

Steering Committee Meeting Minutes · April 8, 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

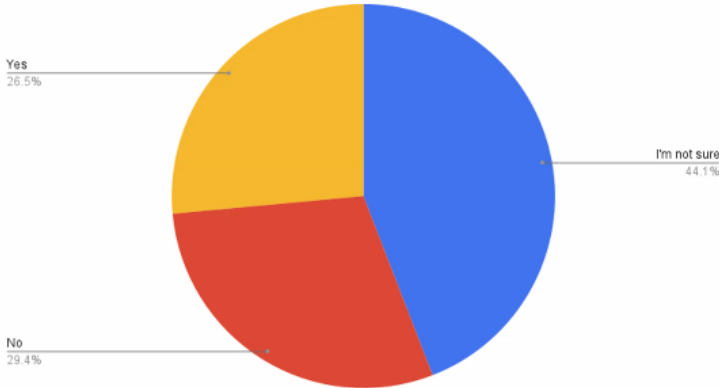
- Focus on the needs of adult education students first
- Embrace collaboration and partnership to have a positive collective impact on our region
- Work with transparency and inclusion with all stakeholders
- Seek other community partnerships and connections to leverage resources and achieve better outcomes
- 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 <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	Leyna Le	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	Vacant		SBCAE Director Ilse Pollet		
12:30	1) Call to Order				Co-Chair	ACTION
12:32	Co-Chair Kishan Vujjeni called the meeting to order at 12:34pm.				All	ACTION
12:35	2) Approval of the April 8, 2022 Meeting Agenda					
	M/S/C (Williams/Casto) To approve the April 8, 2022 Meeting Agenda.					
	Roll Call vote:					
	Narayanan, CACE: Yes					
	Brahim, MAE: Yes					
	Williams, ESAE: Yes					
	Casto, SCAE: Yes					
	Grewal, SVAE: Yes					
	Vujjeni, SJECCD: Yes					
	Tolbert, MC: Yes				All	ACTION
	3) Approval of the March 11, 2022 Steering Committee Meeting Minutes					

<p>12:40</p>	<p>M/S/C (Williams/Casto) To approve the March 11, 2022 Steering Committee Meeting Minutes. Roll Call vote: Narayanan, CACE: Yes Brahim, MAE: Yes Williams, ESAE: Yes Casto, SCAE: Yes Grewal, SVAE: Yes Vujjeni, SJECCD: Yes Tolbert, MC: Yes</p>	<p>All</p>	<p>INFORMATION</p>
<p>12:45</p>	<p>4) Public Comments</p>	<p>David, Phil</p>	<p>INFORMATION</p>
<p>12:50</p>	<p>No public comments.</p> <p>5) Consultation Council Report</p> <p>David Grant does not have a report today.</p> <p>6) SBCAE Charter: Action to Approve</p> <p>The Charter will be submitted to the state with the Three-Year Regional Plan.</p> <p>M/S/C (Williams/Brahim) To adopt the revised Charter. Roll Call vote: Narayanan, CACE: Yes Brahim, MAE: Yes Williams, ESAE: Yes Casto, SCAE: Yes Grewal, SVAE: Yes Vujjeni, SJECCD: Yes</p>	<p>Co-Chairs</p>	<p>ACTION</p>
<p>1:00</p>	<p>Ilse Pollet in chat: Thank you to the Organizational Structure Subcommittee for their work on revising the SBCAE Charter: Kishan, Traci, Usha and Eric.</p> <p>7) AWD Services Update</p> <p>Willard Williams, Adults with Disabilities Specialist, introduced himself and his role within the consortium. His major functions provided to the adult schools, as a practicing school psychologist, include psycho-educational assessments, consultation, interventions, research evaluations, and performing in-service education and administration.</p> <p>He shared the new AWD referral process. The purpose is to eliminate paper and word referrals and to collect data. Rick Abare assisted him in creating the digital referral form.</p>	<p>Willard Williams</p>	<p>INFORMATION</p>

