



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	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	Eric Grabiell
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 14, 2025 · 11:00 AM - 12:30 PM

Location - Campbell Adult and Community Education - 1224 Del Mar Ave, San Jose, CA 95128

AGENDA

11:00	Open Session 1) Call to Order	Traci	ACTION
11:05	2) Approval of November 14, 2025 Steering Committee Meeting Agenda	All	ACTION
11:10	3) Approval of October 24, 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	INFORMATION
11:30	7) Member Effectiveness Rubric Review	Traci, Rick	INFORMATION
11:45	8) Director Update a) Faculty Networking Group Update b) Annual Plan Project Convening c) CAEP Summit Materials posted d) ELL Healthcare Pathways Grant e) December SC Meeting	Rick	INFORMATION
12:10	9) Upwardly Global Master Service Agreement Approval	Traci, Rick	ACTION

12:15	10) Member Updates & Announcements - Member Updates - CAEP Due Dates: Dec 1: 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: 25/26 Member Expense Report certified by Consortia in NOVA (Q1) Dec 31: End of Q2	All	INFORMATION
12:25	11) Agenda Development	All	INFORMATION
12:30	12) Adjournment	All	ACTION
1:00	13) SBCAE Data Study Session	All	INFORMATION

2025 - 2026 SBCAE Calendar

Monthly

Aug 1
Sept 12
Oct 24
Nov 14
Dec 12
Jan 16
Feb 6
March 6
April 3
April 24
May 15
June 12

(Fridays)

Steering Committee Meeting 12:30 – 3:30
Steering Committee Meeting 11:00 – 12:30
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Steering Committee Meeting 12:30 – 3:30

May 7

Data Community of Practice 2:30 - 3:30

Monthly*

Aug 1
Oct 24
Dec 12
Jan 16
March 6
April 3
April 24
June 12

(Fridays)

Consultation Council Meeting 11:30 – 12:30
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Monthly

Sept 17
Oct 15
Nov 12
Dec 10
Jan 21
Feb 11
March 18
April 22
May 13

(Tuesdays)

Transition Specialist Meeting 2:30 – 4:30
Transition Specialist Meeting 2:30 – 4:30
Transition Specialist Meeting 2:30 – 4:30
Transition Specialist Meeting 2:30 – 4:30
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Transition Specialist Meeting 2:30 – 4:30
Transition Specialist Meeting 2:30 – 4:30

Quarterly

Sept 12
Nov 14
Feb 6
May 15

(Fridays)

Data Study Session 1:00 - 3:00
Data Study Session 1:00 - 3:00
Data Study Session 1:00 - 3:00
Data Study Session 1:00 - 3:00

Semester

Sept 12
4:00
Feb 6
4:00

(Fridays)

Faculty Networking Group Meetings 1:00 - 4:00
Faculty Networking Group Meetings 1:00 - 4:00

Quarterly

Sept 4
Nov 6
Jan 29
April 9

(Thursdays)

Community Connections 1:00 - 2:00
Community Connections 1:00 - 2:00
Community Connections 1:00 - 2:00
Community Connections 1:00 - 2:00

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.