



## 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
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	Lars Guntvedt	Mission College	Julian Branch	Vacant
San José Evergreen CCD	Kishan Vujjeni		West Valley College	Mark Manrose	Eric Grabel
Evergreen Valley College/San Jose CC	Maniphone Dickerson <i>CC Co-Chair</i>	Vacant			

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	Gail Waxman, AWD Specialist

## Steering Committee Meeting Agenda · December 13, 2024 · 12:30 PM - 3:30 PM

Location - San Jose City College Tech Building - T415 - 600 S Bascom Ave San Jose, CA 95128

### AGENDA

12:30	<b>Open Session</b> 1) Call to Order	Moni	ACTION
12:35	2) Approval of December 13, 2024 Steering Committee Meeting Agenda	All	ACTION
12:40	3) Approval of November 15, 2024 Steering Committee Meeting Minutes	All	ACTION
12:45	4) Public Comments	All	INFORMATION
12:50	5) Consultation Council Report	Margarita, Phil	INFORMATION
12:55	6) Transition Specialist Co-chair Update	Patty, Peter	INFORMATION
1:00	7) Member Effectiveness Update	Traci	ACTION
1:30	8) Director Update	Rick	INFORMATION
2:00	9) Needs Assessment Proposal	Rick	ACTION

2:30	10) Member Updates & Announcements <ul style="list-style-type: none"> <li>○ CAEP Due Dates: <ul style="list-style-type: none"> <li>● <b>Dec 30: 22/23, 23/24 &amp; 24/25 Member Expense Report certified by Consortia in NOVA (Q1)</b></li> <li>● <b>Dec 31: End of Quarter 2</b></li> </ul> </li> </ul>		
2:45	11) Agenda Development	All	INFORMATION
3:30	12) Adjournment	All	ACTION

## 2024 – 2025 Calendar

### 2024

Oct 1:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Nov 15:	Consultation Council Meeting 10:00 – 11:00
Oct 8:	Transition Specialist Meeting 2:30 – 4:30 (PD)	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 28-30:	CAEP Summit 8:00 - 1:00	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 30:	24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA *	Dec 1:	22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
Oct 31:	Student data due in TOPSPro (Q1)	Dec 10:	Transition Specialist Meeting 2:30 – 4:30
Oct 31:	Employment and Earnings Follow-up Survey	Dec 12:	Community Connections 1:00 – 2:00
Nov 7:	Data Community of Practice 2:30 - 3:30	Dec 13:	Steering Committee Meeting 12:30 - 3:30
Nov 8:	Faculty Networking Group Meetings 1:00 – 4:00	Dec 31:	22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
Nov 12:	Transition Specialist Meeting 2:30 – 4:30	Dec 31:	End of Q2
Nov 14:	Community Connections 1:00 - 2:00		

### 2025

Jan 7:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Jan 31:	Student Data due in TOPSPro (Q2)
Jan 16:	Community Connections 1:00 - 2:00	Jan 31:	Employment and Earnings Follow-up Survey
Jan 17:	Steering Committee Meeting 12:30 – 3:30	Feb 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Jan 21:	Transition Specialist Meeting 2:30 – 4:30	Feb 6:	Community Connections 1:00 - 2:00

Feb 6:	Data Community of Practice 2:30 - 3:30	May 2:	Faculty Networking Group Meetings 1:00 - 4:00
Feb 7:	Consultation Council Meeting 10:00 – 11:00	May 6:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Feb 7:	Steering Committee Meeting 11:00 – 12:30	May 13:	Transition Specialist Meeting 2:30 – 4:30
Feb 7:	Data Study Session 1:00 – 3:00	May 16:	Consultation Council Meeting 10:00 – 11:00
Feb 11:	Transition Specialist Meeting 2:30 – 4:30	May 16:	Steering Committee Meeting 11:00 – 12:30
Feb 28:	Preliminary allocations for 2024-25 and 2025-26 released by this date	May 16:	Data Study Session 1:00 – 3:00
March 1:	22/23, 23/24 & 24/25 Member expense report is due in NOVA. (Q2)*	June 1:	23/24 and 24/25 Member Expense Report due in NOVA (Q3)
March 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)	June 13:	Steering Committee Meeting 12:30 – 3:30
March 7:	Steering Committee Meeting 12:30 – 3:30	June 20:	CAEP Three-year regional plan due
March 13:	Community Connections 1:00 – 2:00	June 30:	23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q3) *
March 18:	Transition Specialist Meeting 2:30 – 4:30	June 30:	End of Q4
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 *		