

**Public Governance Meeting Minutes - August 10, 2018 - 12:30-3:30pm**  
**San José City College, 600 S. Bascom Ave., San José, CA 95128, Room T-415**

**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 (CACE)	Usha Narayanan <i>AS Co-Chair</i>	Burr Guthrie	East Side Adult Education	Traci Williams	Kathy Frye	David Grant Santa Clara Adult Education
Milpitas Adult Education	Greg Barnes	Giuliana Brahim	Santa Clara Adult Education	Brenda Carrillo	Christine Berdiansky	Phil Crawford San José City College
Silicon Valley Adult Education	Peter Mac Donald	Norma Martinez	West Valley Mission CCD	Valerie Jensen (August 2018)	Rob Gamble	
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley Mission CCD	Mae Conroy		
San José Evergreen CCD	William Watson	Lynette Gray	Guests:			

12:00	1) Networking Lunch	All	
12:30	2) Call to Order Co-Chair Kishan Vujjeni called the meeting to order at 12:37pm. Introductions of the Steering Committee and guests.	Co-Chair	ACTION
12:35	3) Approval of Meeting Agenda Traci Williams moved to approve the agenda; the motion was seconded and carried unanimously.	All	ACTION
12:40	4) Public Comments/Announcements – 3-minute limit <ul style="list-style-type: none"> <li>• Lynette Gray shared on the pre-apprenticeship program at San José City College which is activating the first round this Fall. This opportunity for students will be facilitated at Santa Clara Adult Education. Silicon Valley Tech Pathways is soon launching a program with Milpitas Adult Education and the SJCC Milpitas extension.</li> <li>• Peter MacDonald, Silicon Valley Adult Education, shared about a bridge class with West Valley College working with the paralegal program and a bridge program with Cisco Systems.</li> <li>• Bob Harper shared on AB2098, supporting the needs of immigrants. This is still viable, and has been somewhat simplified. It passed out of the education budget committee to appropriations. He will go to Sacramento on Monday to meet with the Governor’s staff. Kevin McCarty is supporting this.</li> </ul>	All	INFORMATION

	<ul style="list-style-type: none"> <li>• Franci Collins, Immigrantinfo.org – has an SBCAE tab on the website with resources and updates.</li> </ul>		
1:00	<p>5) Approval of July 20 Steering Committee Meeting Minutes Giuliana Brahim moved to approve the July 20 meeting minutes; the motion was seconded and carried unanimously.</p>	All	ACTION
1:05	<p>6) Adult Education Program Reporting</p> <p>a) Individual member accountability reports The goal is to accomplish what was intended in the regional/annual plan. We are developing templates for the members to fill out to confirm each area is accounted for. There will be three templates: one each for colleges, adult schools, and community partners. These will measure performance of members based on the 3-year plan. Vanessa Muñiz, SparkPoint manager shared information on SparkPoint services. SparkPoint San José provides financial capability services, career coaching and benefits enrollment to EVC and SJCC and is open to community members. She shared an accountability report from SparkPoint on students served at schools and one on one client appointments. Please invite Vanessa to division meetings, Professional Development days, etc. to present on SparkPoint services. Phil Crawford would like to have her present in his street law class next semester.</p> <p>b) NOVA system reporting Lynette went over state deadlines from the CA Adult Education website. The next deadline is August 15 – Approval of the 18/19 Annual Plan. Note to Steering Committee- NOVA expenses cannot exceed your budget. Co-Chairs review and certify all members’ submittals. CTE Pathway update- Josie with JC Tech Solutions shared the progress on the pathway tool and the following concerns being addressed:</p> <ul style="list-style-type: none"> <li>• ADA compliance</li> <li>• Listing the career pathways</li> <li>• Adjusting the colors to make it more welcoming to the user.</li> <li>• Text size and style.</li> <li>• Pictures - can be changed to represent the students and community.</li> <li>• Mobile tool for screen reader. This is out of the scope of Full Capacity Marketing, but Josie will research a tool.</li> </ul> <p>Give any input to Josie. She will have a sample ready to show by 8/17.</p>	Bob, Lynette & Co-Chairs	INFORMATION
1:20	<p>7) Approval of 2018-19 Annual Plan</p> <ul style="list-style-type: none"> <li>• Bob shared this annual plan is focused on nine project areas, four of which are curricular. Professional development was drawn from each area. New this year is Community Connections – leverages resources. This is to build stronger connections with community partners. On July 20 the initial</li> </ul>	Bob, Co-Chairs	ACTION

