South Bay Consortium for Adult Education

Steering Committee Meeting Minutes · April 29, 2022 · 12:30-3:30PM

https://sjeccd-edu.zoom.us/j/99290480686? Password: 483214 · Dial in: +1 669 900 9128 (US Toll)

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 *AS Co-Chair*	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 *CC Co-Chair*		West Valley College	Eric Grabiel	Brad Weisberg	
Evergreen Valley College/San Jose CC	Robbie Kunkel	Vacant		SBCAE Director Ilse Pollet		

12:30	1) Call to Order Co-Chair Traci Williams called the meeting to order at 12:32pm.	Co-Chair	**ACTION**
12:32	2) Approval of the April 29, 2022 Meeting Agenda M/S/C (Vujjeni/Brahim) To approve the April 29, 2022 Meeting Agenda. Roll Call vote: Narayanan, CACE: Yes Brahim, MAE: Yes Williams, ESAE: Yes Casto, SCAE: Yes Vujjeni, SJECCD: Yes Escajeda, MC: Yes Grabiel, WVC: Yes	All	**ACTION**

12:35	3) Approval of the April 8, 2022 Steering Committee Meeting Minutes M/S/C (Vujjeni/Casto) To approve the April 8, 2022 Steering Committee Meeting Minutes with the corrections as noted. Roll Call vote: Narayanan, CACE: Yes Brahim, MAE: Yes Williams, ESAE: Yes Casto, SCAE: Yes Grabiel, WVC: Yes Vujjeni, SJECCD: Yes Escajeda, MC: Yes	All	**ACTION**
12:40	4) Public Comments No public comments.	All	INFORMATION
12:45	5) Consultation Council Report David Grant does not have a report today.	David, Phil	INFORMATION
-	6) Community Pro Suite renewal This item was moved to after item #7	Allison Grenney, Co-Chairs	INFORMATION
12:50	7) CFAD: 2022-23 Allocations Approval Co-Chair Kishan Vujjeni walked the committee through the CFAD proposal spreadsheet:	Co-Chairs	**ACTION**

2022-23 Proposed Preliminary Allocations 04/08/2022 (CFAD due on May 2, 2022)

	2021-22 Allocations	Est COLA 0.0533	Member Allocation with COLA 2022-23	Adjustment for Shana's Position	Final Adjustments	Final Allocations
CUHSD	$3,734,801	$199,065	3,933,866		$10,000	$3,943,866
ESUHSD	$7,254,108	$386,644	7,640,752		$50,000	$7,690,752
MetroED	$2,819,056	$150,256	2,969,312			$2,969,312
MUHSD	$866,572	$46,188	912,760			$912,760
SJECCD	$1,309,449	$69,793	1,379,241	-$130,000	$70,000.00	$1,319,241
SCUSD	$2,097,814	$111,813	2,209,627			$2,209,627
WVMCCD	$475,914	$25,366	501,280			$501,280
Total	**$18,557,714**	**$989,125**	**19,546,838**	**-$130,000.00**	**$130,000.00**	**$19,546,838**

State Spreadsheet	
SBCAE Total including COLA	$19,546,838
SBCAE COLA	$989,125

Current Consortium Expenses

VENDOR	AMOUNT	SCHEDULE	
Register.com	$66	Annual	$66
Register.com	$6	Monthly	$72
CP/Pairin	$33,360	6 months	$66,720
Tableau	$630	Annual	$630
RIF Members	$150	Annual	$150
AddEvent	$114	Annual	$114
			$67,752

	CACE Exp 2021-22	CACE Projections 2022-23	CACE 2022-23 Allocation
	$186,766.49	$210,000.00	$174,217.93
Ilse	$44,567.10	$100,000.00	$129,050.32
Katie	$5,000.00		
Laptops+Desk	**$231,333.59**	**$310,000.00**	**$303,268.24**
Total Exp	$287,922.00		**Deficit:**
Income			$6,731.76
Balance	$51,588.41		