<p>1:15</p>	<p>Do referred students have IEPs?</p>  <p>Kiran Grewal in chat: Are the students being referred due to a learning disability or they need remediation? Will responded students are referred based on teacher’s concerns. They may, or may not, have a learning disability, but are struggling academically.</p> <p>Ilse pointed out that Will also provides professional development services to the adult schools’ staff. Will shared he has provided professional development most recently with SVAE regarding instructional strategies. He has provided information on how teachers can access different lists of accommodations as well as different types of professional development experiences. He has consulted with ESAE’s ESL teachers.</p> <p>Usha Narayanan asked if Will would be willing to visit an ESL meeting and share professional development opportunities with the teachers.</p> <p>LINCS offerings related to teaching adults with disabilities: https://courses.lincs.ed.gov/static/about.html#disabilities</p> <p>As an example of interagency collaboration, Giuliana Brahim shared MAE has a student that transitioned to MAE from ESAE and completed services with will at MAE that had started at ESAE. She thanked Will.</p> <p>He has reached out to a college student through the CalWORKs program at ESAE.</p> <p>Please use the AWD referral form: https://docs.google.com/forms/d/e/1FAIpQLSeL-s2FeZvk7WJBEqMUIkemYQJy1piGuWiZ0CIUfn4q-l2BAQ/viewform</p> <p>David Grant asked if connecting with the student is a problem because of the students’ lack of follow through. Will responded these students are adults with complicated schedules and post-Covid lifestyles. They can be inconsistent, but he remains persistent. He loops in the teacher by going directly to the teacher and providing an update, or he will provide the teacher</p>	<p>Co-Chairs</p>	<p>DISCUSSION</p>
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with a written form to close out the case. No training is required for this referral form.

8) CFAD: 2022-23 Proposed Allocations

Kishan reviewed the proposed CFAD allocations. The CFAD is due into the state system on May 2. The action item will be placed on the April 29 Steering Committee meeting agenda.

	2021-22 Allocations	Est COLA 0.0533	0.005 deduction	COLA after adjustment 0.0483	Member Allocation for 2022-23
CUHSD	\$3,734,801	\$199,065	\$18,674	\$180,391	3,915,192
ESUHSD	\$7,254,108	\$386,644	\$36,271	\$350,373	7,604,481
MetroED	\$2,819,056	\$150,256	\$14,095	\$136,160	2,955,216
MUHSD	\$866,572	\$46,188	\$4,333	\$41,855	908,427
SJECCD	\$1,309,449	\$69,793	\$6,547	\$63,245	1,372,693
SCUSD	\$2,097,814	\$111,813	\$10,489	\$101,324	2,199,138
WVMCCD	\$475,914	\$25,366	\$2,380	\$22,987	498,901
Total	\$18,557,714	\$989,125	\$92,789	\$896,337	19,454,050
				Total	\$92,789
					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 Membershi	\$150	Annual	\$150
AddEvent	\$114	Annual	\$114
			\$67,752
Supplies and Professional Services			\$25,037

Allocations for Consortium wide Functions (0.0483 increase)			
SBCAE Position Tracking		2021-22	2022-23
ESUHSD	Co-Chair (Traci)	\$51,050.00	\$53,515.72
ESUHSD	Web/Tech (Shreyas)	\$122,520.00	\$128,437.72
CUHSD	Comm Specialist (Katie)	\$122,520.00	\$128,437.72
CUHSD	SBCAE Dir (Ilse)	\$165,402.00	\$173,350.92
SCUSD	AWD Specialist (Willard)	\$127,625.00	\$133,789.29
SJECCD	Sr. Division Assistant (Shana)	\$130,000.00	\$136,279.00
SJECCD	Research Analyst II (Rick)	\$150,000.00	\$157,245.00

