 2025-26	Consortium Carryover from 2024-25	May Revise	Member Allocation with COA and May Revise 2025-26	State Spreadsheet SBCAE Total Inc. for COA & May Revise \$22,151,230 SBCAE COA \$221,599 May Revise -
		0.0242997	0.0264	0.0178									
LUUSD	\$4,364,101	\$106,046	\$28,247	\$77,799	\$40,000	\$4,481,900	\$394,947	\$4,086,954	-	-	-	-	-
ESUUSD	\$8,530,465	\$207,287	\$55,214	\$152,073	(\$132,079)	\$8,530,465	\$237,020	\$8,293,445	-	-	-	-	-
MenloCO	\$3,283,704	\$78,842	\$21,267	\$56,574	-	\$3,344,279	\$0	\$3,344,279	-	-	-	-	-
MUSD	\$1,010,019	\$24,543	\$6,537	\$18,006	\$76,037	\$1,104,062	\$0	\$1,104,062	-	-	-	-	-
SRECCO	\$1,440,418	\$35,002	\$9,323	\$25,678	-	\$1,466,094	\$161,138	\$1,304,956	-	-	-	-	-
SCUSD	\$2,444,237	\$59,394	\$15,821	\$43,574	\$100,000	\$2,603,631	\$249,138	\$2,354,493	-	-	-	-	-
WVMECCO	\$554,695	\$13,480	\$3,591	\$9,889	-	\$564,583	\$0	\$564,583	-	-	-	-	-
<b>Total</b>	<b>\$21,629,837</b>	<b>\$525,599</b>	<b>\$140,000</b>	<b>\$385,599</b>		<b>\$22,155,230</b>	<b>\$1,042,643</b>	<b>\$21,112,588</b>				<b>\$0</b>	

total (0+0) \$22,155,230

School/College	SBCAE Support Positions	2024-25 Allocation	2024-25 Projected Deficit/Surplus as of June 30, 2025	2025-26 Allocation Including current COA	2025-26 Projected Deficit/Surplus as of June 30, 2026	2024-25 + 2025-26 Total	2025-26 Final Allocation for COA and Positions	2025-26 Projected End Balance	24-25 Allocation distribution		25-26 Allocation distribution	
									LUUSD	ESUUSD	MenloCO	MUSD
CACE	Comm Specialist (Victoria)	\$135,000	\$18,000	\$137,417	\$151,901	(\$14,481)	\$13,323	\$151,901	(1) Consortium	\$0	LUUSD	20.18%
	Consortium Director (Rick)	\$213,468	\$44,138	\$217,274	\$243,048	(\$25,772)	\$18,465	\$243,048	(2) Total	\$0	ESUUSD	39.44%
	Salary Savings + Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(1) Consortium	\$0	MenloCO	15.19%
	<b>CACE Sub-total</b>	<b>\$348,478</b>	<b>\$62,138</b>	<b>\$354,490</b>	<b>\$394,947</b>	<b>(\$40,250)</b>	<b>\$31,788</b>	<b>\$394,947</b>	<b>Total Carryover</b>	<b>WEP</b>	MUSD	4.87%
ESAE	Web Tech Specialist (Shreyas)	\$166,756	\$0	\$166,756	\$166,756	\$2,973	\$2,973	\$166,756	(1) Consortium	\$0	SCUSD	11.30%
	Data & Accountability (Brendo)	\$40,264	\$0	\$40,264	\$40,264	\$0	\$0	\$40,264	(2) Total	\$2,819	WVMECCO	2.56%
	Co-Chair (Traci)	\$30,000	\$0	\$30,000	\$30,000	\$0	\$0	\$30,000	(1) Consortium	\$0		2.55%
	<b>ESAE Sub-total</b>	<b>\$237,020</b>	<b>\$0</b>	<b>\$237,020</b>	<b>\$237,020</b>	<b>\$2,973</b>	<b>\$2,973</b>	<b>\$237,020</b>	<b>Total Carryover</b>	<b>\$2,819</b>		
SBCAE	AWD Specialist (Vic)	\$149,138	\$25,541	\$174,679	\$174,679	\$21,266	\$21,266	\$149,138	(1) Consortium	\$9,121		
	Adult Ed Credential Specialist	\$0	\$0	\$100,000	\$100,000	\$0	\$0	\$100,000	(2) Total	\$45,175		
	<b>SBCAE Sub-total</b>	<b>\$149,138</b>	<b>\$25,541</b>	<b>\$174,679</b>	<b>\$174,679</b>	<b>\$21,266</b>	<b>\$21,266</b>	<b>\$149,138</b>	<b>Total Carryover</b>	<b>\$54,296</b>		
SRECCO	Research Analyst II (Moni) at Co-Chair (Moni)	\$129,000	\$52,200	\$131,300	\$153,596	(\$22,296)	\$29,904	\$131,300	(1) Consortium	\$0		
		\$30,000	\$30,000	\$30,000	\$30,000	\$0	\$0	\$30,000	(2) Total	\$29,784		
	<b>SRECCO Sub-total</b>	<b>\$159,000</b>	<b>\$82,200</b>	<b>\$161,300</b>	<b>\$183,596</b>	<b>(\$22,296)</b>	<b>\$29,904</b>	<b>\$161,300</b>	<b>Total Carryover</b>	<b>\$29,784</b>		

