



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 and end on time and the public space is respected.
- Decision making is by consensus with all members given the opportunity to be heard.
- One person speaks at a time following acknowledgement from the Chair.
- The body, and the public, should engage in turn order comment (i.e., raising of hands).
- Speak courteously when making queries of members of the body or the public and listen actively, allowing each participant to express their viewpoints without interruption or judgment.
- Respect diverse opinions and perspectives to foster a collaborative and inclusive environment.
- Offer feedback and critique constructively, focusing on ideas rather than individuals.
- Personnel matters should be addressed privately to leadership.

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 williamst@esuhsd.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	Maliheh Vafai	Kiran Grewal	Mission College	Julian Branch	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			Rick Abare, Director	Vacant, Data Analyst	Brenda Flores, Data & Accountability Specialist
Phil Crawford, San Jose City College			Vacant, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Willard Williams, AWD Specialist
			Michelle Gonzales, Administrative Assistant		



Steering Committee Special Meeting Agenda · April 19, 2024 · 2:30 PM - 3:35 PM

Location - San Jose City College, 600 S. Bascom Ave., San Jose, CA 95128, Room T-415

AGENDA

2:30	Open Session 1) Call to Order - Remarks from the Chair	Co-Chair	ACTION
2:35	2) Approval of April 19, 2024 Steering Committee Special Meeting Agenda	All	ACTION
2:40	3) Approval of March 8, 2024 Steering Committee Meeting Minutes	All	ACTION
2:45	4) Public Comments	All	INFORMATION
2:50	5) Co-chair Election	Traci	ACTION
3:00	6) Review Proposed CFAD	Kishan	INFORMATION
3:25	7) Research Analyst Funding Allocation	Co-chairs	ACTION
3:30	8) ELL Grant Funding Update	Traci	INFORMATION
3:35	9) ADJOURN	All	ACTION

2023 – 2024 Calendar

2023

Aug 4:	Steering Committee Meeting 12:30 – 3:30	Oct 17:	Transition Specialist Meeting 2:30 – 4:30
Aug 15:	Annual Plan for 2023-24 due in NOVA*	Oct 26:	Data Community of Practice 2:30 – 3:30
Aug 31:	Data Community of Practice 2:30 – 3:30	Oct 30:	23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
Sept 1:	21/22 and 22/23 Member Expense Report due in NOVA (Q4)	Oct 31:	Student data due in TOPSPro (Q1)
Sept 1:	July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA *	Oct 31:	Employment and Earnings Follow-up Survey
Sept 1:	22/23 Certification of Allocation Amendment due in NOVA	Nov 3:	Steering Committee Meeting 12:30 – 3:30
Sept 8:	Consultation Council Meeting 10:00 – 11:00	Nov 9:	Community Connections 1:00 - 2:00
Sept 8:	Steering Committee Meeting 11:00 – 12:30	Nov 14:	Transition Specialist Meeting 2:30 – 4:30
Sept 8:	Data Study Session 1:00 – 3:00	Nov 17:	Faculty Networking Group Meetings 1:00 – 4:00
Sept 14:	Community Connections 1:00 – 2:00	Nov 28:	Transition Specialist Meeting (PD) 2:30 – 4:30
Sept 19:	Transition Specialist Meeting 2:30 – 4:30	Dec 1:	July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
Sept 26:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Dec 1:	20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
Sept 29:	Professional Development Day 8:30 – 3:00	Dec 8:	Consultation Council Meeting 10:00 – 11:00
Sept 30:	21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *	Dec 8:	Steering Committee Meeting 11:00 – 12:30
Sept 30:	23/24 Member Program Year Budget and Work Plan due in NOVA	Dec 8:	Data Study Session 1:00 - 3:00
Sept 30:	End of Q1	Dec 12:	Transition Specialist Meeting 2:30 – 4:30
Oct 3:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Dec 14:	Community Connections 1:00 – 2:00
Oct 10:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Dec 31:	21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)
Oct 12:	Community Connections 1:00 - 2:00	Dec 31:	End of Q2
Oct 13:	Steering Committee Meeting 12:30 – 3:30		

2024

Jan 9:	Transition Specialist Meeting 2:30 – 4:30 (PD)	April 11:	Community Connections 1:00 – 2:00
Jan 11:	Community Connections 1:00 – 2:00	April 23:	Transition Specialist Meeting 2:30 – 4:30
Jan 12:	Steering Committee Meeting 12:30 – 3:30	April 25:	Data Community of Practice 2:30 – 3:30
Jan 23:	Transition Specialist Meeting 2:30 – 4:30	April 26:	Consultation Council Meeting 10:00 – 11:00
Jan 25:	Data Community of Practice 2:30 – 3:30	April 26:	Steering Committee Meeting 11:00 – 12:30
Jan 31:	Student Data due in TOPSPro (Q2)	April 26:	Data Study Session 1:00 – 3:00
Jan 31:	Employment and Earnings Follow-up Survey	Apr 30:	Student Data due in TOPSPro (Q3)
Feb 2:	Consultation Council Meeting 10:00 – 11:00	Apr 30:	Employment and Earnings Follow-up Survey
Feb 2:	Steering Committee Meeting 11:00 – 12:30	Apr 30:	Community Resource Fair (evening) 5:00 - 8:00
Feb 2:	Data Study Session 1:00 – 3:00	May 1:	Community Resource Fair (day) 10:00 - 1:00
Feb 6:	Transition Specialist Meeting 2:30 – 4:30 (PD)	May 2:	CFAD for 2024-25 due in NOVA *
Feb 8:	Community Connections 1:00 – 2:00	May 7:	Transition Specialist Meeting 2:30 – 4:30 (PD)
Feb 13:	Transition Specialist Meeting 2:30 – 4:30	May 9:	Community Connections 1:00 – 2:00
Feb 28:	Preliminary allocations for 2024-25 and 2025-26 released by this date	May 10:	Steering Committee Meeting 12:30 - 3:30
March 1:	21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)*	May 14:	Transition Specialist Meeting 2:30 – 4:30
March 1:	Faculty Networking Group Meetings 1:00 – 4:00	Jun 1:	22/23 and 23/24 Member Expense Report due in NOVA (Q3)
March 5:	Transition Specialist Meeting 2:30 – 4:30 (PD)	June 14:	Steering Committee Meeting 12:30 – 3:30
March 8:	Steering Committee Meeting 12:30 – 3:30	Jun 30:	End of Q4
March 14:	Community Connections 1:00 – 2:00		
March 19:	Transition Specialist Meeting 2:30 – 4:30		
March 31:	21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) *		
March 31:	End of Q3		