

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		
11:30	1) Call to Order				Co-Chair	ACTION
11:32	2) Approval of the June 17, 2022 Meeting Agenda				All	ACTION
11:35	3) Approval of the May 20, 2022 Steering Committee Meeting Minutes				All	ACTION
11:40	4) Public Comments				All	INFORMATION
11:45	5) Consultation Council Report				David, Phil	INFORMATION
11:55	6) Approval of the 2022 – 2025 SBCAE Three Year Regional Plan for Adult Education				All	ACTION
12:10	7) Finance/Member Effectiveness Subcommittee composition & nominations				All	INFORMATION DISCUSSION ACTION
	<ul style="list-style-type: none"> • Adult School Co-Chair: Traci Williams • Community College Co-Chair: Kishan Vujjeni • Adult School representative: TBD • Community College representative: TBD • Consultation Council representative: TBD • SBCAE Director: Ilse Pollet 					
12:20	8) May Revise Update: projected COLA increase to 6.56%				Co-Chairs	INFORMATION
12:22	9) Announcements and Member Reports (1 minute each)				All	INFORMATION
	a) CAEP Due Dates					

	<ul style="list-style-type: none"> • <i>Jun 20: CAEP 2022-25 Three-Year Plan due</i> • <i>Jun 30: 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3) *</i> • <i>Jun 30: End of Q4</i> 		
12:28	10) Agenda Development	All	INFORMATION
12:30	11) Adjournment	Co-Chair	ACTION

Steering Committee – April 8, 2022

CALENDAR 2021

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

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

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

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

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

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

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

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

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

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

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