NOTE  
Column F proposed Allocation for 2025-26  
Column F is a sum of Columns B and E  
Column G and H will be completed upon receipt of updated consortia-wide position estimates

1:35

- 9) Director Update
  - a) Misc Business
  - b) Three-year Plan
  - c) WEP and Carryover

Rick

INFORMATION

Rick provided an update regarding a coordinated effort to support the SBCAE AWD specialist in prioritizing accommodation request letters for students who plan to take the GED or HiSET exams

The calendar is being developed and Shreyas who will be emailing about it soon. Rick will also be updating the SBCAE deadline calendar for 2025-26 when new due dates are released from CAEP.

Rick continued with an update related to a placeholder on the SBCAE calendar for a consortia-wide resource fair. Rick informed the group that Victoria Silva, Community Partnership Specialist for SBCAE, had gathered substantial feedback which indicating a need to reassess the tone and purpose of the resource fair. Our current intent is to be more purposeful in supporting Victoria with her resource fair initiatives or any related projects making it important that we clarify our goals for this event.

Rick then noted that submissions for the innovation fund are due by April 25th in order to process them on time. Rick also noted he would be reaching out individually to members with carryover into 2024-25 to gather more details on their planned carryover expenditures for the year. Rick reminded the group that CAEP consortia are expected to maintain a detail-oriented approach in this process.

Moni went over invoices for the ELL Healthcare Pathway Grant, encouraging members to submit final invoices so SJCC can ensure we close out the PO accordingly.

Rick presented the following slides.

**AWD**

**AWD Specialist Update**

**Providing frequent push-in support for our AWD Specialist**

- Your prioritization feedback is invaluable
- Students may need support from you with registration

**Team effort**

- We need letterheads from ESAE, MAE, and SVAE
- Keep in touch about reprioritization
- Look out for emails about updates for students on your priority list

**Please be clear if a student is not going to be testing soon**

0

**CALENDARS**

**It's time to build our 2025-26 Calendar(s)**

**Shreyas reached out, please reply back**

**We will also update our SBCAE Deadlines Calendar as 2025-26 dates come in**

**RESOURCE FAIR**

**Clarification of Intent for the SBCAE Resource Fair**

**Studied feedback from previous SBCAE Resource Fair**

**Indicate a need to evaluate the overall tone and purpose**

- Unclear if target audience was Community or Students
- Unclear that employers would be there
  - Impacts prep for the students
- Resources limited for students for whom English or Spanish isn't their primary language
- Attendee feedback was sparse