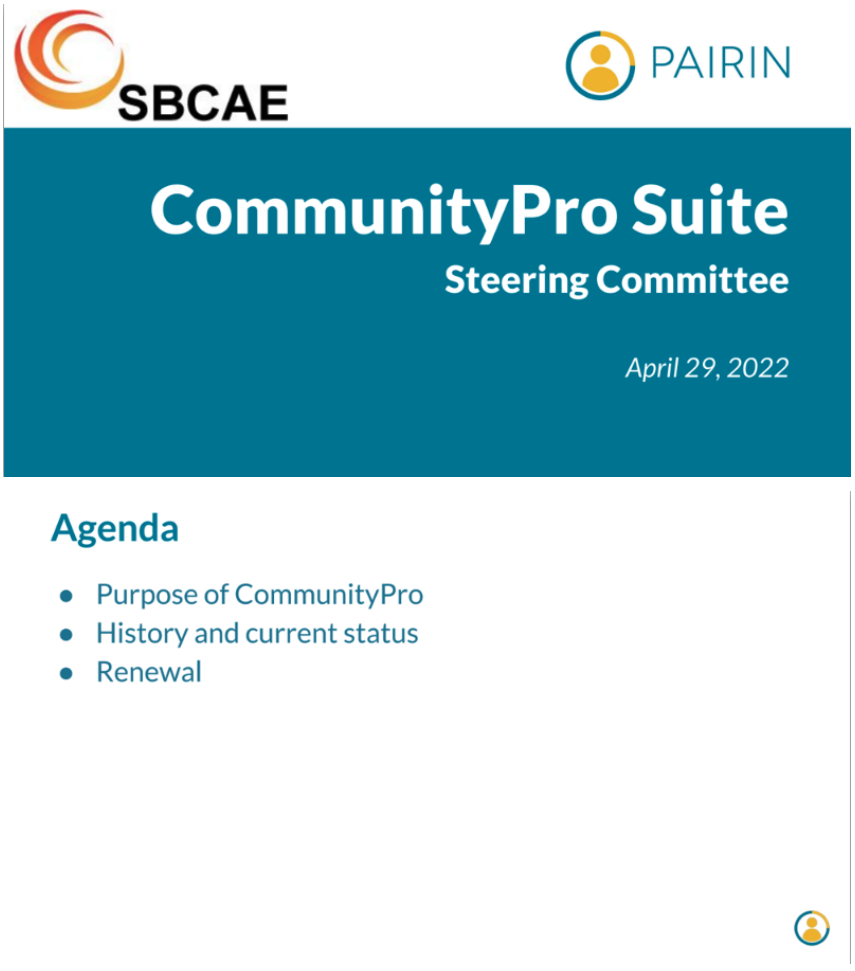
Allocations for Consortium wide Function (0.0533 increase)

	SBCAE Position Tracking	2021-22	2022-23	2022-23 Allocation
ESUHSD	Co-Chair (Traci)	$51,050.00	$53,770.97	$53,770.97
ESUHSD	Web/Tech (Shreyas)	$122,520.00	$129,050.32	$129,050.32
ESUHSD	Consortium Admin (to be filled)		$50,000.00	$50,000.00
CUHSD	Comm Specialist (Katie)	$122,520.00	$129,050.32	$100,000.00
CUHSD	SBCAE Dir (Ilse)	$165,402.00	$174,217.93	$210,000.00
SCUSD	AWD Specialist (Willard)	$127,625.00	$134,427.41	
SJECCD	Sr. Division Assistant (Shana)	$130,000.00	$0.00	$0.00
SJECCD	Research Analyst II (Rick)	$150,000.00	$157,995.00	$157,995.00

Consortiumwide Discretionary Carryover	
CACE (Comm Sp	$55,000.00
SCAE (AWD Uns	$121,000.00

- Previously proposed to top of percentage - this has been eliminated
- Everyone will receive full 5.33% COLA added to last year's allocation. For the entire consortium, there is $989,125 extra this year in COLA, which brings the total SBCAE allocation for 2022-2023 to $19, 546, 838
- Adjustment for administrative assistant position: approx $130,000 can be redistributed:
    - Propose to move admin position to adult ed + reduce to 0.5 FTE
    - Deficit at CACE for Director position: supplement with $10,000 (detailed in blue/red box) - rounded up for funding sustainability for the position
    - $70,000 retained at SJCC to cover cost of Community Pro Suite renewal for one year
- Consortium-wide positions tracked on spreadsheet by line item. Funds are allocated to the hosting district.
- Savings from Web/Tech position at EASE will supplement new admin position at ESAE
- Savings from Community Partner Specialist position at CACE, AWD Specialist position at SCAE will be used to cover consortium-wide expenses. The funds would serve as discretionary carryover to cover consortium wide expenses (other than CPS) for future years (through 2025). The Co-Chairs propose to leave this money where it is now, members who hold these funds can pay consortium-wide bills directly. These funds could also be used as "innovation money" - for which members can apply

