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		**East Side Adult Education**	Traci Williams *AE Co-Chair*	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 Jose City College	Maniphone Dickerson *CC Co-Chair*	Vacant	**West Valley College**	Mark Manrose	Eric Grabiel
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
Vacant. Community College Representative			Victoria Silva, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Vacant, AWD Specialist

Steering Committee Meeting Agenda · August 1, 2025 · 12:30 PM - 3:30 PM

Location - ESAE Independence Adult Center - 625 Educational Park Dr, San Jose, CA 95133

AGENDA

12:30	**Open Session** 1) Call to Order	Moni	ACTION
12:31	2) Approve Suspension of SBCAE Bylaw Article IV.B.c due to the vacancy of both primary and alternate member and to ensure member agency representation.	Traci, All	ACTION
12:35	3) Approval of August 1, 2025 Steering Committee Meeting Agenda	All	ACTION
12:40	4) Approval of June 13, 2025 Steering Committee Meeting Minutes	All	ACTION
12:45	5) Public Comments	All	INFORMATION
12:50	6) Consultation Council Report	Margarita	INFORMATION
12:55	7) Transition Specialist Co-chair Update	Daya, Patty	INFORMATION
1:00	8) SBCAE 2025-26 Annual Plan Approval	Rick	ACTION
1:10	9) Director Update a) AWD Support Update b) Budget Revisions & Upcoming Due Dates / Timelines c) Bylaw update d) Fall PD Discussion	Rick	INFORMATION

2:00	10) Discuss Impact of WIOA Impoundment	Rick, All	INFORMATION
2:45	11) Adjunct Faculty - Adult Education Credential Pathway	Christine, Angel	INFORMATION
3:00	12) Member Updates & Announcements CAEP Due Dates: • **Aug 15: Annual Plan for 2025-26 due in NOVA *** • **Sep 1: 23/24 and 24/25 Member Expense Report due in NOVA (Q4)** • **Sep 1: 25/26 Certification of Allocation Amendment due in NOVA** • **Sep 30: 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4)** • **Sep 30: 25/26 Member Program Year Budget and Work Plan due in NOVA**	All	INFORMATION
3:25	13) Agenda Development	All	INFORMATION
3:30	14) Adjournment	All	ACTION

2025 - 2026 SBCAE Calendar (updated 5/6/25)

Monthly	**(Fridays)**	
Aug 1	Steering Committee Meeting	12:30 – 3:30
Sept 12	**Steering Committee Meeting**	**11:00 – 12:30**
Oct 24	Steering Committee Meeting	12:30 – 3:30
Nov 14	**Steering Committee Meeting**	**11:00 – 12:30**
Dec 12	Steering Committee Meeting	12:30 – 3:30
Jan 16	Steering Committee Meeting	12:30 – 3:30
Feb 6	**Steering Committee Meeting**	**11:00 – 12:30**
March 6	Steering Committee Meeting	12:30 – 3:30
April 3	Steering Committee Meeting	12:30 – 3:30
April 24	Steering Committee Meeting	12:30 – 3:30
May 15	**Steering Committee Meeting**	**11:00 – 12:30**
June 12	Steering Committee Meeting	12:30 – 3:30

Monthly	**(Tuesdays)**	
Sept 17	Transition Specialist Meeting	2:30 – 4:30
Oct 15	Transition Specialist Meeting	2:30 – 4:30
Nov 12	Transition Specialist Meeting	2:30 – 4:30
Dec 10	Transition Specialist Meeting	2:30 – 4:30
Jan 21	Transition Specialist Meeting	2:30 – 4:30
Feb 11	Transition Specialist Meeting	2:30 – 4:30
March 18	Transition Specialist Meeting	2:30 – 4:30
April 22	Transition Specialist Meeting	2:30 – 4:30
May 13	Transition Specialist Meeting	2:30 – 4:30

Quarterly	**(Thursdays)**
Sept 4	Community Connections 1:00 - 2:00
Nov 6	Community Connections 1:00 - 2:00
Jan 29	Community Connections 1:00 - 2:00
April 9	Community Connections 1:00 - 2:00

Quarterly	**(Thursdays)**
Sept 4	Data Community of Practice 2:30 - 3:30
Nov 6	Data Community of Practice 2:30 - 3:30
Jan 29	Data Community of Practice 2:30 - 3:30
May 7	Data Community of Practice 2:30 - 3:30

Monthly*	**(Fridays)**	
Aug 1	Consultation Council Meeting	11:30 – 12:30
Oct 24	Consultation Council Meeting	11:30 – 12:30
Dec 12	Consultation Council Meeting	11:30 – 12:30

Jan 16	Consultation Council Meeting	11:30 – 12:30
March 6	Consultation Council Meeting	11:30 – 12:30
April 3	Consultation Council Meeting	11:30 – 12:30
April 24	Consultation Council Meeting	11:30 – 12:30
June 12	Consultation Council Meeting	11:30 – 12:30

Quarterly	**(Fridays)**
Sept 12	Data Study Session 1:00 - 3:00
Nov 14	Data Study Session 1:00 - 3:00
Feb 6	Data Study Session 1:00 - 3:00
May 15	Data Study Session 1:00 - 3:00

Semester	**(Fridays)**
Sept 12	Faculty Networking Group Meetings 1:00 - 4:00
Feb 6	Faculty Networking Group Meetings 1:00 - 4:00

Annually		
Sept 19	Professional Development Day	8:30 - 3:00

Conferences

CAEP Summit: Sept 24 - 26, 2025, Anaheim

CAEAA conference: Not final yet - we anticipate Feb 5 - 6, 2026

CCAE: April 30 - May 2nd, 2026, San Diego

OTAN In-person technology in education: March 6–7, 2026, at the Monterey Adult School in Monterey

CASA Summer Institute - June 9-12, 2025, Hyatt Regency Orange County, California

CATESOL: Oct 17-18, 2025, Chabot College

CAEP Due Dates

July 2025

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL

August 2025

- **Aug 15:** Annual Plan for 2025-26 due in NOVA

September 2025

- **Sep 1:** 23/24 and 24/25 Member Expense Report due in NOVA (Q4)
- **Sep 1:** 25/26 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 25/26 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

October 2025

- **Oct 30:** 25/26 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

November 2025

- **Nov 14:** Written Expenditure Plan (WEP)* Only for consortia who have exceeded 20% carryover.

December 2025

- **Dec 1:** 23/24, 24/25 & 25/26 Member Expense Report Due in NOVA (Q1)
- **Dec 1:** July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 31:** 23/24, 24/25 & 25/26 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

January 2026

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

February 2026

- **Feb 28:** Preliminary allocations for 2026-27 and 2027-28 released by this date

March 2026

- **Mar 1:** 23/24, 24/25 & 25/26 Member expense report is due in NOVA. (Q2)
- **Mar 31:** 23/24, 24/25 & 25/26 Member Expense Report certified by Consortia in NOVA (Q2)
- **Mar 31:** End of Q3

April 2026

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

May 2026

- **May 2:** CFAD for 2025-26 due in NOVA *

June 2026

- **Jun 1:** 24/25 and 25/26 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 24/25 and 25/26 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4

July 2026

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL*

NOTE: * indicates due dates that normally appear on the list of CAEP due dates, but have yet to be specified by the CAEP Office.