

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		
David Grant, Santa Clara Adult 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 · August 19, 2022 · 12:30 PM - 3:30 PM

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

<https://esuhsd.zoom.us/j/86564462455?pwd=SThGOEVOMVBZYUJKNTVnNIBQakJaZz09>

AGENDA – August 19, 2022

12:30	<p>1) Call to Order</p> <p>Kishan Vujjeni called the meeting to order at 12:39, after briefly introducing the new agenda format</p>	Co-Chair	ACTION
12:32	<p>2) Approval of August 19, 2022 Meeting Agenda</p> <p>Motion to approve the 8/19 Steering Committee Meeting Agenda as presented</p> <p>M/S/C Casto/Brahim , unanimous</p>	All	ACTION
12:35	<p>3) Approval of June 17, 2022 Steering Committee Meeting Minutes</p> <p>Motion to approve the 6/17/2022 Steering Committee Meeting Minutes as presented.</p> <p>M/S/C Brahim/Williams, Dickerson abstained</p>	All	ACTION
12:40	<p>4) Public Comments</p> <p>none</p>	All	INFORMATION
12:45	<p>5) Consultation Council Report</p> <p>Phil: nothing to report as there were no meetings during summer</p>	David, Phil	INFORMATION
12:55	<p>6) Member Effectiveness Committee Report</p> <p>Kishan Vujjeni reminded the committee that the committee was formed and members were confirmed at the June 2022 meeting:</p> <ul style="list-style-type: none"> - Co-Chairs: Kishan Vujjeni, Traci Williams - Director: Ilse Pollet - Adult Ed representative: Giuliana Brahim - Community College representative: Robbie Kunkel - Consultation Council representative: Phil Crawford <p>Traci sent out a request for availability and will follow up regarding a meeting time. Meetings will initially take place weekly, potentially going to every other week later on.</p>	Traci	INFORMATION
1:00	<p>Guest Presentation: Vision for Adult CTE Programs at MetroED Presentation by MetroEd Superintendent Alyssa Lynch regarding MetroEd’s vision for expanded CTE Programs for Adults.</p> <p>Kishan Vujjeni introduced Alyssa Lynch, Superintendent, Metropolitan Education District (MetroEd)</p> <p>Ms. Lynch described her vision for expansion of CTE programs for Adults at the MetroEd campus, and her desire to collaborate with SBCEA.</p> <p>Possible training programs might include: CTE Linkages</p>	Alyssa Lynch	DISCUSSION

	<p>Co-location (MetroED is open to classes that do not compete or replicate other Adult Education courses)</p> <p>Ideas for Evening Classes Medical Assisting (classroom in place) 6-9 pm General Electrician Pharmacy Technician Automotive Tune up Cyber Security (Would need to reopen a classroom & Purchase equipment) Electrical and Mechanical Engineering:Computer Programming Diesel Mechanics Mobile Electronics Repair (would be all new) Xray Tech (would take time to set up, would be all new) Airplane Technology (Mechanics) (Would be all new) Banking and Finance</p> <p>New Short Term: AC/DC Theory (MetroED can do this) Advanced Manufacturing (MetroED can do this) 8 week classes Billing & Coding (new) Clinical Medical EKG (new) Clinical Medical Injections Phlebotomy (all new) Emergency Medical Technician (all new) Fashion Design Production Emergency Room Tech (all new) AutoCAD (would need software) We provide classroom/SBCAE provide software Solar Installation Photovoltaic- Clean Energy (All new) Smart Home Wiring (All new) Solar Installation (All new)</p>		
1:20	<p>7) 2022-2023 Annual Plan Approval <i>Presentation of the 2022-23 SBCAE Annual Plan for Steering Committee approval. Due date for plan submittal to CAEP is 9/14/2022.</i></p> <p>Ilse presented a summary of the Annual Plan. Key takeaways:</p> <ul style="list-style-type: none"> - The Annual Plan is entirely based on the Three Year Plan approved in June, and contains no new strategies since then. - The Executive Summary is a slightly edited version of the Three Year Plan executive summary - Regional gaps identified and described in the Annual Plan are: <ul style="list-style-type: none"> o Educational attainment and English language proficiency o Economy and Labor Market Information - Once approved, all members need to certify the Annual Plan in NOVA, by 9/14/2022 <p>Motion to approve the 2022-2023 SBCAE Annual Plan as presented.</p> <p>M/S/C Dickerson/Casto, unanimously</p>	Co-Chairs, Ilse	ACTION
1:30	<p>8) 2022-2023 Projects & Work Groups proposal <i>Proposal of 12 SBCAE projects for the 22-23 program year, based on the goals and objectives in the Three Year and Annual Plan,</i></p>	Ilse	INFORMATION

