

## Steering Committee Meeting Minutes - February 8, 2019 - 11:00am-3:30pm

East Side Adult Education, 625 Educational Park Dr., San José, CA 95133

**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>		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	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	Executive Director Bob Harper	Ilse Pollet	Rich Uribe	

SBCAE 3YR REGIONAL PLANNING STUDY SESSION (11:30AM – 2:30PM)						
11:00	1) Introduction and Community Demographics <i>Introductions were given by each person.</i> <ol style="list-style-type: none"> <li>Introduction – 3-Year Planning Process and Timelines (10 mins.)  <i>Ilse started the meeting with the PPT presentation*, Three Year Regional Plan Study Session 1. She reviewed key dates in the timeline.</i></li> <li>Community Demographics (10 mins.)  <i>Executive Director Bob Harper shared information from the ACCE conference he recently attended. He shared data on county demographics. This leads to the next section: how have we been doing in the past three years? *Presentation available in soft copy.</i></li> </ol>				Ilse  Bob	INFORMATION
11:20	2) Themes-Goals-Activities <ol style="list-style-type: none"> <li>Data Study Session (In three small groups)               <ul style="list-style-type: none"> <li><u>Group I:</u> 4 Colleges – Kishan, Emilio, Valerie, Mae &amp; members of the Consultation Council</li> <li><u>Group II:</u> 3 Adult Schools (SCAE, SVAE and CACE) – Bob, Rommel, Brenda C., Christine, Peter, Norma, Usha &amp; members of the Consultation Council</li> <li><u>Group III:</u> 2 Adult Schools (ESAE and MAE) – Ilse, Traci, Kathy, Brenda F., Giuliana, Greg &amp; members of the Consultation Council</li> </ul> </li> </ol>				All	INFORMATION

12:00	<p>b) Group Reporting – Questionnaire will be sent in advance via email. Each member is expected to review their school specific data in advance.</p> <p><i>*Snapshots of flipchart notes available.</i></p>	All	
12:30	3) Lunch	All	
1:00	<p>4) Labor Market Data – Trends and Opportunities</p> <p><i>Kishan and Lynette reviewed their PPT presentation*.</i></p>	Kishan	INFORMATION
1:20	<p>5) Regional Service Providers’ List</p> <p><i>Rich Uribe shared this list. This will be discussed more in depth at the March 15 planning meeting. This is the 3YRP template.</i></p>	Richard	INFORMATION
1:30	<p>6) Self-Assessment Tool</p> <p>a) Small Group Activity (5 Groups) – Review, Prioritize Goals and Strategies</p> <p><i>Bob shared priorities from each indicator from the Self-Assessment tool:</i></p> <p><i>1.1. Newsletter, email blasts - better communication</i>  <i>Professional development – anticipating the need, calendars, dedicated staff to organize. No one from EVC on Steering Committee. Full time Exec Director in place.</i></p> <p><i>1.2. Consortium liaison to the community</i>  <i>2.1 – 2.2. Student outreach, engagement – focus on student experience</i>  <i>No wrong door. CommunityPro for referrals. Transition, warm hand offs.</i></p> <p><i>3.1-3.4. Entry. Equity of access – students should be able to access the same resources and have the same levels of supports</i>  <i>3.4d. Add all support services in both systems- Adult Schools and Community Colleges. Common intake. Individualized education plans.</i></p> <p><i>4.1-4.3 Progress</i>  <i>(4.2 was our Consortium’s lowest rating)</i>  <i>Meet students’ needs – i.e. add night classes. TS/Counselor criteria</i></p> <p><i>5.1-5.3. Completion/Transition</i></p>	All	INFORMATION
2:00	b) Report Out – Questionnaire will be emailed in advance		
2:25	7) Break		
<p><b>FORMAL PUBLIC MEETING SESSION</b>  <b>(2:30PM – 3:30PM)</b></p>			
2:30	<p>1) Call to Order</p> <p><i>Co-Chair Kishan Vujjeni called the meeting to order at 3:05pm.</i></p>	Co-Chair	ACTION
2:32	<p>2) Approval of Meeting Agenda</p> <p><i>Ilse Pollet requests to add an Information item: Census</i>  <i>Traci Williams moved to approve the meeting agenda as amended; the motion was seconded and carried unanimously.</i></p>	All	ACTION
2:35	<p>3) Approval of January 18 Steering Committee Meeting Minutes</p> <p><i>Traci Williams moved to approve the January 18 Steering Committee Meeting Minutes; the motion was seconded and carried unanimously.</i></p>	All	ACTION

2:40	<p>4) Public Comments/Announcements – 2-minute limit                  Kathy Jasper- would like EVC to have a seat at the Steering Committee so information is better conveyed.                  Peter Mac Donald- by April 1, new CBO hopes to have a plan of how to move forward with the budget reporting and certification.</p>	All	INFORMATION
2:45	<p>5) Consultation Council Report                  They would like better outreach to the community colleges’ academic senates so there is better understanding how the Consortium funding stream works.</p>	David, Phil	INFORMATION
2:50	<p>6) CTE Navigation Tool – Final Draft                  Final product is almost complete. Josie previewed the website/CTE navigation tool. This will use Mailchimp.  <i>Traci Williams moved to approve the CTE Navigation Tool; the motion was seconded and carried unanimously.</i></p>	Kishan, Josie	ACTION
3:10	<p>7) NOVA 2017-18 Reporting                  Lynette Gray asked that each school enter data into NOVA on February 14 if February 15 is a holiday. Enrollment hours can come from what is entered into TE. Funds that are unspent will be returned to the state. March 1 is the due date for Q2 expenditures. June 7 the 3YRP is due to the state.                  Allocation for next year will be released in April. We will need to decide in early May how the funding will be divided.</p>	Lynette	INFORMATION
3:20	<p>8) Update on TouchPoints Focus Groups                  Need to figure out how to do focus groups at each school with staffing, scheduling - need volunteers and work with TS if they could be available. (This is for adult schools.) This project ties into the discussion on equitable access.</p> <p>9) Census - Ilse                  United Way Bay Area is developing a strategic outreach plan for their application for the Census 2020 California Region 3 ACBO role. The plan will include Census outreach work conducted by community based organizations. There is a risk of being under counted on April 1, 2020 and the county loses \$2,000 for each person not counted. The census also determines apportionment, etc. United Way Bay Area is asking for letters of interest to be chosen. Does SBCEA want to support? Outreach is important to help people understand why it’s important to participate in the census. Adult learners can be trained at certificate level in this effort.  <i>Yes, the Steering Committee gave consent to submit a letter of interest for United Way Bay Area.</i></p>	Ilse	INFORMATION
3:25	<p>10) Agenda Development</p>	All	INFORMATION
3:30	<p>11) Adjournment  <i>Traci Williams moved to adjourn the meeting; with no objection the meeting was adjourned at 3:49pm.</i></p>	Co-Chair	ACTION