

Steering Committee Meeting Agenda · June 17, 2022 · 11:30 AM - 12:30 PM

IN PERSON at Independence Adult Center, 625 Educational Park Drive, San Jose, CA 95133, USA

Purpose: As the South Bay Consortium Steering Committee members represent individual districts and as a region plan, develop, recommend and implement adult educational programs 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 on time
- Members come prepared
- Decision making is by consensus
- Presume good intentions
- Focus on issues, not people
- Impact on students most important
- One person speak at a time
- All members are given opportunity to be heard

SBCAE District	Member	Alternate	SBCAE District	Member	Alternate	Faculty
Campbell Adult & Community Education	Usha Narayanan	Leslie Johnson-Tatsuta	East Side Adult Education	Traci Williams <i>AS Co-Chair</i>	Shawn Tran	David Grant Santa Clara Adult Education
Milpitas Adult Education	Priti Johari	Giuliana Brahim	Santa Clara Adult Education	Carrie Casto	Christine Berdiansky	Phil Crawford San José City College
Silicon Valley Adult Education	Kiran Grewal	Patricia Pottorff-Croghan	Mission College	Aaron Tolbert	Jackie Escajeda	
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley College	Eric Grabiell	Brad Weisberg	
Evergreen Valley College/San Jose CC	Robbie Kunkel	J. Edward Stevenson		SBCAE Director Ilse Pollet		

1) Call to Order

Traci Williams called the meeting to order at 11:41

2) Approval of the June 17, 2022 Meeting Agenda

M/S/C: Brahim/Casto to approve the June 17, 2022 meeting agenda as presented.

Unanimous

3) Approval of the May 20, 2022 Steering Committee Meeting Minutes

M/S/C: Vujjeni, Escajeda to approve the May 20, 2022 steering committee meeting minutes as presented

Unanimous

	<p>4) Public Comments</p> <p>Written public comment by Joe Herrity (Groundwork Consulting) regarding the Three Year Plan was distributed and summarized at the meeting.</p> <p>5) Consultation Council Report</p> <p>Nothing to report</p> <p>6) Approval of the 2022 – 2025 SBCAE Three Year Regional Plan for Adult Education</p> <p>Kishan Vujjeni provided the following context regarding the Three Year Plan:</p> <ul style="list-style-type: none">- All CAEP consortia are mandated by the State to submit a Three Year Plan, as well as subsequent Annual Plans for each year of the Three Year Plan- This is the 3rd plan for SBCAE- The consortium's budget needs to be aligned with and adhere to the Three Year Plan. Members need to ensure compliance with CAEP mandates regarding indirect funds.- This is the first time the Three Year Plan template is asking for targets for budget, enrollment and student outcomes. We need to make sure we spend all funds, including carryover funds. Funds cannot be used for supplanting other programs. CAEP funds are dedicated adult education funds, focused on adult schools. Colleges take some funds to incentivize staff and faculty to participate in the mission of the consortium. <p>Ilse acknowledged everyone who contributed to the development of the plan:</p> <ul style="list-style-type: none">- SBCAE Steering Committee members and Co-Chairs- The SBCAE data team: Rick Abare and Brenda Flores- SBCAE staff and Transition Specialists- Community Partners <p>She then proceeded to present a high level plan summary, with strategies in each of the following areas:</p> <ul style="list-style-type: none">- build the map- help students navigate the map		
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- support students along the way
- organizational capacity building

A pdf of the summary slide deck is available on sbcae.org

Presented for approval today is the Three Year Plan narrative, including metrics and targets, in NOVA, following the state’s template. There is one amendment to the plan as it was shared in the meeting materials: targets for WVMCCD have been updated as follows (new numbers in red):

Metric Set	Metric	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Target	2023-24 Target	2024-25 Target
All	*Adults who Became Participants (AE 202 - Overall)	1,002	1,191		588 1037	613 1074	638 1113
Employment and Earnings	Participants Who Became Employed in the 2nd Quarter After Exit (AE 505 - Overall)	215			0	0	0
Progress	Participants with Educational Functioning Levels Gains ABE (AE 400 - ABE)	54			0	0	0
Progress	Participants with Educational Functioning Levels Gains ESL (AE 400 - ESL)	89	83		25 89	25 89	25 90
Progress	Participants Who Complete an EL Civics COAPP or Course (AE 411 - Overall)	25	46		0	0	0
Success	Participants Who Earn a High School Diploma or Equivalency (AE 633 - Overall)				0	0	0

Metric Set	Metric	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Target	2023-24 Target	2024-25 Target
Success	Participants Who Earn a Postsecondary Credential (AE 625 - Overall)	46	67		16 48	17 50	18 52
Transition	Participants with Transition to Postsecondary (credit college) (AE 637 - Overall)	49			26 50	26 51	26 53
Transition	Participants with Transition to Postsecondary (CTE) (AE 636 - Overall)	125			80 129	81 133	83 137

Rick provided the following context for the edit:

- College data came in later. Clarified with both college districts in last few weeks. Decision to build on 19-20 numbers for setting targets.
- College data has to be submitted as a district, not individual colleges
- College numbers for 20-21 will be unnaturally high since attendance at the colleges was tracked differently under COVID (everyone was counted)
- Reflects maintenance of effort at Mission College, and small projected increase at West Valley College

To the best of our knowledge, we will be able to update our goals with each annual plan. This is a practice run, there is no CAEP data police.