**Unnecessary Operational Challenges**

- Food
- Partners missing from afternoon / evening session

**CARRYOVER**

## Carryover Discussion and Innovation Fund

The time is coming to be fairly aware of how much carryover you anticipate having

- Innovation fund can be leveraged as an outlet
- Applications from schools who are looking to accomplishing something

I will be reaching out for details from some of you about how your plans for spending down your carryover have gone this year

**GRANT**

## ELL Healthcare Pathways Grant Update

### Round 2 Update

- Grant agreements for Round 2 are in Signature process

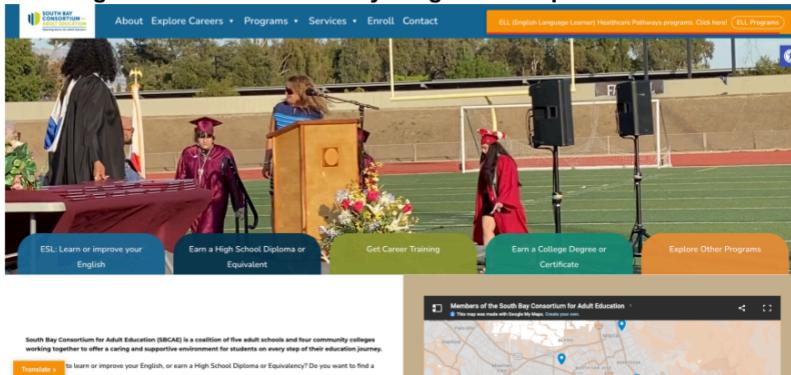
Round 1 Data and expenditures are due in NOVA on 4/7/25 (technical issues)

- Reporting for Round 2 -Year 1 - Q2 is also enabled.
  - They have told us to 0 the amounts
  - Would like to see planning narrative, if possible.

**GRANT**

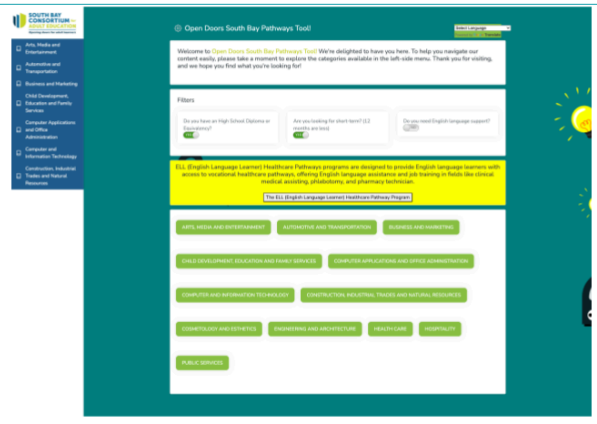
## ELL Healthcare Pathways Grant Update

### Adding ELL Healthcare Pathway Programs to Opendoors



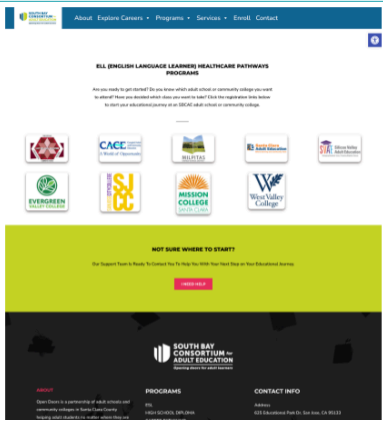
GRANT

## ELL Healthcare Pathways Grant Update



GRANT

## ELL Healthcare Pathways Grant Update



3YP

## Three-year Planning - Update

Task / Month	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025
Project Scope & Resource	Active								
Needs Assessment		Active							
Metrics & Data				Active					
Theming & Goal Setting					Active				
Drafting Strategies						Active			
Drafting Plan				Active					
Comment & Feedback							Active		
Iterate & Approve & Submit								Active	

