



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 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	Harkirat (Kira) Mann	Thao Nguyen	East Side Adult Education	Jenner Perez <i>AE Co-Chair</i>	<i>Vacant</i>
Milpitas Adult Education	Maria Farias	Priti Johari	Santa Clara Adult Education	Carrie Casto	Erin Brown
Silicon Valley Adult Education	Joell Hanson	Lars Guntvedt	Mission College	Julian Branch	Steve Duong
San Jose City College	Claudia Amador <i>CC Co-Chair</i>	<i>Vacant</i>	West Valley College	Mark Manrose	<i>Vacant</i>
Evergreen Valley College	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

SBCAE Training Agenda · July 31, 2026 · 9:00 AM - 12:15 PM

Location - San Jose City College - 2100 Moorpark Ave, San Jose, CA 95128 - Library Room: L-114

AGENDA

9:00	Fiscal Training 1) Breakfast & Welcome	Rick	INFORMATION
9:15	2) CAEP TAP - Fiscal Policy Training	CAEP TAP Staff	INFORMATION
10:00	3) SBCAE - Fiscal Reporting Procedures and Due Date Review	Rick	INFORMATION
10:45	New Consortium Admin Onboarding 4) Meet and Greet 5) SBCAE Member Resources and Guiding Documents 6) SBCAE Handbook Review 7) Q&A	All	INFORMATION
12:15	8) Lunch	All	INFORMATION

Steering Committee Meeting Agenda · July 31, 2026 · 12:30 PM - 3:00 PM

Location - San Jose City College - 2100 Moorpark Ave, San Jose, CA 95128 - Library Room: L-114

AGENDA

12:30	Open Session 9) Call to Order	Carrie, Claudia	ACTION
12:35	10) Approval of July 31, 2026 Steering Committee Meeting Agenda	All	ACTION

12:40	11) Approval of June 12, 2026 Steering Committee Meeting Minutes	All	ACTION
12:45	12) Public Comments	All	INFORMATION
12:50	13) Consultation Council Report	Margarita	INFORMATION
12:55	14) Transition Specialist Co-chair Update	Rick	INFORMATION
1:00	15) Approve Updated SBCAE Allocation inclusive of May Revise	All	ACTION
1:10	16) Approve SBCAE 2026-27 Annual Plan	All	ACTION
1:20	17) Director Update a) Welcome and Updates b) Roster Outreach	Rick	INFORMATION
1:35	18) Annual Plan Activity Review a) Discuss Projects b) Group Selection c) Schedule of Meetings for 2026-27	All	INFORMATION
2:40	19) Member Updates & Announcements o Member Updates o CAEP Due Dates: • Aug 15:2026-27 Annual Plan Due in NOVA • Sep 1: 25/26 Member Expense Report due in NOVA (Q4) • Sep 1: 26/27 Certification of Allocation Amendment due in NOVA • Sep 30: 25/26 Member Expense Report certified by Consortia in NOVA (Q4) * • Sep 30: 26/27 Member Program Year Budget and Workplan due in NOVA • Sep 30: End of Q1; NOVA carryover compliance snapshot taken at 11:59 pm	All	INFORMATION
2:55	20) Agenda Development	All	INFORMATION
3:00	21) Adjournment	All	ACTION