

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.polle@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	Thanhthao (Thao) Nguyen	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	Steve Duong
San Jose City College	Maniphone Dickerson <i>CC Co-Chair</i>	Claudia Amador	West Valley College	Mark Manrose	Andrea Viznor
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

Steering Committee Meeting Agenda · February 6th, 2026 · 11:00 AM - 12:30 PM

Location - Milpitas Innovation Campus, 1331 East Calaveras Blvd., Milpitas, CA 95035

AGENDA

11:00	Open Session 1) Call to Order	Traci	ACTION
11:05	2) Approval of February 6, 2026 Steering Committee Meeting Agenda	All	ACTION
11:10	3) Approval of January 16, 2025 Steering Committee Meeting Minutes	All	ACTION
11:15	4) Public Comments	All	INFORMATION
11:20	5) Consultation Council Report	Margarita	INFORMATION
11:25	6) Transition Specialist Co-chair Update	Daya, Patty	INFORMATION
11:30	7) Adult Ed Co-chair Appointment	Traci	ACTION
11:45	8) Director Update a) Annual Plan Project Update b) ELL Healthcare Pathways Grant Update c) Employer ESL Partnership Inquiry d) SBCAE Homepage Update e) SBCAE Newsletter Update f) Catholic Charities Partnership Opportunity	Rick	INFORMATION

12:15	9) Member Updates & Announcements <ul style="list-style-type: none"> ○ Member Updates ○ CAEP Due Dates: <ul style="list-style-type: none"> ● Feb 28: Preliminary allocations for 2026-27 and 2027-28 released by this date ● Mar 1: 25/26 Member expense report is due in NOVA. (Q2) 	All	INFORMATION
12:25	10) Agenda Development	All	INFORMATION
12:30	11) Adjournment	All	ACTION
1:00	12) SBCAE Data Study Session	All	INFORMATION

2025 - 2026 SBCAE Calendar

May 7

Data Community of Practice 2:30 - 3:30

Monthly	(Fridays)	Monthly*	(Fridays)
Aug 1	Steering Committee Meeting 12:30 – 3:30	Aug 1	Consultation Council Meeting 11:30 – 12:30
Sept 12	Steering Committee Meeting 11:00 – 12:30	Oct 24	Consultation Council Meeting 11:30 – 12:30
Oct 24	Steering Committee Meeting 12:30 – 3:30	Dec 12	Consultation Council Meeting 11:30 – 12:30
Nov 14	Steering Committee Meeting 11:00 – 12:30	Jan 16	Consultation Council Meeting 11:30 – 12:30
Dec 12	Steering Committee Meeting 12:30 – 3:30	March 6	Consultation Council Meeting 11:30 – 12:30
Jan 16	Steering Committee Meeting 12:30 – 3:30	April 3	Consultation Council Meeting 11:30 – 12:30
Feb 6	Steering Committee Meeting 11:00 – 12:30	April 24	Consultation Council Meeting 11:30 – 12:30
March 6	Steering Committee Meeting 12:30 – 3:30	June 12	Consultation Council Meeting 11:30 – 12:30
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)	Quarterly	(Fridays)
Sept 17	Transition Specialist Meeting 2:30 – 4:30	Sept 12	Data Study Session 1:00 - 3:00
Oct 15	Transition Specialist Meeting 2:30 – 4:30	Nov 14	Data Study Session 1:00 - 3:00
Nov 12	Transition Specialist Meeting 2:30 – 4:30	Feb 6	Data Study Session 1:00 - 3:00
Dec 10	Transition Specialist Meeting 2:30 – 4:30	May 15	Data Study Session 1:00 - 3:00
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)	Semester	(Fridays)
Sept 4	Community Connections 1:00 - 2:00	Sept 12	Faculty Networking Group Meetings 1:00 -
Nov 6	Community Connections 1:00 - 2:00	4:00	
Jan 29	Community Connections 1:00 - 2:00	Feb 6	Faculty Networking Group Meetings 1:00 -
April 9	Community Connections 1:00 - 2:00	4:00	
Quarterly	(Thursdays)	Annually	
Sept 4	Data Community of Practice 2:30 - 3:30	Sept 19	Professional Development Day 8:30 - 3:00
Nov 6	Data Community of Practice 2:30 - 3:30		
Jan 29	Data Community of Practice 2:30 - 3:30		
April 9	Data Community of Practice 2:30 - 3:30		
			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.