



## 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	Kiran Grewal	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>	Robbie Kunkel			

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	Vacant, AWD Specialist

**Steering Committee Meeting Agenda · September 13, 2024 · 11:00 PM - 12:30 PM**

Location - Milpitas Adult Education - 1331 E Calaveras Blvd, Milpitas, CA 95035

**AGENDA**

11:00	<b>Open Session</b> 1) Call to Order	Moni	ACTION
11:05	2) Approval of September 13, 2024 Steering Committee Meeting Agenda	All	ACTION
11:10	3) Approval of August 2, 2024 Steering Committee Meeting Minutes	All	ACTION
11:15	4) Public Comments	All	INFORMATION
11:20	5) Consultation Council Report	Margarita, Phil	INFORMATION
11:25	6) Transition Specialist Co-chair Update	Patty, Peter	INFORMATION
11:30	7) Bylaws Update a) Noting Carryover policies alignment to CAEP Requirements b) Noting changes in college processes to appoint members	Moni, Traci	INFORMATION
11:40	8) Member Effectiveness a) Carryover Template b) NOVA Fiscal reporting deadlines and reporting expectations	Traci, Moni	INFORMATION
11:50	9) Director Update a) Rosters / Strategy Consult Groups Update b) PD Day - Encourage your staff to register c) Data Study Session and outcomes	Rick	INFORMATION

12:00	10) Member Updates & Announcements <ul style="list-style-type: none"> <li>○ CAEP Due Dates:             <ul style="list-style-type: none"> <li>● <b>Sep 30: 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4)</b></li> <li>● <b>Sep 30: 24/25 Member Program Year Budget and Work Plan due in NOVA</b></li> <li>● <b>Oct 30: 24/25 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> </li> <li>○ Member Updates:</li> <li>○ Announcements:</li> </ul>	All	INFORMATION
12:25	11) Agenda Development	All	INFORMATION
12:30	12) Adjournment	All	ACTION

## 2024 – 2025 Calendar

### 2024

Aug 2:	Steering Committee Meeting 12:30 – 3:30	Oct 1:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Aug 15:	Annual Plan for 2024-25 due in NOVA*		
Sept 1:	22/23 and 23/24 Member Expense Report due in NOVA (Q4)	Oct 8:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Sept 1:	24/25 Certification of Allocation Amendment due in NOVA	Oct 15:	Transition Specialist Meeting 2:30 – 4:30
Sept 5:	Data Community of Practice 2:30 - 3:30	Oct 25:	Steering Committee Meeting 12:30 - 3:30
Sept 13:	Consultation Council Meeting 10:00 – 11:00	Oct 28-30:	CAEP Summit 8:00 - 1:00
Sept 13:	Steering Committee Meeting 11:00 – 12:30	Oct 30:	24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
Sept 13:	Data Study Session 1:00 – 3:00	Oct 31:	Student data due in TOPSPro (Q1)
Sept 17:	Transition Specialist Meeting 2:30 – 4:30	Oct 31:	Employment and Earnings Follow-up Survey
Sept 27:	Professional Development Day 8:30 – 3:00	Nov 7:	Data Community of Practice 2:30 - 3:30
Sept 30:	21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *	Nov 8:	Faculty Networking Group Meetings 1:00 – 4:00
Sept 30:	23/24 Member Program Year Budget and Work Plan due in NOVA	Nov 12:	Transition Specialist Meeting 2:30 – 4:30
Sept 30:	End of Q1	Nov 14:	Community Connections 1:00 - 2:00

Nov 15:	Consultation Council Meeting 10:00 – 11:00	Dec 1:	22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
Nov 15:	Steering Committee Meeting 11:00 – 12:30	Dec 10:	Transition Specialist Meeting 2:30 – 4:30
Nov 15:	Data Study Session 1:00 – 3:00	Dec 12:	Community Connections 1:00 – 2:00
Nov 26:	Transition Specialist Meeting (PD) 2:30 – 4:30	Dec 13:	Steering Committee Meeting 12:30 - 3:30
Dec 1:	July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *	Dec 31:	22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
		Dec 31:	End of Q2

## 2025

Jan 7:	Transition Specialist Meeting 2:30 – 4:30 (PD)	March 13:	Community Connections 1:00 – 2:00
Jan 16:	Community Connections 1:00 - 2:00	March 18:	Transition Specialist Meeting 2:30 – 4:30
Jan 17:	Steering Committee Meeting 12:30 – 3:30	March 31:	21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) *
Jan 21:	Transition Specialist Meeting 2:30 – 4:30		
Jan 31:	Student Data due in TOPSPro (Q2)	March 31:	End of Q3
Jan 31:	Employment and Earnings Follow-up Survey	April 4:	Steering Committee 12:30 - 3:30
Feb 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)	April 10:	Community Connections 1:00 - 2:00
Feb 6:	Community Connections 1:00 - 2:00	April 22:	Transition Specialist Meeting 2:30 – 4:30
Feb 6:	Data Community of Practice 2:30 - 3:30	April 25:	Steering Committee 12:30 - 3:30
Feb 7:	Consultation Council Meeting 10:00 – 11:00	April 29:	Community Resource Fair (evening) 5:00 - 8:00
Feb 7:	Steering Committee Meeting 11:00 – 12:30	April 30:	Community Resource Fair (day) 10:00 - 1:00
Feb 7:	Data Study Session 1:00 – 3:00	Apr 30:	Student Data due in TOPSPro (Q3)
Feb 11:	Transition Specialist Meeting 2:30 – 4:30	Apr 30:	Employment and Earnings Follow-up Survey
Feb 28:	Preliminary allocations for 2024-25 and 2025-26 released by this date	May 1:	Community Connections 1:00 - 2:00
March 1:	22/23, 23/24 & 24/25 Member expense report is due in NOVA. (Q2)*	May 1:	Data Community of Practice 2:30 - 3:30
March 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)	May 2:	CFAD for 2024-25 due in NOVA *
March 7:	Steering Committee Meeting 12:30 – 3:30	May 2:	Faculty Networking Group Meetings 1:00 - 4:00
		May 6:	Transition Specialist Meeting 2:30 – 4:30 (PD)



- May 13: Transition Specialist Meeting 2:30 – 4:30
- May 16: Consultation Council Meeting 10:00 – 11:00
- May 16: Steering Committee Meeting 11:00 – 12:30
- May 16: Data Study Session 1:00 – 3:00
- June 1: 23/24 and 24/25 Member Expense Report due in NOVA (Q3)
- June 13: Steering Committee Meeting 12:30 – 3:30
- June 20: CAEP Three-year regional plan due
- June 30: 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q3) \*
- June 30: End of Q4