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	Thao Nguyen	**East Side Adult Education**	Jenner Perez	Vacant
Milpitas Adult Education	Maria Frias	Priti Johari	**Santa Clara Adult Education**	Carrie Casto *AE Co-Chair*	Erin Brown
Silicon Valley Adult Education	Joell Hanson	Lars Guntvedt	**Mission College**	Julian Branch	Steve Duong
San Jose City College	Claudia Amador *CC Co-Chair*	Vacant	**West Valley College**	Mark Manrose	Vacant
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 · November 13, 2026 · 11:00 AM - 1:15 PM

Location - San Jose City College - 2100 Moorpark Ave, San Jose, CA 95128 - CE-406

AGENDA

11:00	**Open Session** 1) Call to Order	Claudia	ACTION
11:05	2) Approval of November 13, 2026 Steering Committee Meeting Agenda	All	ACTION
11:10	3) Approval of October 23, 2026 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	Margarita, Alice	INFORMATION
11:30	7) Director Update a) Consortium group staffing update b) CAEP Summit Share Out c) Program Area Report d) Annual Plan Activities e) December Steering Committee meeting cancelation	Rick	INFORMATION
12:10	8) Member Updates & Announcements ○ Member Updates ○ CAEP Due Dates: ● **Dec 1: 26/27 Member Expense Report Due in NOVA (Q1)**	All	INFORMATION

	• **Dec 1: July 1, 2025 to June 30, 2026 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *** • **Dec 31: 26/27 Member Expense Report certified by Consortia in NOVA (Q1)** • **Dec 31: End of Q2** • **Jan 31: Student Data due in TOPSPro (Q2)** • **Jan 31: Employment and Earnings Follow-up Survey**		
12:25	9) Agenda Development	All	INFORMATION
12:30	10) SBCAE Data Study Session (45 Minutes)	All	ACTION
1:15	11) Steering Committee Meeting Adjournment	All	INFORMATION