<p>1:35</p>	<p>David asked why this spreadsheet is not included in the agenda packet. He stated, for transparency, it should be included in the agenda.</p> <p>Kishan responded this information is in the minutes from the prior Steering Committee meeting that were approved earlier in this meeting.</p> <p>Kishan suggested deciding now which member should hold the funds for consortium-wide expenses.</p> <p>Usha added they have experienced deficit in one position, but because in another position the hiring was late, they have been able to balance that.</p> <p>Ilse asked if it is part of the CFAD process to revise where the consortium-wide positions are housed.</p> <p>(Discussed after item 12) Co-Chair Traci Williams suggested, with the vacancy of the Senior Division Administrative position as Shana Carter is leaving her current role, the option for it to be rehoused be explored.</p> <p>Ilse pointed out this position works closely daily with the consortium Director, which is housed at CACE. It is important to look at where this position should be housed to be most effective to support the goals of the consortium.</p> <p>Traci supports moving this position to CACE.</p> <p>Usha emphasized she will need to speak with her business department and HR.</p> <p>The Co-Chairs will further discuss this prior to the next Steering Committee meeting.</p> <p>9) Finance Subcommittee</p> <p>It may be time to revisit the allocations as the demographics of our region have changed, and the regional need has changed. That is not a simple process. To give it due diligence, the proposal is to establish a Finance Subcommittee.</p> <p>Ilse shared a draft of the Finance Subcommittee scope of work, planned to begin in July 2022:</p>	<p>Co-Chairs</p>	<p>DISCUSSION</p>
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<p>1:45</p>	<p>Finance Subcommittee – Scope (draft)</p> <p>Assist the Steering Committee in carrying out the financial responsibilities described in the SBCAE charter:</p> <p>MEMBER EFFECTIVENESS & ACCOUNTABILITY:</p> <ol style="list-style-type: none"> 1) Verifying that funded activities, including consortium-wide supports, as well as direct-services for students, align with the 3-Year and Annual Plan's objectives, and meet CAEP legislative guidelines 2) Assess the impact of current allocations of CAEP funding to members, reviewing member effectiveness as identified in the original legislation (AB104, AB2098) and per state guidelines from the CAEP office <p>ALLOCATIONS:</p> <ol style="list-style-type: none"> 1) Ensure the needs and objectives of the Plan are being adequately addressed, and adequate resources are identified and allocated in the annual funding schedule or subsequent amendments 2) Review the original allocation funding formula (2014?) & develop a process to apply the same criteria against current, up to date, demographic and regional need data 3) Propose alternative allocation funding formulas based on regional need, member effectiveness and strategic plan priorities carried out by members <p>Giuliana, Carrie, and Robbie volunteered to be part of the Finance Subcommittee. The due date for completion would be early next spring.</p> <p>David asked if this is only for existing programs, or if new opportunities would be considered. Kishan responded the priority is the legislatively mandated program areas, however, there is room for expansion and innovation. David asked if the language could be adjusted to include Kishan's suggestions. Kishan agreed.</p> <p>Kishan pointed out the metrics need to be agreed upon.</p> <p>10) Three-Year Plan Status Update</p> <p>The due date to the state is June 22. Ilse and the data team will meet with each school individually, preferably during April, possibly early May, to review strategies.</p> <p>3 Year Plan: process & timeline</p> <ul style="list-style-type: none"> • Phase I: Assessment (September – December) • Phase II: objectives/strategies/activities/metrics (January – March) • Phase III: review & finalize (April – May) • Plan due June 22 	<p>Ilse</p>	<p>INFORMATION</p>
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Objectives & Strategies: Status & Next Steps

- 3 Objectives (CAEP)
 - 1) Address educational needs
 - 2) Improve effectiveness of services
 - 3) Improve integration of services and transitions
- Strategies & Activities for each Objective
- Reviewed with SC, FWG & TS
- NEXT STEPS:
 - Individual agency review: April 2022
 - Final Draft for SC review: May 20, 2022

Metrics: let's recap

CONSORTIUM (mandatory)	<ul style="list-style-type: none"> • Number of adults served • Barriers (at least 1): ELL, low literacy, low income, long-term unemployed
AGENCY (mandatory)	<ul style="list-style-type: none"> • Percent of available funds spent • Adults served who become participants
AGENCY (optional)	<ul style="list-style-type: none"> • Participants with EFL Gains – ABE • Participants with EFL Gains – ASE • Participants with EFL Gains – ESL • Participants who complete an EL Civics COAAP or Course (Immigrant Integration Milestone) • Participants with Transition to ASE • Participants with Transition to Postsecondary (CTE) • Participants with Transition to Postsecondary • Participants who earn a HSD or equivalency • Participants who earn a postsecondary credential • Participants who became employed in the 2nd quarter after exit • Earnings metrics: median change in earnings

Optional Metrics: Recommendations

Optional Metric	Adult Schools	Colleges
1.Participants with EFL Gains - ABE		
2.Participants with EFL Gains - ASE		
3.Participants with EFL Gains - ESL	YES	YES
4.Participants Who Complete an EL Civics COAAP or Course (Immigrant Integration Milestone)	YES	
5.Participants with Transition to ASE		
6.Participants with Transition to Postsecondary (CTE)	YES	YES
7.Participants with Transition to Postsecondary		YES
8.Participants Who Earn a High School Diploma or Equivalency	YES	
9.Participants Who Earn a Postsecondary Credential		YES
10.Participants Who Became Employed in the 2 nd Quarter After Exit		
11.Earnings Metrics: Median Change in Earnings		