3YP

## Three-year Planning - One more thing..

### Needs Assessment Data Need

#### COAAP Surveys and Tech Surveys

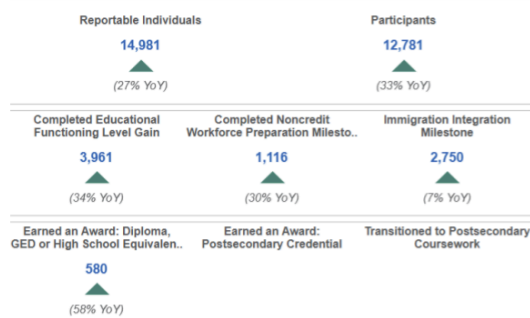
- Most recent should be sufficient given our rapid expansion
- Brenda will reach out for spreadsheets
  - Please connect her with whomever can provide

3YP

## Three-year Planning - Data Update

### 2023-24 Score Card for South Bay Consortium for Adult Education

All Programs All Students



3YP

## Three-year Planning - Data Update



A  
B  
E

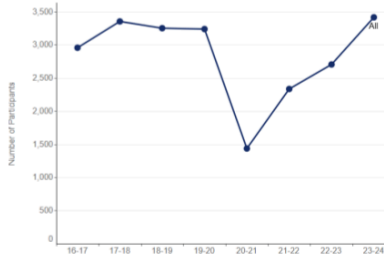
A  
S  
E

3YP

## Three-year Planning - Data Update

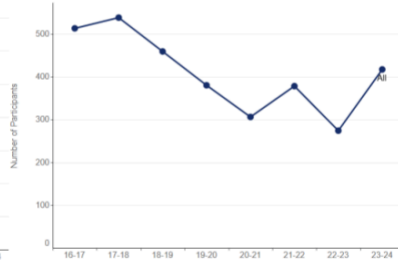
**Completed Educational Functioning Level Gain by Overall**

All Adult Education Learners in English as a Secondary Language (ESL) at South Bay Consortium for Adult Education



**Earned an Award, Diploma, GED or High School Equivalency by Overall**

All Adult Education Learners in Adult Secondary Education (ASE) at South Bay Consortium for Adult Education



3YP

## Three-year Planning - Data Update

Data Team will be focusing on CTE next

- Workforce Preparation Milestone
- Occupational Skills Gain
- CTE Certificate

Ensure Metric definitions (and their methods of calculation) are verifiable from internal data

- How do we mark our outcomes?
- Where in the college Databases can we validate this?

3YP

## Three-year Planning - Whats next?

### Common ground

#### Adult Ed

- Pathway Partnerships
- Individual Academic Plans
- Increase EFL Gains
- Professional Development

#### Community Colleges

- Pathway Partnerships
- Transitioning ESL Students
- Continuity of wrap around supports

2:15

10) Leg Day Update

Traci updated that SBCE Trip to Legislation Day will be canceled due to logistical challenges caused by ongoing construction near the capitol.

Traci

INFORMATION

2:25

11) Upwardly Global Presentation

Rick, Kierra

INFORMATION

A team from Upwardly Global joined the meeting to present an opportunity to engage with their professional skilling and job seeking platform to our members via their Partnership Model.



### WHO WE ARE

Upwardly Global is the leading organization focused on **advancing workforce inclusion** for immigrants, refugees, and asylees with professional goals helping them secure **skill-aligned jobs** to ensure a diverse workforce, build resilient communities, and contribute to a robust U.S. economy.

