

## 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
<b>Campbell Adult &amp; Community Education</b>	Harkirat (Kira) Mann	Thanhthao (Thao) Nguyen	<b>East Side Adult Education</b>	Traci Williams <i>AE Co-Chair</i>	Shawn Tran
<b>Milpitas Adult Education</b>	Priti Johari	Giuliana Brahim	<b>Santa Clara Adult Education</b>	Carrie Casto	Christine Berdiansky
<b>Silicon Valley Adult Education</b>	Maliheh Vafai	Lars Guntvedt	<b>Mission College</b>	Julian Branch	Steve Duong
<b>San Jose City College</b>	Maniphone Dickerson <i>CC Co-Chair</i>	Claudia Amador	<b>West Valley College</b>	Mark Manrose	Eric Grabil
<b>Evergreen Valley College</b>	Robert Gutierrez	Angel Fuentes			

Consultation Council (non-voting members)			SBCAE Staff		
Margarita Ortiz-Minett, Campbell Adult and Community Education			Rick Abare, Director	Yvonne Phan, Data Analyst	Brenda Flores, Data & Accountability Specialist
			Victoria Silva, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Anthony Narvaez, AWD Specialist

## Steering Committee Meeting Agenda · November 14, 2025 · 11:00 AM - 12:30 PM

Location - Campbell Adult and Community Education - 1224 Del Mar Ave, San Jose, CA 95128

### AGENDA

11:00	<p><b>Open Session</b></p> <p>1) Call to Order</p> <p>Traci called the meeting to order at 11:05 am.</p>	Traci	ACTION
11:05	<p>2) Approval of November 14, 2025 Steering Committee Meeting Agenda</p> <p>Traci noted that item 9 would be tabled until the next steering committee meeting, as the material necessary was still in process.</p> <p>Motion to approve SBCAE Steering Committee Meeting Agenda, including the above modification, for November 14, 2025.</p> <p>M/C/S</p> <p>Brahim/Casto</p> <p>All in favor</p> <p>Approved</p>	All	ACTION
11:10	<p>3) Approval of October 24, 2025 Steering Committee Meeting Minutes</p> <p>Motion to approve minutes from October 24, 2025 SBCAE Steering Committee Meeting.</p> <p>M/C/S</p> <p>Brahim/Amador</p> <p>All in favor</p> <p>Approved</p>	All	ACTION

11:15	4) Public Comments  No public comments.	All	INFORMATION
11:20	5) Consultation Council Report  Margarita provided a brief update from the Consultation Council, reminding the group that they no longer meet prior to the Steering Committee meetings which are held early to account for quarterly Data Study Sessions. Margarita shared that the Consultation Council was grateful that the consortium had moved forward with the process of funding the Innovation Fund projects, and encouraged members to be mindful of other ways they could support each other.	Margarita	INFORMATION
11:25	6) Transition Specialist Co-chair Update  No update	Daya	INFORMATION
11:30	7) Member Effectiveness Rubric Review  Rick provided an overview of the Member Effectiveness Committee rubric, which was developed based on the annual assertions consortium members complete each year. These assertions reflect members' agreement that, in accepting funds, they will carry out specific responsibilities related to consortium effectiveness. The rubric focuses on member participation in consortium business and alignment with state expectations, rather than student outcomes, which are addressed through separate processes. One measure was created for each assertion using language directly from state guidance defining what constitutes an effective consortium. Rick reviewed the rubric measures with the committee and emphasized the importance of meeting participation. He noted that all institutions are currently fully represented and that Steve was formally accepted as an alternate representative for Mission College.  Discussion and questions followed regarding the rubric structure and scoring approach.  Lars suggested the addition of a category to reflect members' assignments of staff to the Faculty Networking Group and the Consultation Council. The group supported this addition and Rick and Traci briefly discussed how it would be accomplished, noting it would be part of the next Member Effectiveness Committee meeting's agenda.	Traci, Rick	INFORMATION
11:45	8) Director Update  Rick shared that beginning in January, steering committee meetings are expected to be available for virtual attendance via YouTube livestream on the SBCAE channel, with links provided in advance. He provided updates on faculty networking groups, noting that the ESL faculty meeting is scheduled for December 5. A recent Adult Basic Education/Secondary faculty meeting focused on follow-up from spring discussions related to adult dual enrollment. Several action items emerged from that discussion. Mark, who leads adult dual enrollment efforts at West Valley, was also present. Faculty expressed interest in understanding student time to completion, and the need for an updated faculty listserv was identified.  Rick noted that annual plan activity groups have been assembled and reminded members to respond to his email or notify him if they had not received information. He also shared that CAEP Summit materials have been posted and are accessible through the slide deck	Rick	INFORMATION