	<p>draft of the annual plan was approved. The parred down version was up on the website Monday, 8/6.</p> <ul style="list-style-type: none"> <li>• Ron Hansen, Co-Chair of Juvenile Justice Commission for the County of Santa Clara shared on transition and student supports (Project 1). His suggestion is a more proactive transition for students in the justice system into these programs as well as students transitioning into CTE. Giuliana shared her knowledge of the process of students and the correctional system.</li> <li>• Lynette informed that there is an RFP for Integrated education and avenues for employment being released.</li> <li>• Dean Maniphone Dickerson suggested changing “CTE” to “CE”.</li> <li>• It was suggested to connect SparkPoint to Reentry.</li> <li>• Joe Herrity from Opportunity Youth Partnership questioned where this group could fit in the plan.</li> <li>• As we develop the 3-year regional plan more will be added. For now, to be proactive, we will figure out how to leverage resources.             <ul style="list-style-type: none"> <li>○ Project 8.4 – Add: the criminal justice system including adult and juvenile justice system and opportunity youth.</li> <li>○ Change “CTE” to “CE (formerly CTE)”</li> </ul> </li> </ul> <p>Traci Williams moved to approve the 2018-19 annual plan with amendments; the motion was seconded and carried unanimously.</p>		
<p>1:50</p>	<p>8) Three-Year Plan Updates</p> <p>a) Student Survey Initial Reports. Next Steps: Student Focus Groups, Recruiting Student Ambassadors</p> <ul style="list-style-type: none"> <li>• Bob reviewed the charted 64 online survey responses. There were 75 hard copy survey responses from Santa Clara Adult Ed. Suggestions were made to: translate surveys into Vietnamese and Spanish, add a menu at the beginning of the survey with location and how long they have been a student, and to do focus groups first then the survey to be able to refine the questions. Surveys may not have been sent to all students in the consortium. Should the survey be expanded or just worked on with focus groups? This will help with looking at student performance data. Should they be implemented in November so the questions are more applicable? The consensus is to move forward with focus groups now and give a modified survey a little later.</li> <li>• Student ambassadors – how do we recruit them? Ana Rosa Camacho recruited two student ambassadors and took them to speak at the park she visits weekly. There was discussion on how to Identify and train them and possible compensation. Send Shana names and contact information of any potential student ambassadors.</li> </ul>	<p>Bob, Co-chairs and All</p>	<p>INFORMATION</p>

	<p>b) August 24 meeting; preparing for reviewing three-year trend data                  Bob will share data before 8/24. West Valley College/Mission, Consultation Council and Santa Clara Adult Education are all unable attend. Switch Steering Committee and Consultation Council from 9/28 (cancel) to 9/21 Study Session.</p>		
<p>2:30</p>	<p>9) CommunityPro Implementation Updates                  The subcommittee along with JC Tech is working on menus, security, and rights for users. Progress has been made. They are working on creating a framework of questions needed to be asked to the client based on human centered design.</p>	<p>Bob, Co-Chairs</p>	<p>INFORMATION</p>
<p>3:00</p>	<p>10) Agenda Development</p> <ul style="list-style-type: none"> <li>• Educational options regarding ASE student enrollment. Another idea is to ask superintendents of all districts to identify parental involvement/support groups. This strengthens the K-12 bond.</li> <li>• Consider PD program development survey launch. (Project 9.1) – Giuliana Brahim</li> <li>• Revisit calendar and schedule convenings.</li> </ul>	<p>All</p>	<p>INFORMATION</p>
<p>3:30</p>	<p>11) Adjournment 3:24                  Traci Williams moved to adjourn the meeting at 3:24pm. With no objection the meeting was adjourned.</p>	<p>Co-Chair</p>	<p>ACTION</p>

Future Agenda Items: Consultation Council compensation clarity