### OUR IMPACT

Upwardly Global is the premier national organization supporting **immigrants, refugees and asylees** with international credentials to **advance their careers in the United States.**

**Barriers & Challenges**  
 Newcomer career seekers face barriers throughout the entire job search journey

- Job Search Strategy Support Needed
- Lack Of Licenses & Certifications
- English Language Proficiency
- Gaps In Resume
- Lack Of Professional Networks
- Stuck In Survival Jobs
- Employer Bias  
 Unconscious bias; affinity bias; American exceptionalism; unspoken cultural norms; work-authorization confusion

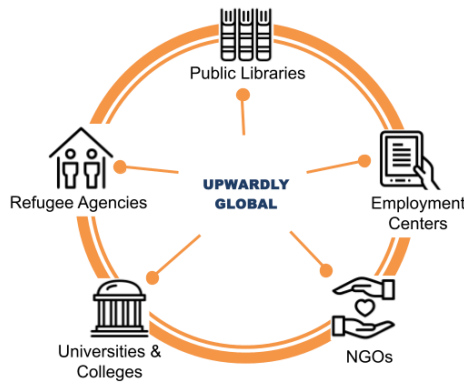
**We envision a world where newcomers are welcomed into the professional workforce and recognized for all they offer.**

- 60+**  
Current number of organizations partnered with Upwardly Global
- 2000+**  
Job seekers served by partners in 2024
- 6,300 +**  
Total job seekers served in 2023 through our Career Coaching Program, partnerships, portals, and other online program
- 74 Million +**  
Total dollars contributed annually to the U.S. economy by Upwardly Global alumni

**ECOSYSTEM**

We partner with a variety of organizations who serve immigrants, refugees and asylees.

Our partner organizations use our online learning platform and skilling tools to increase the career readiness skills of their job seekers.



**PARTNERSHIP RESOURCES FOR CAREER SERVICES**



**For Job Seekers**

- **Upwardly Global eLearning Platform and curriculum:** 50+ hours of micro-learning courses focused on job readiness and soft skills development.
- **Upwardly Global Skilling Partner platforms:** Supplementary training resources and certification opportunities via partners, including, CISCO NetAcademy, Google & Microsoft Learning Pathways



**For Employment Coaches**

- **Coaching Dashboard:** Enables employment coaches and administrators to track each learner's progress throughout their journey in the program, from enrollment to job placement
- **Four Coaching Sessions:** Includes an onboarding session and three deep-dive trainings on best practices in coaching internationally trained professionals.
- **Dedicated Technical Assistance:** An Upwardly Global Account Manager will provide tailored technical assistance support on topics related to employment, career pathways, and workforce inclusion.

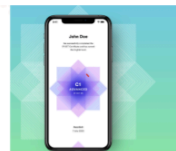


**For Coaches & Administrators**

- **Upwardly Global Practitioner Learning Pathway:** A 90min, online, self-paced "train-the-trainer" course that equips frontline and administrative staff with a foundational understanding of the common barriers faced by newcomer job seekers and how to effectively connect clients to credentials, licensing, and reskilling opportunities.



