

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 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

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 ilse.pollet@sbcae.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	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	Kiran Grewal		Mission College	Jackie Escajeda	vacant
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley College	Eric Grabiell	vacant
Evergreen Valley College/San Jose CC	Maniphone Dickerson	Robbie Kunkel			
Consultation Council (non-voting members)			SBCAE Staff		
Margarita Ortiz-Minett, Campbell Adult and Community Education			Ilse Pollet, Director	Rick Abare, Data Analyst	Brenda Flores, Data & Accountability Specialist

Phil Crawford, San Jose City College			Katie Hass, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Willard Williams, AWD Specialist
			Michelle Gonzales, Administrative Assistant		

Steering Committee Meeting Agenda · January 20, 2023 · 12:30 PM - 3:00 PM

Location: Pursuant to AB361, the meeting will be held via teleconference: [Zoom link](#), Meeting ID: 820 9483 927

AGENDA – January 20, 2023

12:30	1) Call to Order	Co-Chair	ACTION
12:32	2) Approval of January 20, 2023 Meeting Agenda	All	ACTION
12:35	3) Approval of November 18, 2022 Steering Committee Meeting Minutes	All	ACTION
12:37	4) Approval of December 9, 2022 Steering Committee Meeting Minutes	All	ACTION
12:40	5) Public Comments	All	INFORMATION
12:45	6) Consultation Council Report	Margarita, Phil	INFORMATION
12:55	7) Member Effectiveness Committee Report <i>Update from the member effectiveness committee.</i>	Traci	INFORMATION
1:10	8) Credential Program Update <i>Update on the development of an adult education credential program within the South Bay Consortium for Adult Education.</i>	Christine, Robbie	INFORMATION
1:25	9) Frequency of Consultation Council Meetings	Consultation Council	DISCUSSION/ACTION
1:35	10) SBCAE Outreach Materials	Ilse	ACTION
1:40	11) PD Day	Chairs, Ilse	DISCUSSION/ACTION
1:55	12) Faculty Work Groups <i>Feedback and recommendations.</i>	Ilse	DISCUSSION
2:15	13) Pathways Project Update	Ilse	INFORMATION, DISCUSSION
2:40	14) Member Updates & Announcements <ul style="list-style-type: none"> a. CAEP Due Dates: <ul style="list-style-type: none"> ● Jan 31: Student Data due in TOPSPro (Q2) ● Jan 31: Employment and Earnings Follow-up Survey b. Professional Development Day: March 3, 2023 c. Resource Fair: March 9, 2023 d. Member Updates 	All	INFORMATION
2:50	15) Agenda Development	All	INFORMATION

3:00	16) Adjournment	All	ACTION
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2022 – 2023 Calendar

2022

Aug. 19	Steering Committee Meeting 12:30 – 3:30	Oct. 31	Employment and Earnings Follow-up Survey
Sept. 1	20/21 and 21/22 Member Expense Report due in NOVA (Q4)	Nov. 1	Transition Specialist Meeting (PD) 2:30 – 4:30
Sept. 1	July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA	Nov. 4	Faculty Work Group Meetings 1:00 – 4:00
Sept. 9	Faculty Work Group Meetings 1:00 – 4:00	Nov. 15	Transition Specialist Meeting 2:30 – 4:30
Sept. 14	Annual Plan for 2022-23 due in NOVA	Nov. 18	Consultation Council Meeting 10:00 – 11:00
Sept. 16	Consultation Council Meeting 10:00 – 11:00	Nov. 18	Steering Committee Meeting 11:00-12:30
Sept. 16	Steering Committee Meeting 11:00 – 12:30	Nov. 18	Data Study Session 1:00- 3:00
Sept. 16	Data Study Session 1:00 – 3:00	Nov. 30	22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA
Sept. 20	Transition Specialist Meeting (2:30 - 4:30pm)	Dec. 1	July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
Sept. 30	20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4)	Dec. 1	20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
Sept. 30	End of Q1	Dec. 9	Steering Committee Meeting 12:30 – 3:30
Oct. 4	Transition Specialist Meeting (PD) 2:30 -4:30	Dec. 13	Transition Specialist Meeting 2:30 - 4:30
Oct. 14	Steering Committee Meeting 12:30 – 3:30	Dec. 31	20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1)
Oct. 18	Transition Specialist Meeting 2:30 - 4:30	Dec. 31	End of Q2
Oct. 30	22/23 Member Program Year Budget and Work Plan due in NOVA		
Oct. 31	Student data due in TOPSPro (Q1)		

2023

Jan. 17	Transition Specialist Meeting 2:30 – 4:30	April 18	Transition Specialist Meeting 2:30 – 4:30
Jan. 20	Steering Committee Meeting 12:30 – 3:30	April 28	Steering Committee Meeting 12:30 – 3:30
Feb. 3	Faculty Work Group Meetings 1:00-4:00	May 5	Faculty Work Group Meetings 1:00-4:00
Feb. 10	Consultation Council Meeting 10-11	May 16	Transition Specialist Meeting 2:30 – 4:30
Feb. 10	Steering Committee Meeting 11 – 12:30	May 19	Consultation Council Meeting 10:00-11:00
Feb. 10	Data Study Session 1:00- 3:00	May 19	Steering Committee Meeting 11 – 12:30
Feb. 14	Transition Specialist Meeting 2:30 – 4:30	May 19	Data Study Session 1-3
March 3	Professional Development Day 9 - 3	June 9	Steering Committee Meeting 12:30 – 3:30
March 7	Transition Specialist Meeting (PD) 2:30 – 4:30		
March 10	Steering Committee Meeting 12:30 – 3:30		
March 21	Transition Specialist Meeting 2:30 – 4:30		
April 7	Steering Committee Meeting 12:30 – 3:30		