

Steering Committee Meeting Minutes

June 1, 2018 · 12:00 – 3:30 pm
Independence Adult Center
625 Educational Park Dr., San Jose, 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 | Burr Guthrie | East Side Adult Education | Richard Uribe, AS Co-Chair | 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 | Gloria Curd | Norma Martinez | Mission College | | Rob Gamble | |
| San José Evergreen CCD | Kishan Vujjeni, CC Co-Chair | | West Valley College | Mae Conroy | | |
| San José Evergreen CCD | William Watson | Lynette Gray | Guests: | Ilse Pollet | | |

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| 12:00 | Working lunch | All Co-Chair | ACTION |
| 12:30 | 1) Call to Order Co-Chair Uribe called the meeting to order at 12:37pm. He explained organizational structure the SC will follow moving forward regarding meeting order/process, agenda items, public speaking, etc. Members will sit at the table and public will sit in the seats around the outside of the table. Agenda items must be presented to the SC members and proposed through the co-chairs to be added to the agenda. More information will be shared as the process is clarified. | | |
| 12:35 | 2) Approval of Agenda The agenda was unanimously approved with the amendment: move item 6a to the June 12 Steering Committee meeting. | All | ACTION |
| 12:40 | 3) Public Comments/Announcements Lynette shared she had a conversation with Nicole Alexander, NOVA regarding the audit trail. She confirmed all information is in. She announced she is working on program with Working Partnerships USA and will forward more information. Bob met with the director of Immigrant Integration in the governor's office yesterday. We did not get the extra money that was asked for. Only 400 people out of 3,000 went through the website to ask for the additional funds. Need metrics to get | All | INFORMATION |

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| | <p>money but need money to get the metrics. He shared the support our Colleges offer to adult ed and Immigrant Integration. Great progress was made in the meeting and will get behind legislation. AEBG has new name- California Adult Education. Valerie Jensen will be the SC rep in place of Brian Miller. (Effective July)</p> | | |
| 12:50 | <p>4) Approval of May 25 Steering Committee Meeting Minutes Rob Gamble moved to approve the May 25 Steering Committee Meeting Minutes; it was seconded, and the motion carried unanimously.</p> | All | ACTION |
| 12:55 | <p>5) Further Discussion of Uses of the SBCAE Data Fund a) Clarification of data-driven deliverables Ilse shared her on the data-driven activities, objectives and outcomes of the Immigrant Integration project. (*See handout) Question- Is this Framework for the future or data now? There are products such as data grid/maps with area resources. This is not targeting a specific ethnic group, but some areas are focused on certain ethnicities. This project is also to identify gaps. These are developmental functions; not an embedded part of the consortium. Need to look at demographic data in our boundaries. b) Authorization to develop ICA deliverables to be approved on June 12 Usha Narayanan moved to authorize the development of deliverables for the ICA to be approved on June 12; it was seconded, and the motion carried unanimously.</p> | Bob, Kishan, Rich Ilse Pollet | ACTION |
| 1:30 | <p>6) Adults with Disabilities Discussion a) Priorities for 18-19 plan (Moved to June 12.) b) Support for summer West Valley is looking for AWD support in the summer time. Position is regularly housed at Santa Clara and they were not aware of this proposal at this time. They will discuss internally if they can fund or not. The need for an AWD specialist needs to be identified by the consortium. Will put this as an ACTION item on June 12 agenda. There may need to be clarification of SBCAE roles, supervision, oversight and accountability specifically with contractors. AWD work group / AWD specialists clarity.</p> | Kishan, Rich, Brenda | INFORMATION |
| 1:55 | <p>7) Marketing Update Kay McGriff updated on the Career Pathways timelines. Maryanne updated on the 2018 marketing campaign. The Spanish cards have been updated. They will run on about 200 buses and will add Vietnamese to key areas around East Side. She will send the areas to Rich to confirm key areas in East side. Milpitas, Silicon Valley and Mission have also requested Vietnamese ads. She practiced the text sweepstakes with the SC. They will change the contest boundaries to be more localized.</p> | Full Capacity Marketing | INFORMATION |

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| 2:25 | 8) June 12 Steering Committee Retreat – CET; Agenda SC meeting from 9-10am then retreat from 10am-3:30pm. Will have reports from faculty and data team; annual plan and build to 3-year regional plan. | Bob, Kishan, Rich, Usha | INFORMATION |
| 3:00 | 9) Proposed Timeline and Plan Activities for 3-Year Plan Update a) Feedback on proposed 18-19 calendar dates Members will give feedback on any date conflicts to Shana by 6/7. b) Authorization to develop deliverables for Three-Year Regional Planning Process ICA to be approved on June 12 Deadline for 3-year regional plan is around May 2019. This will consist of deliverables from January plus additional deliverables. Usha Narayanan moved to authorize the development of deliverables for the three-year regional planning process ICA to be approved on June 12; it was seconded, and the motion carried unanimously. | Bob Kishan | INFORMATION ACTION |
| 3:15 | 10) Agenda Development AB705 – July (23) meeting Subcommittee discussion - David Grant. Can be added Basic Skills area/work group -study area- to be put on annual plan on the 12 th . | All | INFORMATION |
| 3:30 | 11) Adjournment Rob Gamble moved to adjourn the meeting at 3:06pm; it was seconded and approved unanimously. | Co-Chairs | ACTION |

Future Agenda Items

- ESL Classes at PARS Update - Mae, Gloria

CALENDAR 2017-18

June 1 Steering Committee Meeting
 June 12 Steering Committee Retreat
 June 29 Public Governance/Partner Meeting