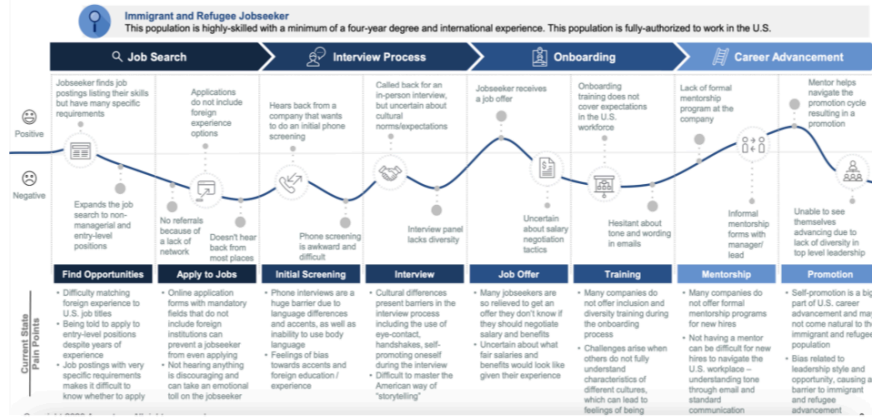
**SKILLING AND RESKILLING**



## CURRENT STATE JOURNEY

UpwardlyGlobal

### IMMIGRANT AND REFUGEE PROFESSIONALS FACE CHALLENGES IN ALL STAGES OF THE CAREER JOURNEY



## IDEAL CLIENT PROFILE

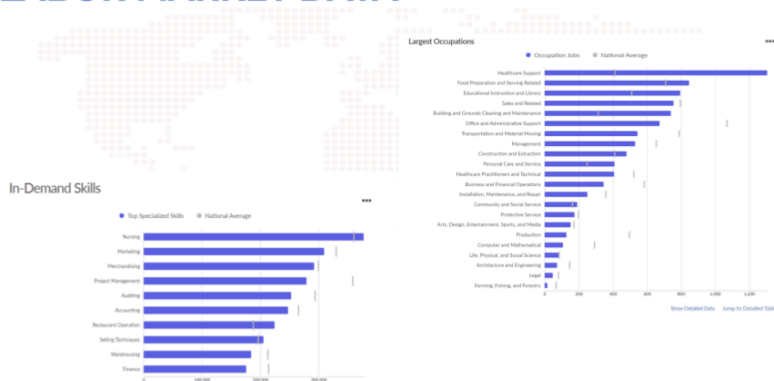
UpwardlyGlobal

CLIENTS WORKING WITH CAREER COACHES SHOULD IDEALLY MEET THE FOLLOWING CRITERIA:

- ✓ **Immigrant and Refugee job seekers** with previous industry-specific experience looking to advance their U.S. careers
- ✓ **Intermediate or above English language skills** (all training content is in English)
- ✓ **Intermediate Digital Literacy Skills** (comfortable navigating email; online platform)
- ✓ **Education Level** – At least some Technical/Vocational or professional training (or above)
- ✓ **Ideally work authorized** or awaiting work authorization

## LABOR MARKET DATA

UpwardlyGlobal



## JOB SEEKERS' PATHWAYS



**Information Technology Path**  
 Learning Trac: 10/16/2023  
 On this page, you will find 6 modules that will give you the foundational skills to move in the U.S. job market in your...



**Healthcare Path**  
 Learning Trac: 9/28/2023  
 On this page, you will find 6 modules that will give you the foundational skills to move in the U.S. job market in your...



**Finance, Accounting and Banking Path**  
 Learning Trac: 9/28/2023  
 On this page, you will find 6 modules that will give you the foundational skills to move in the U.S. job market in your...



**Engineering and Architecture Path**  
 Learning Trac: 9/26/2023  
 On this page, you will find 6 modules that will give you the foundational skills to move in the U.S. job market in your...



**Business, Logistics and Operations Path**  
 Learning Trac: 9/26/2023  
 On this page, you will find 6 modules that will give you the foundational skills to move in the U.S. job market in your...

