



## 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	Harkirat (Kira) Mann	Vacant	East Side Adult Education	Traci Williams <i>AE Co-Chair</i>	Shawn Tran
Milpitas Adult Education	Priti Johari	Giuliana Brahimi	Santa Clara Adult Education	Carrie Casto	Christine Berdiansky
Silicon Valley Adult Education	Maliheh Vafai	Lars Guntvedt	Mission College	Julian Branch	Vacant
San Jose City College	Maniphone Dickerson <i>CC Co-Chair</i>	Vacant	West Valley College	Mark Manrose	Eric Grabel
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
Phil Crawford, San Jose City College			Victoria Silva, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Anthony Narvaez, AWD Specialist

## Steering Committee Meeting Agenda · September 12, 2025 · 11:00 AM - 12:30 PM

Location - Independence Adult Center - 625 Educational Park Dr, San Jose, CA 95133

### AGENDA

11:00	<b>Open Session</b> 1) Call to Order	Traci	ACTION
11:05	2) Approval of September 12, 2025 Steering Committee Meeting Agenda	All	ACTION
11:10	3) Approval of August 1, 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) Director Update a) Faculty Networking Group Update / Discussion b) CAEP Fiscal Accountability Update i) ELL Pathways grant update c) Member Effectiveness d) Community Connections Update i) Catholic Charities Opportunity e) Upwardly Global Opportunity f) AB 2458	Rick	INFORMATION
12:15	8) Member Updates & Announcements o Member Updates o CAEP Due Dates:	All	INFORMATION

	<ul style="list-style-type: none"> <li>• <b>Sep 30: 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4)</b></li> <li>• <b>Sep 30: 25/26 Member Program Year Budget and Work Plan due in NOVA</b></li> <li>• <b>Oct 30: 25/26 Member Program Year Budget and Work Plan certified by Consortia in NOVA *</b></li> <li>• <b>Oct 31: Student data due in TOPSPro (Q1)</b></li> <li>• <b>Oct 31: Employment and Earnings Follow-up Survey</b></li> </ul>		
12:25	9) Agenda Development	All	INFORMATION
12:30	10) Adjournment	All	ACTION
1:00	11) SBCAE Data Study Session	All	INFORMATION

## 2025 - 2026 SBCAE Calendar

### Monthly\*

Aug 1

### (Fridays)

Consultation Council Meeting 11:30 – 12:30

### 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

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Steering Committee Meeting 12:30 – 3:30

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

Steering Committee Meeting 12:30 – 3:30

Oct 24

Dec 12

Jan 16

March 6

April 3

April 24

June 12

Consultation Council Meeting 11:30 – 12:30

Consultation Council Meeting 11:30 – 12:30

Consultation Council Meeting 11:30 – 12:30

Consultation Council Meeting 11:30 – 12:30

Consultation Council Meeting 11:30 – 12:30

Consultation Council Meeting 11:30 – 12:30

Consultation Council Meeting 11:30 – 12:30

### 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

### 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

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

Transition Specialist Meeting 2:30 – 4:30

### Semester

Sept 12

4:00

Feb 6

4:00

### (Fridays)

Faculty Networking Group Meetings 1:00 -

Faculty Networking Group Meetings 1:00 -

### Quarterly

Sept 4

Nov 6

Jan 29

April 9

Community Connections 1:00 - 2:00

### (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

### Quarterly

Sept 4

Nov 6

Jan 29

May 7

### (Thursdays)

Data Community of Practice 2:30 - 3:30

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Data Community of Practice 2:30 - 3:30



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.