M/S/C: Vujjeni/Escajeda to approve the 2022-2025 Three Year Regional Plan for Adult Education, with the amended WVMCCD targets as presented

Unanimous

7) Finance/Member Effectiveness Subcommittee composition & nominations

- Adult School Co-Chair: Traci Williams
- Community College Co-Chair: Kishan Vujjeni
- Adult School representative: TBD
- Community College representative: TBD
- Consultation Council representative: TBD

	<ul style="list-style-type: none">● SBCAE Director: Ilse Pollet <p>Traci Williams provided an overview of the committee:</p> <ul style="list-style-type: none">● this is the finance subcommittee we talked about, we added the descriptor 'member effectiveness' to clarify that the committee is also about ensuring members are in alignment with the plan. In that we will be analyzing member allocations and fiscal responsibilities.● In order to have a subcommittee, we can only have a limited number of voting Steering Committee members so as not to violate Brown Act.● At the last meeting, we asked for interest. There were more members interested than allowed on the adult school side.<ul style="list-style-type: none">○ Adult Ed rep: Giuliana and Carrie. Carrie is ok with yielding to Giuliana. Usha was interested but also yields to Giuliana. Giuliana wants to share information from correction program that was not included in the 3Y plan.○ College rep: Robbie Kunkel. No other interest from the colleges present.○ Consultation Council would like to nominate Phil Crawford as their representative.● The subcommittee will not make any decisions or take any formal actions. Recommendations will be brought back to the Steering Committee for action. <p>Kishan Vujjeni stressed the importance of this committee and proposed renaming it 'member effectiveness subcommittee'. This includes finance.</p> <p>David Grant would like to keep finance in the title: Finance/Member Effectiveness</p> <p>Giuliana Brahim stated that member effectiveness will include finance.</p> <p>M/S/C Vujjeni/Narayanan to establish Finance/Member Effectiveness subcommittee with the following members: Kishan Vujjeni, Traci Williams, Giuliana Brahim, Robbie Kunkel, Phil Crawford, Ilse Pollet Unanimous</p> <p>8) May Revise Update: projected COLA increase to 6.56%</p> <p>Kishan Vujjeni clarified that the May Revise included an increase to 6.56% COLA. This is not final until the legislature votes on it in July. We will do a CFAD amendment when the final numbers come in from the State.</p> <p>9) Announcements and Member Reports (1 minute each)</p>		
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	<p>a) CAEP Due Dates</p> <ul style="list-style-type: none">● Jun 20: CAEP 2022-25 Three-Year Plan due● Jun 30: 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3) *● Jun 30: End of Q4 <p>Kishan Vujjeni has reviewed entries today and communicated with individual members regarding a few glitches. He reviewed state guidance regarding member expense report submission:</p> <ul style="list-style-type: none">● All expenditure totals should be higher than the previous quarter.● Prior to certifying, ensure that all object codes have sufficient funding. If not, complete a budget revision.● The summary of activities should be clear and concise, yet comprehensive overview of the member's activities during the quarter.● If prompted to complete a corrective action plan, ensure it is clear and concise, yet comprehensive. <p>b) Other announcements:</p> <ul style="list-style-type: none">- Refugee Day tonight – SBCAE will have a booth- Check caladulted.org for upcoming webinars- CAEP Summit Oct 25-28, proposals due 8/19 (summit.caladulted.org)- SCAE: summer school classes are coming up, working on new program for facilities maintenance, working with Mission College on offerings for the fall, ESL for healthcare with West Valley College. Working on program sponsorship for adult ed credential with Robbie. Will have more updates towards the end of the year.- CACE: closed out the year, looking forward to the Fall. Small summer ESL program- Mission College has a new president: Dr Seher Awan, currently the president at LA Southwest. There will be a summer concert series at Mission College.- Milpitas Adult Education: distance learning through the end of June. New facilities bond – innovation campus will include adult ed as well. New IET program: paralegal- SJCC: working closely with the noncredit coordinator. A replacement for Dr. Tran will be announced soon. Working with faculty and leadership to make sure internal plans are aligned with SBCAE's Three Year plan- Ana-Rosa Camacho: responding re:question about free classes at SJECCD: for summer semester if applying for 6		
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	<p>units or more, apply for financial aid and have CA residency for 1 year and 1 day. Undocumented have to complete 8540 form (3 y of education and complete 1260 hours of education, have a high school diploma. NC community health worker (6 classes), can be completed in one semester. EVC summer: engineering non credit class. Follow up on email sent re: TS presentations. Ana Rosa taking time off early August, will defer to other college TS to attend (Steve, Orlando, Patty). KV thanked Ana Rosa for co-chairing the TS group with Kelle Mason</p> <ul style="list-style-type: none"> - SJECCD and ESAE are partnering on ESL for workplace class at Alum Rock library on Saturdays. 23 students recruited to date. - Giuliana: MAE was awarded 150K to implement workforce accelerator fund. Planning an 18mo program that will have 2 cohorts of 10 students to go through six sigma green belt certification (warehousing). TS will reach out to all members to promote. - Job opening for SBCAE admin assistant has been posted at ESAE <p>10) Agenda Development</p> <p>None</p> <p>11) Adjournment</p> <p>M/S/C: Vujjeni/Narayanan to adjourn the meeting at 12:45pm</p>		
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Steering Committee – April 8, 2022