Metrics: Status & Next Steps

- Consortium/Member metrics, mandatory/optional metrics
- Reviewed with SC, Data CoP
- Recommendations presented to SC (April 8)
- TARGETS! projection for next 3 Years
- Data pulled from NOVA/internal systems
- NEXT STEPS:
 - Individual agency review: April 2022
 - Confirm optional metrics selection
 - Start process of target setting
 - SC review: May 20, 2022
 - Review metrics selection
 - Establish and/or Review targets

2:00


Traci

INFORMATION

2:05

All

INFORMATION

<p>2:15</p>	<p>The data team will share 2019-20 data with each member.</p> <p>Christine asked for clarification of whether or not the school will reflect an EFL gain. Rick responded, yes, it should reflect an EFL gain, if the courses are coded correctly.</p> <p>11) Brown Act Training</p> <p>Traci updated that she has received a quote for \$500 for Brown Act training. ESAE has agreed to pay for this out of their allocation. She is trying to schedule this training into a currently scheduled Steering Committee meeting, either May 20 or June 17. She is waiting to hear back from the consultant.</p> <p>12) Thank You Shana Carter</p>  <p>Shana has taken a position with SJECCD's Administrative Services. This is her last Steering Committee meeting as the consortium Senior Division Administrative Assistant.</p> <p>The members congratulated Shana on her new position, and shared many thoughtful comments on her time supporting the consortium.</p> <p>13) Announcements and Member Reports (1 minute each)</p> <p>a) SBCEAE Social Media: YouTube Channel Shreyas shared the consortium's new YouTube channel. Subscribe or view here: https://www.youtube.com/channel/UCdynxcfQURb7A8zw2nbNghg</p> <p>Currently, excerpts from the PDD student panel are posted here. This can also be used for tutorials to help students.</p> <p>b) Alternative Delivery Community of Practice – <i>Hybrid Instruction</i> - Friday, April 22, 12pm</p> <p>c) CAEP Due Dates</p>	<p>All</p>	<p>INFORMATION</p>
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<p>2:30</p>	<ul style="list-style-type: none"> • 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 * <p>Kishan asked the members to supply a more descriptive memo (in NOVA) of how the money is being spent.</p> <p><u>Traci Williams, ESAE:</u> They just finished their virtual WASC visit, which she enjoyed. She put together a promotional video, which was a benefit of having a virtual visit. https://drive.google.com/file/d/1FGvERvb_jSrHhNWvGSJs57rqRAYFjlc4/view?usp=sharing</p> <p><u>Christine Berdiansky, SCAE:</u> They had their WASC visit on the same day. She gave a shout-out to Traci because she was willing to travel to SCAE to meet with the in-person team if necessary. They met with a strong adult ed team and all programs were included.</p> <p><u>Usha Narayanan, CACE:</u> Usha congratulated ESAE and SCAE for successful WASC visits. CACE is currently planning for next year’s visit. She gave a shout-out to the consortium-wide positions for their support behind the scenes.</p> <p><u>Kiran Grewal, SVAE:</u> They went through the FPM process. They are planning for their WASC visit next year. They have an adult ed principal in place now. She appreciates the support of the consortium team.</p>	<p>All</p>	<p>INFORMATION</p>
<p>3:30</p>	<p><u>Giuliana Brahim, MAE:</u> Recently she sat in as an alternate for Kishan at the SCC Reentry Network, where they were talking about how to respond to the female inmate population. They are conducting research in the jails and what is needed for the ladies, which includes reentry services, education, mental health, and giving them sustainable opportunities.</p> <p><u>Robbie Kunkel, EVC:</u> They are going through the accreditation process. They are getting higher level ESL noncredit curriculum through the approval process and are working on outreach.</p> <p><u>Jackie Escajeda, MC:</u> They now have a fire academy, and had 27 graduates from their fall class. Three out of the 30 registrants had already found jobs. They did not offer this program in the spring. It is only offered once per year because of the commitment. She met with Christine, SCAE, and is excited about the upcoming programs. They have new AA degrees and certificates in the culinary department.</p> <p><u>Aaron Tolbert, MC:</u> He announced he is moving his family back to New York in July.</p> <p>14) Agenda Development</p>	<p>Co-Chair</p>	<p>ACTION</p>

	<p>a) CAEP funds to serve corrections population</p> <p>Email agenda items to the Co-Chairs.</p> <p>15) Adjournment</p> <p>(Williams/Narayanan The meeting adjourned at 2:46pm.</p>		
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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 SBCEA 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