	Discussion: Giuliana Brahim asked for clarification on which school will be housing Shana's position? EASE proposed David Grant asked for clarification regarding the previous proposal which involved a 0.5% COLA reduction for all members. The Co-Chairs responded that this is a new proposal, taking the admin assistant vacancy in consideration. COLA reduction is no longer inculded in this proposal. David Grant also asked how the Director position increased 20%. The Co-Chairs responded that the original allocation for the Director position underestimated the cost of benefits. There has been a benefit increase in CUHSD, leading to the cost adjustment. Usha Narayanan confirmed this increase in CUHSD. Kishan Vujjeni further explained that this proposal reworks the numbers to have minimum impact on districts. Everyone gets full COLA. It is cheaper to hire the admin position in adult schools, and we also propose to reduce the position to 0.5FTE We will review overall allocation as part of next 3Y plan, finance committee - in time for next CFAD. Carrie Casto asked for clarification on consortium expenses and vendors. She expressed concern about the tight vendor approval process at the K-12 district level. Everything has to go through a bidding process whenever a new vendor comes in. It will be a lot of work with the purchasing department and business office, and takes a long time to get contracts through. It will be important for members having enough lead time to process contracts, approx. 3-6 months. Usha Narayanan concurred with Carrie. It's important to have a common understanding about the complexity of approving contracts in K-12 districts. Kishan Vujjeni explained that once approved, final allocations will go in NOVA. Each district needs to log in and approve ASAP - due Monday May 2nd. Kishan and Ilse also explained that there is a governance section part of CFAD. This section will be pre populated with language from the SBCAE Charter and the CAEP Fiscal Management Guidance document. M/S/C (Vujjeni/Kunkel): To approve 2022-23 CFAD as presented		

1:15	Roll call vote: Narayanan, CACE: Yes Brahim, MAE: Yes Grewal, SVAE: Yes Kunkel, EVC: Yes Williams, ESAE: Yes Casto, SCAE: Yes Tolbert, MC: Yes Vujjeni, SJCC: Yes 6) Community Pro Suite renewal (moved) Allison Grenney from PairIn provided a refresher on purpose of CPS, a status update on CPS implementation and and overview of the renewal cost. 	Allison Grenney, Co-Chairs	INFORMATION

Purpose of CommunityPro

CommunityPro was purchased to unify the South Bay consortiums organizations and systems

CommunityPro is an essential tool to help us meet CAEP expectation and continue to receive that funding

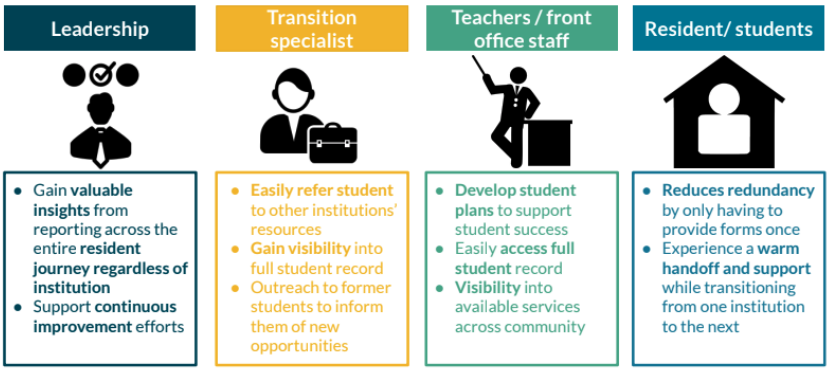
CAEP expected us to....

- Set goals for our region to improve education outcomes and economic mobility for our students
- Form strong intra-agency partnerships to accelerate students success
- Track and report on outcomes based on WIOA model, as well as transitions between education phases/milestones

CommunityPro helps us....

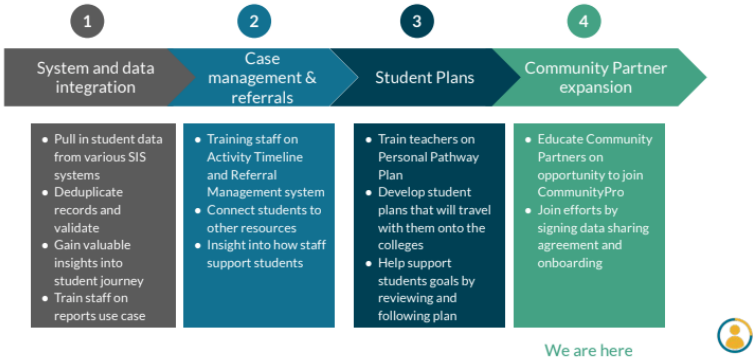
- Provide visibility into the full resident journey across the different institutions
- Connect students to needed services
  - Facilitate & track customer referrals
- Facilitate cross agency communication, case management, & collaboration of services for students
- Track customer participation, performance, progress, & outcomes across partner agencies