July 30	Steering Committee, 12:30-3:30pm	Jan. 20	Community Connections Partner Mtg 11a-12:30pm
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Aug. 1	Student Data due in TOPSPro Q4 FINAL	Jan. 25	Transition Specialists meeting, 1-3pm
Aug. 15	Annual Plan for 2021-22 due in NOVA	Jan. 31	Student Data due in TOPSPro Q2
Aug. 19	Community Connections Partner Meeting 11am-12:30pm	-----	
Aug. 20	Steering Committee, 12:30-3:30pm	Feb. 4	Faculty Work Group meeting, 1-4pm
Aug. 31	Transition Specialists meeting, 2-4pm	Feb. 10	Data Admin Meeting, 2:30-3:30pm
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Sep. 1	19/20, 20/21 Member Exp Rept due in NOVA Q4	Feb. 11	Steering Committee, 11:15am-1:00pm
Sep. 1	20/21 exp by program area due in NOVA	Feb. 11	Data Session, 1:30-3:30pm
Sep. 9	Data Admin Meeting, 2:30-3:30pm	Feb. 17	Community Connections Partner Mtg 11-12:30pm
Sep. 16	Community Connections Partner Meeting 11am-12:30pm	Feb. 22	Transition Specialists meeting, 1-3pm
Sep. 17	Consultation Council, 10-11am	Feb. 28	Prelim allocations for 22/23 & 23/24
Sep. 17	Steering Committee, 11:15am-1:00pm	-----	
Sep. 17	Data Study Session, 1:30-3:30pm	Mar. 1	Close out 19/20 Member Funds due in NOVA
Sep. 28	Transition Specialists meeting, 2-4pm	Mar. 4	Faculty Work Group meeting, 1-4pm
Sep. 30	19/20, 20/21 Exp Rept certified by Consortia in NOVA Q4	Mar. 11	Steering Committee, 12:30-3:30pm
Sep. 30	20/21 Member Prog Yr Budget & Work Plan due in NOVA	Mar. 17	Community Connections Partner 11-12:30p
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Oct. 8	Faculty Work Group meeting, 1-4pm	Mar. 31	19/20, 20/21, 21/22 Exp Rept certified
Oct. 15	Steering Committee, 12:30-3:30pm		Virtual Community Resource Fair TBD
Oct. 19	Transition Specialists meeting, 1-3pm	-----	
Oct. 21	Community Connections Partner Meeting 11am-12:30pm	Apr. 8	Steering Committee, 12:30-3:30pm
Oct. 26-28	CAEP Summit	Apr. 13	Data Admin Meeting,, 2:30-3:30pm
Oct. 30	21/22 Member prog yr budget & Work Plan certified-NOVA	Apr. 21	Community Connections Partner Mtg 11a-12:30pm
Oct. 31	Student Data due in TOPSPro Q1	Apr. 26	Transition Specialists meeting, 1-3pm
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Nov. 5	SBCAE Professional Development Day, 9am-3pm	Apr. 30	Student Data due in TOPSPro Q3
Nov. 17	Data Admin Meeting, 2:30-3:30pm	-----	
Nov. 18	Community Connections Partner Meeting 11am-12:30pm	May 2	CFAD for 22/23 due in NOVA
Nov. 19	Consultation Council, 10-11am	May 19	Community Connections Partner Mtg 11a-12:30pm
Nov. 19	Steering Committee, 11:15am-1:00pm	May 20	Consultation Council, 10-11am
Nov. 19	Data Study Session, 1:30-3:30pm	May 20	Steering Committee, 11:15am-1:00pm
Nov. 30	Transition Specialists meeting, 1-3pm	May 20	Data Session, 1:30-3:30pm
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Dec. 1	20/21 Instr hrs & Exp by prog area due in NOVA & certified	-----	
Dec. 1	19/20, 20/21, 21/22 Member exp rept due in NOVA Q1	June 14-16	CASAS Summer Institute
Dec. 3	Faculty Work Group meeting, 1-4pm	June 16	Community Connections Partner Mtg 11a-12:30pm
Dec. 10	Steering Committee, 12:30-3:30pm	June 17	Steering Committee, 11:30-12:30pm
Dec. 14	Transition Specialists meeting, 1-3pm		
Dec. 16	Community Connections Partner Meeting 11am-1pm		
Dec. 31	19/20, 20/21, 21/22 Member exp rept certified in NOVA Q1		