

## 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](mailto: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](mailto: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
<b>Campbell Adult &amp; Community Education</b>	Usha Narayanan	Leslie Johnson-Tatsuta	<b>East Side Adult Education</b>	Traci Williams <i>AE Co-Chair</i>	Shawn Tran
<b>Milpitas Adult Education</b>	Priti Johari	Giuliana Brahim	<b>Santa Clara Adult Education</b>	Carrie Casto	Christine Berdiansky
<b>Silicon Valley Adult Education</b>	Kiran Grewal	Patricia Pottorff-Croghan	<b>Mission College</b>	Jackie Escajeda	vacant
<b>San José Evergreen CCD</b>	Kishan Vujjeni <i>CC Co-Chair</i>		<b>West Valley College</b>	Eric Grabiell	vacant
<b>Evergreen Valley College/San Jose CC</b>	Maniphone Dickerson	Robbie Kunkel			
<b>Consultation Council (non-voting members)</b>			<b>SBCAE Staff</b>		
David Grant, Santa Clara Adult 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 · September 16, 2022 · 11:00 AM - 12:30 PM

Pursuant to AB361, the meeting will be held via teleconference: <https://cuhsd.zoom.us/j/93054785778>

### AGENDA – September 16, 2022

11:00	1) Call to Order	Co-Chair	ACTION
11:02	2) Approval of September 16, 2022 Meeting Agenda	All	ACTION
11:05	3) Approval of August 19, 2022 Steering Committee Meeting Minutes	All	ACTION
11:10	4) Public Comments	All	INFORMATION
11:15	5) Consultation Council Report	David, Phil	INFORMATION
11:25	6) Member Effectiveness Committee Report	Traci	INFORMATION
11:35	7) Navigation Project Updates <i>Summary of progress and solicitation of feedback regarding draft student journey maps and master course list.</i>	Ilse	DISCUSSION
11:50	8) Faculty Work Groups <i>Update on Faculty Work Group rosters and meeting scheduling.</i>	Ilse	INFORMATION
11:55	9) Transition Specialist at EVC <i>Update on the vacant TS position at EVC</i>	Kishan	INFORMATION
12:05	10) Resource Fair & USCIS partnership <i>Review of proposal for SBCAE Consortium-wide Resource Fair. Potential partnership with USCIS for citizenship classes.</i>	Katie	DISCUSSION
12:20	11) Member Updates & Announcements <ul style="list-style-type: none"> <li>a. CAEP Due Dates: <ul style="list-style-type: none"> <li>• <b>Sep 30:</b> 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4) *</li> <li>• <b>Sep 30:</b> End of Q1</li> </ul> </li> <li>b. CAEP Summit: October 25-28, <a href="https://summit.caladulthood.org">https://summit.caladulthood.org</a></li> </ul>	All	INFORMATION
12:28	12) Agenda Development	All	INFORMATION
12:30	13) 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
<del>Sept. 9</del>	<del>Faculty Work Group Meetings 1:00 – 4:00</del>	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
<b>Sept. 16</b>	<b>Steering Committee Meeting 11:00 – 12:30</b>	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		