Each type of user gains significant efficiency and value



History and current status

We've rolled out CommunityPro in phases and are now gaining real traction with the tool



We have plans to continue to improve to improve the use of CommunityPro

Data

- Establish API with Ellucian so college data is pulled into CommunityPro automatically
- Identify one person at each institution to have a Tableau license to review reports regularly

User adoption

- Provide 15 minute system navigation refreshers at the Transition Specialist meeting monthly
- Establish referral and student plan targets in the fall
- Expand Community Catalog to include Community Partners

Renewal

Our CommunityPro renewal is coming on June 30, 2022

Item	Description	Calculation	Assumption
CommunityPro subscription	Unlimited Professional Center access to CommunityPro platform including: • Case management • Referral management • Ad-Hoc reports • VIE - Data deduplication, data ingestion, and maintenance of integration Project management and training included	Based on student enrollment across institutions • Deduplicate dual enrolled students • Only use non-credit college student numbers	12K student at $5.50 each • Student enrollment will remain similar next year
Tableau reports	Access to reports developed in Tableau including: • Transitions • Dual enrollment • Student services by transition specialist	Based on per professional who has access	Each institution will have 1 Tableau license for $120/ each

Cost proportionally by institution - 11K

Total: $61,460

Institution	% of student	Annual subscription cost	Annual Tableau cost	Annual total
Campbell Adult & Community Education	14.61%	$8,839.21	$120	$8,959.21
Milpitas Adult Education	7.19%	$4,346.97	$120	$4,466.97
Santa Clara Adult Education	15.85%	$9,587.92	$120	$9,707.92
East Side Adult Education	33.91%	$20,516.81	$120	$20,636.81
Silicon Valley Adult Education	9.57%	$5,788.51	$120	$5,908.51
Evergreen Valley College	1.97%	$1,190.11	$120	$1,310.11
San Jose City College	9.06%	$5,481.21	$120	$5,601.21
West Valley and Mission	7.85%	$4,749.26	$120	$4,869.26

Cost proportionally by institution - 12K

Total: $66,960

Institution	% of student	Annual subscription cost	Annual Tableau cost	Annual total
Campbell Adult & Community Education	14.61%	$9,642.78	$120	$9,762.78
Milpitas Adult Education	7.19%	$4,742.15	$120	$4,862.15
Santa Clara Adult Education	15.85%	$10,459.55	$120	$10,579.55
East Side Adult Education	33.91%	$22,381.97	$120	$22,501.97
Silicon Valley Adult Education	9.57%	$6,314.74	$120	$6,434.74
Evergreen Valley College	1.97%	$1,298.30	$120	$1,418.30
San Jose City College	9.06%	$5,979.50	$120	$6,099.50
West Valley and Mission	7.85%	$5,181.01	$120	$5,301.01

