



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	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	Kiran Grewal	Mission College	Julian Branch	vacant
San José Evergreen CCD	Kishan Vujjeni		West Valley College	Eric Grabiell	vacant
Evergreen Valley College/San Jose CC	Maniphone Dickerson <i>CC Co-Chair</i>	Robbie Kunkel			

Consultation Council (non-voting members)			SBCAE Staff		
Margarita Ortiz-Minett, Campbell Adult and Community Education			Rick Abare, Director	Vacant, Data Analyst	Brenda Flores, Data & Accountability Specialist
Phil Crawford, San Jose City College			Victoria Silva, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Vacant, AWD Specialist

Steering Committee Meeting Agenda · August 2, 2024 · 12:30 PM - 3:30 PM

Location - San Jose City College Tech Building - 600 S. Bascom Ave., San Jose, CA 95128, Room T-415

AGENDA

12:30	Open Session 1) Call to Order	Traci	ACTION
12:55	2) Approval of August 2, 2024 Steering Committee Meeting Agenda	All	ACTION
1:00	3) Approval of June 14, 2024 Steering Committee Meeting Minutes	All	ACTION
1:05	4) Public Comments	All	INFORMATION
1:10	5) Consultation Council Report	Margarita, Phil	INFORMATION
1:15	6) Approve SBCAE 2024-25 Allocation Amendment	Traci, Moni, Rick	ACTION
1:25	7) 2024-25 Annual Plan Update and Approval	Rick	ACTION
1:50	8) Member Effectiveness - Carryover Process Reminder a) Response to 20% Carryover Mandate	Traci, Moni	INFORMATION
2:10	9) Director Update a) Rosters / Strategy Consult Groups b) PD Day c) Three-year plan d) SBCAE Calendar Access e) Hosting SC meetings	Rick	INFORMATION

2:40	10) Strong Workforce Update	Moni	INFORMATION
2:50	11) WebTech Specialist Update	Shreyas	INFORMATION
3:00	12) Community Partnership Specialist Update	Victoria	INFORMATION
3:10	13) Member Updates & Announcements <ul style="list-style-type: none"> ○ CAEP Due Dates: <ul style="list-style-type: none"> ● Aug 15: Annual Plan for 2024-25 due in NOVA ● Sep 1: 22/23 and 23/24 Member Expense Report due in NOVA (Q4) ● Sep 1: 23/24 Certification of Allocation Amendment due in NOVA ● Sep 30: 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4) ● Sep 30: 24/25 Member Program Year Budget and Work Plan due in NOVA ● Sep 30: End of Q1 ○ Member Updates: ○ Announcements: <ul style="list-style-type: none"> i. CAEP Summit 	All	INFORMATION
3:25	14) Agenda Development	All	INFORMATION
3:30	13) Adjournment	All	ACTION

2024 – 2025 Calendar

2024

Aug 2:	Steering Committee Meeting 12:30 – 3:30	Sept 13:	Data Study Session 1:00 – 3:00
Aug 15:	Annual Plan for 2024-25 due in NOVA*	Sept 17:	Transition Specialist Meeting 2:30 – 4:30
Sept 1:	22/23 and 23/24 Member Expense Report due in NOVA (Q4)	Sept 27:	Professional Development Day 8:30 – 3:00
Sept 1:	24/25 Certification of Allocation Amendment due in NOVA	Sept 30:	21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *
Sept 5:	Data Community of Practice 2:30 - 3:30	Sept 30:	23/24 Member Program Year Budget and Work Plan due in NOVA
Sept 13:	Consultation Council Meeting 10:00 – 11:00	Sept 30:	End of Q1
Sept 13:	Steering Committee Meeting 11:00 – 12:30	Oct 1:	Transition Specialist Meeting 2:30 – 4:30 (PD)

Oct 8:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Nov 15:	Consultation Council Meeting 10:00 – 11:00
Oct 13:	Steering Committee Meeting 12:30 – 3:30	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 26:	Data Community of Practice 2:30 – 3:30	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 28-30:	CAEP Summit 8:00 - 1:00	Dec 1:	22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
Oct 30:	24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA *	Dec 10:	Transition Specialist Meeting 2:30 – 4:30
Oct 31:	Student data due in TOPSPro (Q1)	Dec 12:	Community Connections 1:00 – 2:00
Oct 31:	Employment and Earnings Follow-up Survey	Dec 13:	Steering Committee Meeting 12:30 - 3:30
Nov 7:	Data Community of Practice 2:30 - 3:30	Dec 31:	22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
Nov 8:	Faculty Networking Group Meetings 1:00 – 4:00	Dec 31:	End of Q2
Nov 12:	Transition Specialist Meeting 2:30 – 4:30		
Nov 14:	Community Connections 1:00 - 2:00		
<u>2025</u>			
Jan 7:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Feb 7:	Steering Committee Meeting 11:00 – 12:30
Jan 16:	Community Connections 1:00 - 2:00	Feb 7:	Data Study Session 1:00 – 3:00
Jan 17:	Steering Committee Meeting 12:30 – 3:30	Feb 11:	Transition Specialist Meeting 2:30 – 4:30
Jan 21:	Transition Specialist Meeting 2:30 – 4:30	Feb 28:	Preliminary allocations for 2024-25 and 2025-26 released by this date
Jan 31:	Student Data due in TOPSPro (Q2)	March 1:	22/23, 23/24 & 24/25 Member expense report is due in NOVA. (Q2)*
Jan 31:	Employment and Earnings Follow-up Survey	March 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Feb 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)	March 7:	Steering Committee Meeting 12:30 – 3:30
Feb 6:	Community Connections 1:00 - 2:00	March 13:	Community Connections 1:00 – 2:00
Feb 6:	Data Community of Practice 2:30 - 3:30	March 18:	Transition Specialist Meeting 2:30 – 4:30
Feb 7:	Consultation Council Meeting 10:00 – 11:00		

- 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
- May 1: Community Connections 1:00 - 2:00
- May 1: Data Community of Practice 2:30 - 3:30
- May 2: CFAD for 2024-25 due in NOVA *
- May 2: Faculty Networking Group Meetings 1:00 - 4:00
- May 6: Transition Specialist Meeting 2:30 – 4:30 (PD)
- May 13: Transition Specialist Meeting 2:30 – 4:30
- May 16: Consultation Council Meeting 10:00 – 11:00
- May 16: Steering Committee Meeting 11:00 – 12:30
- May 16: Data Study Session 1:00 – 3:00
- June 1: 23/24 and 24/25 Member Expense Report due in NOVA (Q3)
- June 13: Steering Committee Meeting 12:30 – 3:30
- June 20: CAEP Three-year regional plan due
- June 30: 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q3) *
- June 30: End of Q4