SOUTH BAY CONSORTIUM for ADULT EDUCATION
Opening doors for adult learners
opendoorssouthbay.org

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 *AE Co-Chair*	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 *CC Co-Chair*		**West Valley College**	Eric Grabiel	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 26, 2024 · 11:00 AM - 12:30 PM

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

AGENDA

11:00	**Open Session** 1) Call to Order	Kishan	ACTION
11:05	2) Approval of April 26, 2024 Steering Committee Meeting Agenda	All	ACTION
11:10	3) Approval of April 19, 2024 Steering Committee Special Meeting Minutes	All	ACTION
11:15	4) Public Comments	All	INFORMATION
11:20	5) Consultation Council Report	Margarita, Phil	INFORMATION
11:25	6) Approve Proposed CFAD	Kishan	ACTION
11:35	7) Draft SBCAE 2024-25 Calendar	Rick	INFORMATION
11:40	8) AWD Support Specialist Update	Willard	INFORMATION
12:00	9) Annual Plan Update	Rick	INFORMATION
12:15	10) Member Updates & Announcements ○ CAEP Due Dates: ● **April 30: Q3 Data due in TOPSPro** ● **Apr 30: Employment and Earnings Follow-up Survey** ● **May 2: CFAD for 2023-24 due in NOVA** ○ Member Updates: ○ Announcements:	All	INFORMATION
12:25	11) Agenda Development	All	INFORMATION
12:30	12) Adjournment	All	ACTION

2023 – 2024 Calendar

2023

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

(Note: "Nov 3: Steering Committee Meeting 12:30 – 3:30" is shown struck through.)

2024

Jan 9:	Transition Specialist Meeting 2:30 – 4:30 (PD)
~~Jan 11:~~	~~Community Connections 1:00 - 2:00~~
~~Jan 12:~~	~~Steering Committee Meeting 12:30 – 3:30~~
Jan 23:	Transition Specialist Meeting 2:30 – 4:30
Jan 25:	Data Community of Practice 2:30 – 3:30
Jan 31:	Student Data due in TOPSPro (Q2)
Jan 31:	Employment and Earnings Follow-up Survey
Feb 2:	Consultation Council Meeting 10:00 – 11:00
Feb 2:	Steering Committee Meeting 11:00 – 12:30
Feb 2:	Data Study Session 1:00 – 3:00
Feb 6:	Transition Specialist Meeting 2:30 – 4:30 (PD)
~~Feb 8:~~	~~Community Connections 1:00 - 2:00~~
Feb 13:	Transition Specialist Meeting 2:30 – 4:30
Feb 28:	Preliminary allocations for 2024-25 and 2025-26 released by this date
March 1:	21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)*
March 1:	Faculty Networking Group Meetings 1:00 – 4:00
March 5:	Transition Specialist Meeting 2:30 – 4:30 (PD)
March 8:	Steering Committee Meeting 12:30 – 3:30
~~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
~~April 11:~~	~~Community Connections 1:00 - 2:00~~

April 23:	Transition Specialist Meeting 2:30 – 4:30
April 25:	Data Community of Practice 2:30 – 3:30
April 26:	Consultation Council Meeting 10:00 – 11:00
April 26:	Steering Committee Meeting 11:00 – 12:30
April 26:	Data Study Session 1:00 – 3:00
Apr 30:	Student Data due in TOPSPro (Q3)
Apr 30:	Employment and Earnings Follow-up Survey
Apr 30:	Community Resource Fair (evening) 5:00 - 8:00
May 1:	Community Resource Fair (day) 10:00 - 1:00
May 2:	CFAD for 2024-25 due in NOVA *
May 7:	Transition Specialist Meeting 2:30 – 4:30 (PD)
~~May 9:~~	~~Community Connections 1:00 - 2:00~~
May 10:	Steering Committee Meeting 12:30 - 3:30
May 14:	Transition Specialist Meeting 2:30 – 4:30
Jun 1:	22/23 and 23/24 Member Expense Report due in NOVA (Q3)
June 14:	Steering Committee Meeting 12:30 – 3:30
Jun 30:	End of Q4