SBCAE

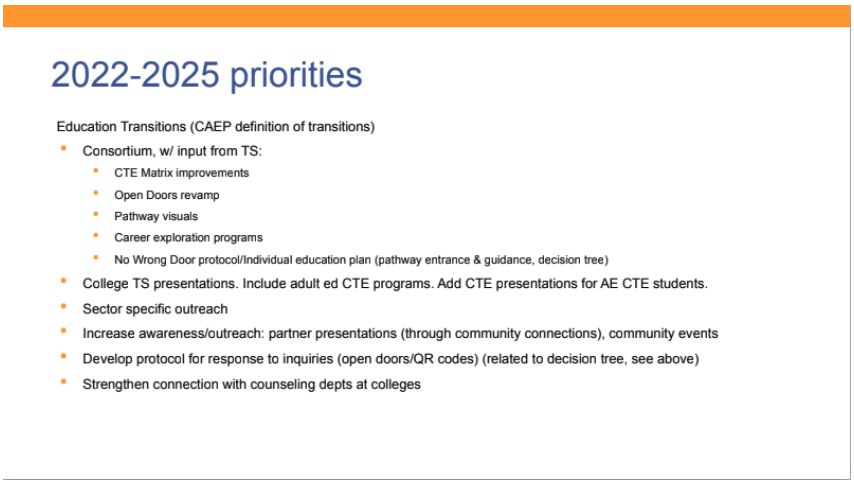
PAIRIN

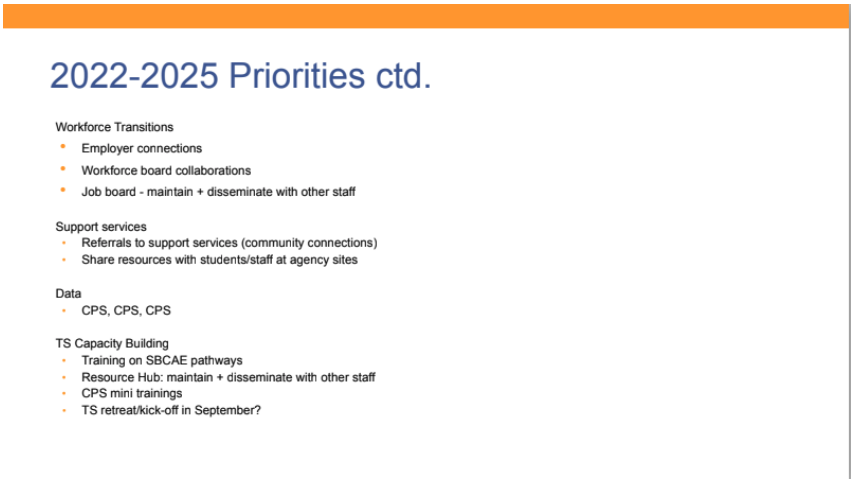
Questions?

Discussion:

Usha Narayanan asked for clarification about the cost for Tableau licenses and how members will pay for it. Allison and Rick clarified this will not be a separate transaction, the licenses will be included in the total renewal fee.

	Usha expressed gratitude to Allison for the presentation, as well as for the ongoing training for the Transition Specialists. As indicated in the CFAD discussion, CPS renewal will be paid out of SJECCD allocation, no member will be invoiced directly		
1:40	8) Blinkpad job matching platform presentation Priti Dugar, CEO of Blinkpad, presented a demo of the Blinkpad job matching platform: www.blinkpad.com Q&A: - Traci Williams clarified that Blinkpad is on the ESAE community advisory committee. She wanted to share the opportunity with the consortium membership and transition specialists - Carrie asked if anyone knows of adult school/community college students who have used Blinkpad. Priti gave the example of University of SF using BlinkPad as a portfolio project for students. Profiles can be shared with teachers or counselors for feedback purposes. Traci added that Sonya at ESAE uses it with students. Sonya said that she has introduced it to many students, but has no follow up data available at this time.	Priti Dugar	INFORMATION
2:00	9) Transition Specialist Resource Hub & priorities Ilse Pollet shared an update on accomplishments of the Transition Specialist group to date, as well as priorities for the group next year. She shared information about the TS Resource Hub, which is now available to all members and their staff as a repository for pathway and program information, job opportunities, support services and more. Ilse will send out more information and links as a follow up. https://sites.google.com/sbcae.org/tsresourcehub/home	Ilse	DISCUSSION





2:10	10) Announcements and Member Reports (1 minute each) a) CAEP Due Dates • **Apr 30:** Student Data due in TOPSPro (Q3) • **Apr 30:** Employment and Earnings Follow-up Survey • **May 2:** CFAD for 2022-23 due in NOVA *	All	INFORMATION

	CACE: WIOA deliverables due today, writing WASC report, year end activities (student assessment) MAE: getting ready for end of the year SVAE: start planning WASC for next year, met with Ilse/Rick re: 3YP today, looking forward to align WASC with 3YP ESAE: end of year activities, updating catalog, classified employee changes/transitions SCAE: end of year, planning for graduation and summer school (ESL classes to relieve waiting list) Mission: staff transitions (new President, Aaron leaving, retirement packages) EVC: working with Christine on credentialing/staff development, working with faculty on bridge to college course		
2:14	11) Agenda Development a) CAEP funds to serve corrections population Traci Williams commented that this item will be looked at as part of finance committee next program year	All	INFORMATION
2:16	12) Adjournment Meeting adjourned at 2:16pm	Co-Chair	**ACTION**

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 10	3YRP Retreat, 12:30-3:30pm
June 14-16	CASAS Summer Institute
June 16	Community Connections Partner Mtg 11a-12:30pm
June 17	Steering Committee, 12:30-3:30pm