

## Steering Committee Meeting Agenda - April 29, 2022 - 12:30-3:30PM

<https://sjeccd-edu.zoom.us/j/99290480686?> Password: 483214 · Dial in: +1 669 900 9128 (US Toll)

**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	Vacant		SBCAE Director Ilse Pollet		
12:30	1) Call to Order				Co-Chair	<b>ACTION</b>
12:32	2) Approval of the April 29, 2022 Meeting Agenda				All	<b>ACTION</b>
12:35	3) Approval of the April 8, 2022 Steering Committee Meeting Minutes				All	<b>ACTION</b>
12:40	4) Public Comments				All	INFORMATION
12:45	5) Consultation Council Report				David, Phil	INFORMATION
12:50	6) Community Pro Suite renewal				Allison Grenney, Co-Chairs	INFORMATION
1:20	7) CFAD: 2022-23 Allocations Approval				Co-Chairs	<b>ACTION</b>
1:50	8) Blinkpad job matching platform presentation				Christina Galanopoulos	INFORMATION
2:15	9) Transition Specialist Resource Hub & priorities				Ilse	DISCUSSION
3:00	10) Announcements and Member Reports (1 minute each) a) CAEP Due Dates				All	INFORMATION

3:30	<ul style="list-style-type: none"> <li>• <b>Apr 30:</b> Student Data due in TOPSPro (Q3)</li> <li>• <b>Apr 30:</b> Employment and Earnings Follow-up Survey</li> <li>• <b>May 2:</b> CFAD for 2022-23 due in NOVA *</li> </ul> <p>11) Agenda Development              a) CAEP funds to serve corrections population</p> <p>12) Adjournment</p>	All  Co-Chair	INFORMATION  <b>ACTION</b>
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Steering Committee – April 8, 2022

**CALENDAR 2021**

July 30 Steering Committee, 12:30-3:30pm

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Aug. 1 Student Data due in TOPSPro Q4 FINAL  
 Aug. 15 Annual Plan for 2021-22 due in NOVA  
 Aug. 19 Community Connections Partner Meeting 11am-12:30pm  
 Aug. 20 Steering Committee, 12:30-3:30pm  
 Aug. 31 Transition Specialists meeting, 2-4pm

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Sep. 1 19/20, 20/21 Member Exp Rept due in NOVA Q4  
 Sep. 1 20/21 exp by program area due in NOVA  
 Sep. 9 Data Admin Meeting, 2:30-3:30pm  
 Sep. 16 Community Connections Partner Meeting 11am-12:30pm  
 Sep. 17 Consultation Council, 10-11am  
 Sep. 17 Steering Committee, 11:15am-1:00pm  
 Sep. 17 Data Study Session, 1:30-3:30pm  
 Sep. 28 Transition Specialists meeting, 2-4pm  
 Sep. 30 19/20, 20/21 Exp Rept certified by Consortia in NOVA Q4  
 Sep. 30 20/21 Member Prog Yr Budget & Work Plan due in NOVA

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Oct.8 Faculty Work Group meeting, 1-4pm  
 Oct. 15 Steering Committee, 12:30-3:30pm  
 Oct. 19 Transition Specialists meeting, 1-3pm  
 Oct. 21 Community Connections Partner Meeting 11am-12:30pm  
 Oct. 26-28 CAEP Summit  
 Oct. 30 21/22 Member prog yr budget & Work Plan certified-NOVA  
 Oct. 31 Student Data due in TOPSPro Q1

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Nov. 5 SBCAE Professional Development Day, 9am-3pm  
 Nov. 17 Data Admin Meeting, 2:30-3:30pm  
 Nov. 18 Community Connections Partner Meeting 11am-12:30pm  
 Nov. 19 Consultation Council, 10-11am  
 Nov. 19 Steering Committee, 11:15am-1:00pm  
 Nov. 19 Data Study Session, 1:30-3:30pm  
 Nov. 30 Transition Specialists meeting, 1-3pm

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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  
 Dec. 3 Faculty Work Group meeting, 1-4pm  
 Dec. 10 Steering Committee, 12:30-3:30pm  
 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

**2022**

~~Jan. 20 Community Connections Partner Mtg 11a-12:30pm~~  
 Jan. 21 Steering Committee, 12:30-3:30pm  
 Jan. 25 Transition Specialists meeting, 1-3pm  
 Jan. 31 Student Data due in TOPSPro Q2

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Feb. 4 Faculty Work Group meeting, 1-4pm  
 Feb. 10 Data Admin Meeting, 2:30-3:30pm  
 Feb. 11 Consultation Council, 10-11am  
 Feb. 11 Steering Committee, 11:15am-1:00pm  
 Feb. 11 Data Session, 1:30-3:30pm  
 Feb. 17 Community Connections Partner Mtg 11-12:30pm  
 Feb. 22 Transition Specialists meeting, 1-3pm  
 Feb. 28 Prelim allocations for 22/23 & 23/24

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Mar. 1 Close out 19/20 Member Funds due in NOVA  
 Mar. 4 Faculty Work Group meeting, 1-4pm  
 Mar. 11 Steering Committee, 12:30-3:30pm  
 Mar. 17 Community Connections Partner 11-12:30p  
 Mar. 29 Transition Specialists meeting, 1-3pm  
 Mar. 31 19/20, 20/21, 21/22 Exp Rept certified  
 Virtual Community Resource Fair TBD

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**Apr. 8 Steering Committee, 12:30-3:30pm**  
 Apr. 13 Data Admin Meeting,, 2:30-3:30pm  
 Apr. 21 Community Connections Partner Mtg 11a-12:30pm  
 Apr. 26 Transition Specialists meeting, 1-3pm  
 Apr. 29 Steering Committee, 12:30-3:30pm  
 Apr. 30 Student Data due in TOPSPro Q3

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May 2 CFAD for 22/23 due in NOVA  
 May 19 Community Connections Partner Mtg 11a-12:30pm  
 May 20 Consultation Council, 10-11am  
 May 20 Steering Committee, 11:15am-1:00pm  
 May 20 Data Session, 1:30-3:30pm  
 May 31 Transition Specialists meeting, 1-3pm

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June 10 3YRP Retreat, 12:30-3:30pm  
 June 14-16 CASAS Summer Institute  
 June 16 Community Connections Partner Mtg 11a-12:30pm  
 June 17 Steering Committee, 12:30-3:30pm