

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 · March 10, 2023 · 12:30 PM - 3:30 PM

Pursuant to AB361, the meeting will be held via teleconference: <https://esuhsd.zoom.us/j/>

AGENDA – March 10, 2023

12:30	1) Call to Order	Co-Chair	ACTION
12:35	2) Approval of March 10, 2023 Steering Committee Meeting Agenda	All	ACTION
12:40	3) Approval of February 10, 2023 Steering Committee Meeting Minutes	All	ACTION
12:45	4) Public Comments	All	INFORMATION
1:00	5) Consultation Council Report	Margarita, Phil	INFORMATION
1:20	6) 2023-2024 Preliminary CAEP Allocations	Co-Chair	INFORMATION
1:40	7) Member Effectiveness Committee Update	Traci	INFORMATION/ DISCUSSION
2:10	8) Partnership Updates	Katie	INFORMATION
2:30	9) SBCAE Outreach Materials	Ilse	INFORMATION
2:50	10) Member Updates & Announcements <ul style="list-style-type: none"> a. CAEP Due Dates: <ul style="list-style-type: none"> ● Mar 31: 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) * ● Mar 31: End of Q3 b. Steering Committee Meeting Location: c. Member Updates: 	All	INFORMATION
3:10	11) Agenda Development	All	INFORMATION
3:30	12) Adjournment	All	ACTION

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	March 9	Community Resource Fair 10:30 am – 1:30 pm and 5:00 pm – 8:30 pm
Jan. 19	Community Connections 1:00 - 2:30	March 10	Steering Committee Meeting 12:30 – 3:30
Jan. 20	Steering Committee Meeting 12:30 – 3:30	March 16	Community Connections 1:00 - 2:30
Feb. 2	Data Community of Practice 2:30pm - 3:30pm	March 21	Transition Specialist Meeting 2:30 – 4:30
Feb. 3	Faculty Work Group Meetings 1:00-4:00	Mar 31	20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) *
Feb. 10	Consultation Council Meeting 10-11	Mar 31	End of Q3
Feb. 10	Steering Committee Meeting 11 – 12:30	April 7	Steering Committee Meeting 12:30 – 3:30
Feb. 10	Data Study Session 1:00- 3:00	April 18	Transition Specialist Meeting 2:30 – 4:30
Feb. 14	Transition Specialist Meeting 2:30 – 4:30	April 20	Community Connections 1:00 - 2:30
Feb. 16	Community Connections 1:00 - 2:30	April 27	Data Community of Practice 2:30pm - 3:30pm
Feb. 28	Preliminary allocations for 2022-23 and 2023-24 released by this date	April 28	Steering Committee Meeting 12:30 – 3:30
Mar 1	20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)*	Apr 30	Student Data due in TOPSPro (Q3)
March 3	Professional Development Day 9 – 3	Apr 30	Employment and Earnings Follow-up Survey
March 7	Transition Specialist Meeting (PD) 2:30 – 4:30		

May 2	CFAD for 2023-24 due in NOVA *
May 5	Faculty Work Group Meetings 1:00-4:00
May 16	Transition Specialist Meeting 2:30 – 4:30
May 18	Community Connections 1:00 - 2:30
May 19	Data Study Session 1-3
May 19	Consultation Council Meeting 10:00-11:00
May 19	Steering Committee Meeting 11 – 12:30
June 1	21/22 and 22/23 Member Expense Report due in NOVA (Q3)
Jun 30	21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) *
Jun 30	End of Q4
Jul 15	Student Data due in TOPSPro (Q4) FINAL
Aug 1	Student Data due in TOPSPro (Q4) FINAL
Aug 15	Annual Plan for 2023-24 due in NOVA *