	<p>link, including materials from sessions attended by consortium members. He will collect information on which sessions members attended to identify potential internal experts to share insights on relevant topics. The materials will remain available for download through April 30, 2026.</p> <p>Rick reported that the consortium is moving forward with invoicing for Round 2. San José City College is in the process of creating new BPOs, and a brief concern arose after an email from the Chancellor's Office indicated that the Round 2 grant agreement had not been signed. VC Edwin Chandrasekar responded promptly with the executed agreement, and confirmation from the school is pending. Members were reminded that important reporting deadlines are approaching, including the Instructional Hours and Expenses by Program report, which was noted as more complex. Adult education providers were reminded that established reporting teams can assist with generating instructional hours.</p> <p>Traci confirmed that there will be no December steering committee meeting.</p>		
12:10	<p>9) Upwardly Global Master Service Agreement Approval</p> <p>This item was tabled until the next steering committee meeting, as the negotiations around the final draft of the MSA were incomplete.</p>	Traci, Rick	ACTION
12:15	<p>10) Member Updates &amp; Announcements</p> <p>SJCC: Claudia reported three new noncredit ESL courses at the high-intermediate level. ESL 512 and ESL 513 have been approved by IPCC, while ESL 514 is still under review. These courses allow students who complete intermediate ESL to continue into higher-level noncredit coursework, with offerings planned for Fall 2026.</p> <p>MC: Steve shared that they are working on establishing a counseling course.</p> <p>WVC: Mark mentioned that they have submitted a request to the IR team for instructional hours and expects to receive this data next week.</p> <p>Santa Clara Adult Education: Carrie noted that efforts to establish a counseling class with Mission College have been ongoing for over a year. Now there are initial planning discussions with San José City College for a counseling course. The Mission College counselor who attends on Wednesday evenings has been particularly effective, providing on-site support that students value. The program reported 28 high school diploma graduates. Santa Clara is also navigating a district downsizing process but noted strong support from its administration.</p> <p>SVAE: Lars shared that its program catalog has been released, with an Open House scheduled for next Wednesday. Arezoo has notified transition specialists about attending, and a Career Fair is scheduled for December 2. SVAE has hired a welding instructor, with classes starting in January, and is revamping the ABE curriculum. New CTE initiatives include an automotive care class leading to an entry-level ASE certificate, and efforts to support English learners transitioning into a medical back-office program.</p> <p>MAE: Giuliana shared that they are nearly completing its AC Homeport program. Seed funding from the City of Milpitas supports students who may interview for employment opportunities. San José City College presentations continue on site. Also, Michael from</p>	All	INFORMATION

	<p>Mission College has been consistent at Milpitas for student support. The AWD has also been very active on site. Two open positions remain for the jail-based program.</p> <p>CACE: Thao reported high intake activity for spring classes, particularly CTE programs, and shared upcoming community-building initiatives, including a food drive and spirit week.</p> <p>ESAE: Traci noted that its catalog is currently digital, with printed copies forthcoming. ESL enrollment processes are being streamlined, including post-orientation placement and scheduling, to improve efficiency. East Side also continues strong collaboration with Cal Regional, reflecting community interest in program offerings.</p>		
12:25	<p>11) Agenda Development</p> <p>No items we added for agenda development</p>	All	INFORMATION
12:30	<p>12) Adjournment</p> <p>The meeting adjourned at 12:30pm.</p>	All	ACTION
1:00	<p>13) SBCAE Data Study Session</p>	All	INFORMATION