

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	Patricia Pottorff-Croghan	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

Steering Committee Meeting Agenda · November 18, 2022 · 11:00 AM - 12:30 PM

Pursuant to AB361, the meeting will be held via teleconference:

AGENDA – November 18, 2022

11:00	1) Call to Order	Co-Chair	ACTION
11:02	2) Approval of November 18, 2022 Meeting Agenda	All	ACTION
11:05	3) Approval of October 14, 2022 Steering Committee Meeting Minutes	All	ACTION
11:10	4) Public Comments	All	INFORMATION
11:15	5) Consultation Council Report	Margarita, Phil	INFORMATION
11:25	6) SJECCD update: CEM Restructuring/Consortium Implications <i>Update on upcoming restructuring of the Center for Economic Mobility at SJECCD. Discussion of consortium budget implications.</i>	Co-Chairs	INFORMATION
11:40	7) Navigation Project Updates <i>Presentation and discussion of draft sector specific template and health programs inventory.</i>	Ilse	DISCUSSION
12:10	8) Member Updates & Announcements <ul style="list-style-type: none"> a. CAEP Due Dates: <ul style="list-style-type: none"> • Nov 30: 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA * (Extended for 2022) • Dec 1: July 1, 2021 to June 30, 2022 Program Area Report (Instructional Hours and Expenses by Program Area; actuals) in NOVA and Certified by Consortium* • Dec 1: 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1) • Dec 31: 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) * • Dec 31: End of Q2 b. My Professional Journey (CPS) training: Tableau licenses & reports - date TBD c. Regional CAEP trainings: <ul style="list-style-type: none"> • “Adult Education: A Gateway to College and Living Wage Employment”, Santa Rosa, Dec 2, 2022 • “Using Data to Explore and Improve Equity and Impact in Adult Education” hosted at SJCC – spring 2023, date TBD d. Member Updates 	All	INFORMATION
12:25	9) Agenda Development	All	INFORMATION
12:30	10) Adjournment	All	ACTION

2022 – 2023 Calendar

2022

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

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		