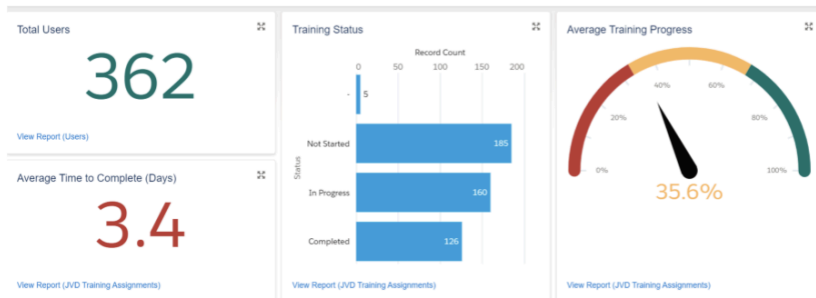


## JOB SEEKER LEARNING PATHWAY



## REPORTING DASHBOARD FOR STAFF

Enhances data tracking, impact reporting, & student management





3:05	<p>12) Member Updates &amp; Announcements</p> <ul style="list-style-type: none"> <li>○ CAEP Due Dates:           <ul style="list-style-type: none"> <li>● <b>Apr 30: Student Data due in TOPSPro (Q3)</b></li> <li>● <b>Apr 30: Employment and Earnings Follow-up Survey</b></li> <li>● <b>May 2: CFAD for 2025-26 due in NOVA *</b></li> </ul> </li> </ul> <p>EVC: Robert informed that the noncredit component has been integrated into the guided self-placement initiative. This effort is scheduled for assessment and updates in June and July as part of a major project. Mayfair-Somos project will continue throughout the summer. Additionally, Grail Family Services is interested in applying the same model as used for Mayfair-Somos.</p> <p>SCAE: Carrie updated that the medical interpreter class has started, and after four sessions, it is progressing well with a participation of approximately 13 to 14 individuals. They have begun with two assessments, which present a challenge. It was great to see that many students wanted to participate in Leg Day. Also, the Adult Education program has successfully aligned with district initiatives regarding salary increases and health contributions. There's active involvement with the continuation school, and based on the location, it appears that any potential challenges will be minimal.</p>	All	INFORMATION
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	<p>MAE: Giuliana notified that they will be having WASC and even with a one person team, she expressed enthusiasm about witnessing their progress over the past three years. They are finding inspiration in their achievements. Antonio has been driving the success. They are advancing towards the ELL healthcare pathway with Cohort 2 of CNA, which consists of 12 participants over a 16-week period and 14 out of 16 participants finished cohort 1. They are working diligently to get on the ETPO list for medical programs, which has been a lengthy process. Furthermore, they have initiated Cohort 1 for the paraeducator program in collaboration with the district, where the top five students will have an opportunity for a paid two-week internship. They are also striving to establish a Memorandum of Understanding with NOVA services and collaborating with the district on the Newcomer Academy. There has been a trend of more students choosing to disenroll from high school to enroll as adult learners, demonstrating increased confidence among these individuals. Lastly, there are ongoing negotiations regarding a 1% increase for teachers.</p> <p>SCAE: Christine updated that the credential program is progressing and is now underway, with contracts being distributed as planned. They are on schedule to provide additional information shortly. Teachers are signing up for the interest list, and will be conducting an orientation session next week.</p> <p>SVAE: Mali informed that the medical assistant program in the morning is thriving, with a dedicated educator managing. Currently, they are offering an afternoon session accommodating 27 students, thus minimizing prolonged waiting lists for prospective students. They are also in search of an instructor for the auto body program scheduled for the fall. There are several open positions requiring a high school diploma, ESL experience, and knowledge of medical terminology. Additionally, there's an upcoming WASC report due for year three, which will need a written report.</p> <p>CACE: Usha and Leslie updated the group that they are preparing for the 6th-year WASC visit, scheduled for April 21, 22, and 23. Engagement from the staff has shown improvement this time around. The resource fair was held both in the morning and in the evening, which was very well attended by community partners, students, and their families. Additionally, the district has successfully passed a bond for the construction of a building dedicated to adult education. The kickoff has started, and they anticipate that by fall, a new facility will be available in Del Mar.</p> <p>MC: Julian informed that they are finalizing the hiring process for the position that supports the TS. They are currently seeking approval to employ a part-time counselor, with the vision of ensuring that every student at Santa Clara has access to transplant services. Additionally, they are moving forward with the implementation of the coach bus operator program and the pharmacy technician program. They will also be entering into a CCAP agreement for dual enrollment opportunities, specifically for undocumented students at Elmwood.</p> <p>SJCC: Moni let the group know that they are excited to announce the development of a pilot program for SBCEA students. Ana has designed an informative flyer detailing the summer sessions and upcoming fall classes, including the Medical Assistant program. They are also trying to generate interest in citizenship and encourage referrals back to the adult schools.</p>		
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	ESAE: Traci updated the group on the work of the Member Effectiveness committee, noting that an Effectiveness Rubric would be coming in front of the committee soon for their review. She also noted that specific information about the innovation fund would be coming soon.		
3:25	13) Agenda Development  No new items were proposed for the agenda.	All	INFORMATION
3:30	14) Adjournment  Meeting adjourned at 3 PM.	All	ACTION

