



## 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 [williamst@esuhsd.org](mailto: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](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>	Maliheh Vafai	Kiran Grewal	<b>Mission College</b>	Julian Branch	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			

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 Meeting Agenda · March 8, 2024 · 12:30 PM - 3:30 PM**

Location - Campbell Adult and Community Education (CACE) 1224 Del Mar Ave, San Jose, CA 95128

**AGENDA – March 8, 2024**

12:30	<b>Open Session</b>		
	1) Call to Order	Co-Chair	ACTION
12:35	2) Approval of March 8, 2024 Steering Committee Meeting Agenda	All	ACTION
12:40	3) Approval of February 2, 2024 Steering Committee Meeting Minutes	All	ACTION
12:45	4) Public Comments	All	INFORMATION
12:50	5) Consultation Council Report	Margarita, Phil	INFORMATION
12:55	6) ELL Grant – Update	Moni	PRESENTATION
1:05	7) Preliminary Allocations	Kishan	INFORMATION
1:15	8) AB1491 Update	Traci	INFORMATION
1:25	9) Approval of SBCE Bylaws	Traci	ACTION
1:35	10) Innovation Grant Reports a) Milpitas Adult Education b) Silicon Valley Adult Education	Giuliana Mali	INFORMATION
2:05	11) Second Half Innovation Fund Payment for Grantees	Co-chairs	ACTION
2:10	12) Co-chair Nomination	Traci	INFORMATION
2:30	13) Director Update	Rick	INFORMATION

2:45	<p>14) Member Updates &amp; Announcements</p> <ul style="list-style-type: none"> <li>○ CAEP Due Dates: <ul style="list-style-type: none"> <li>● <b>Mar 1: 21/22 and 22/23 and 23/24 Member expense report is due in NOVA (Q2)*</b></li> <li>● <b>Mar 31: 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) *</b></li> <li>● <b>Mar 31: End of Q3</b></li> <li>● <b>April 30: Q3 Data due in TOPSPro</b></li> </ul> </li> <li>○ Member Updates:</li> <li>○ Collect school calendars for 24-25:</li> </ul>	All	INFORMATION
3:00	15) Agenda Development	All	INFORMATION
3:30	16) Adjournment	All	ACTION

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