	<p><i>along with updated work group structure. Discussion of next steps for plan implementation.</i></p> <p>Ilse presented the 2022-2023 Projects and Work Groups proposal, based on the goals and objectives of the Annual Plan. The proposal includes 12 projects, including a slight change to the CTE Faculty Work Group shifting its focus to Health Pathways and Apprenticeship.</p> <table border="1" data-bbox="284 451 1024 1270"> <tr><td>1. ESL Pathways*</td></tr> <tr><td>2. Health Pathways*</td></tr> <tr><td>3. Apprenticeship*</td></tr> <tr><td>4. ABE/ASE*</td></tr> <tr><td>5. Short term CTE development as listed in 3Y Plan</td></tr> <tr><td>6. CTE Program Alignment</td></tr> <tr><td>7. Navigation</td></tr> <tr><td>8. AWD*</td></tr> <tr><td>9. Partnerships & referrals</td></tr> <tr><td>10. Professional Development</td></tr> <tr><td>11. Student voice & Equity</td></tr> <tr><td>12. Member effectiveness</td></tr> </table> <p>* Faculty Work Group</p> <p>Ilse will follow up with members regarding their agency's participation in one or more of the annual plan projects.</p>	1. ESL Pathways*	2. Health Pathways*	3. Apprenticeship*	4. ABE/ASE*	5. Short term CTE development as listed in 3Y Plan	6. CTE Program Alignment	7. Navigation	8. AWD*	9. Partnerships & referrals	10. Professional Development	11. Student voice & Equity	12. Member effectiveness		
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2:00	<p>9) Allocation Amendment <i>Approval of allocation amendment based on COLA increase to 6.56% in the June enacted CA budget.</i></p> <p>As previously announced, the June enacted CA budget included a COLA increase for CAEP to 6.56%, increased from 5.33% in the May Revise. Kishan Vujjeni walked everyone through the budget spreadsheet with updated numbers. The State determined the updated allocations, following a proportional distribution for members.</p> <p>Motion to approve the allocation amendment as presented.</p> <p>M/S/C Williams/Brahim, unanimously (Grabiell absent)</p>	Co-Chairs	ACTION												
2:10	10) work2future board representative	Co-Chairs	ACTION												

	<p><i>Selection and confirmation of SBCAE representative to work2future board</i></p> <p>Kishan Vujjeni serves on the work2future board on behalf of SBCAE. His term ends on September 30th, 2022. Kishan would like to nominate Traci Williams to be appointed to the work2future board as representative for SBCAE</p> <p>Motion to accept the nomination of Traci Williams to serve on the work2future board on behalf of SBCAE</p> <p>M/S/C Dickerson/Casto, Williams abstained</p>		
2:20	<p>11) Member Updates & Announcements</p> <ul style="list-style-type: none"> - CAEP Due Dates: <ul style="list-style-type: none"> ● 9/1: 20/21 and 21/22 Member Expense Report due in NOVA (Q4) ● 9/1: July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA <p>The committee was joined by Veronica Parker from CAEP TAP who gave a brief demo on how to complete the member expense report in NOVA</p> <ul style="list-style-type: none"> ● 9/14: Annual Plan for 2022-23 due in NOVA <ul style="list-style-type: none"> - CAEP Summit: October 25-28, https://summit.caladulthood.org - Transition Specialist Presentations: the schedule for the Fall TS presentations is out, Ilse will email the group <p>Member Updates</p> <ul style="list-style-type: none"> - ESAE (Traci): posted and received applications for SBCAE admin assistant, workforce prep class in partnership with EVC - SCAE: new catalogue, waitlist for ESL, new class: essentials of facilities management (free orientation on 9/8) - MAE: facilities bond, groundbreaking of Milpitas Innovation Campus, AE will have a presence at the new building. Construction impacted enrollment, but seeing large need for ESL, One more open position. Starting implementation of RISE program (WIF Accelerator Grant) for 6 sigma green belt project. Still recruiting students. Targeted for re-entry and high advanced ESL students. Implementing digital curriculum in ESL classes as part of onboarding process. - CACE: big demand for ESL classes, many HSD/HSE students returning - SVAE: ESL demand is strong, CTE evening classes short on enrollment. Medical Assisting daytime has a waitlist. ASE programs strong. - SJCC, J. Edward: welcomed Dr. Dickerson as new VP, partnerships for CTE (credit and non-credit) continue. Medical Assisting non-credit starting early Sept. Moni: streamlining pathways, short term healthcare workshop - EVC: busy working on ESL course work and bridge to college, Robbie transitioned to Acting Dean in Moni's position. - Phil: pathway to law school at SJCC, dual enrollment for HS students 	All	INFORMATION

2:50	12) Agenda Development none	All	INFORMATION
3:30	13) Adjournment Motion to adjourn the meeting at 2:44 PM M/S/C Dickerson/Casto, unanimous	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		