## 2024 – 2025 Calendar

### 2024

Oct 1:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Nov 15:	Consultation Council Meeting 10:00 – 11:00
Oct 8:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Nov 15:	Steering Committee Meeting 11:00 – 12:30
Oct 15:	Transition Specialist Meeting 2:30 – 4:30	Nov 15:	Data Study Session 1:00 – 3:00
Oct 25:	Steering Committee Meeting 12:30 - 3:30	Nov 26:	Transition Specialist Meeting (PD) 2:30 – 4:30
Oct 28-30:	CAEP Summit 8:00 - 1:00	Dec 1:	July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
Oct 30:	24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA *	Dec 1:	22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
Oct 31:	Student data due in TOPSPro (Q1)	Dec 10:	Transition Specialist Meeting 2:30 – 4:30
Oct 31:	Employment and Earnings Follow-up Survey	Dec 12:	Community Connections 1:00 – 2:00
Nov 7:	Data Community of Practice 2:30 - 3:30	Dec 13:	Steering Committee Meeting 12:30 - 3:30
Nov 8:	Faculty Networking Group Meetings 1:00 – 4:00	Dec 31:	22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
Nov 12:	Transition Specialist Meeting 2:30 – 4:30	Dec 31:	End of Q2
Nov 14:	Community Connections 1:00 - 2:00		

### 2025

Jan 7:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Jan 21:	Transition Specialist Meeting 2:30 – 4:30
Jan 16:	Community Connections 1:00 - 2:00	Jan 31:	Student Data due in TOPSPro (Q2)
Jan 17:	Steering Committee Meeting 12:30 – 3:30		

Jan 31:	Employment and Earnings Follow-up Survey	May 1:	Community Connections 1:00 - 2:00
Feb 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)	May 1:	Data Community of Practice 2:30 - 3:30
Feb 6:	Community Connections 1:00 - 2:00	May 2:	CFAD for 2024-25 due in NOVA *
Feb 6:	Data Community of Practice 2:30 - 3:30	May 2:	Faculty Networking Group Meetings 1:00 - 4:00
Feb 7:	Consultation Council Meeting 10:00 – 11:00	May 6:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Feb 7:	Steering Committee Meeting 11:00 – 12:30	May 13:	Transition Specialist Meeting 2:30 – 4:30
Feb 7:	Data Study Session 1:00 – 3:00	May 16:	Consultation Council Meeting 10:00 – 11:00
Feb 11:	Transition Specialist Meeting 2:30 – 4:30	May 16:	Steering Committee Meeting 11:00 – 12:30
Feb 28:	Preliminary allocations for 2024-25 and 2025-26 released by this date	May 16:	Data Study Session 1:00 – 3:00
March 1:	22/23, 23/24 & 24/25 Member expense report is due in NOVA. (Q2)*	June 1:	23/24 and 24/25 Member Expense Report due in NOVA (Q3)
March 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)	June 13:	Steering Committee Meeting 12:30 – 3:30
March 7:	Steering Committee Meeting 12:30 – 3:30	June 20:	CAEP Three-year regional plan due
March 13:	Community Connections 1:00 – 2:00	June 30:	23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q3) *
March 18:	Transition Specialist Meeting 2:30 – 4:30	June 30:	End of Q4
March 31:	21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) *		
March 31:	End of Q3		
April 4:	Steering Committee 12:30 - 3:30		
April 10:	Community Connections 1:00 - 2:00		
April 22:	Transition Specialist Meeting 2:30 – 4:30		
April 25:	Steering Committee 12:30 - 3:30		
April 29:	Community Resource Fair (evening) 5:00 - 8:00		
April 30:	Community Resource Fair (day) 10:00 - 1:00		
Apr 30:	Student Data due in TOPSPro (Q3)		
Apr 30:	Employment and Earnings Follow-up Survey		