

Public Governance Meeting Minutes
June 29, 2018 - 12:30 – 3:30 pm
San José City College - 600 S. Bascom Ave., San Jose, 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	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	West Valley Mission CCD	Valerie Jensen (July 2018)	Rob Gamble	
San José Evergreen CCD	Kishan Vujjeni CC Co-Chair		West Valley Mission CCD	Mae Conroy		
San José Evergreen CCD	William Watson	Lynette Gray	Guests:			

12:00	1) Networking Lunch		All Co-Chair			ACTION
12:30	2) Call to Order					
12:35	3) Approval of Meeting Agenda The SBCAE Public Governance meeting was called to order at 12:31pm.		All			ACTION
12:40	4) Public Comments/Announcements – 3-minute limit <ul style="list-style-type: none"> • Mission College and Santa Clara Adult Education (SCAE) are working on a partnership to cover the cost for Hiset testing. This aids in transitioning adults. Up to 10,000 tests are conducted at SCAE. Mission will fund and some of the criteria will be that a student needs to be enrolled at SCAE, has done pre and post CASAS testing. They hope to learn from this pilot and then see what might work in the rest of the adult schools. Rich Uribe expressed concern about this not being discussed with the Steering Committee as it's being paid out of consortium funds and has not been agreed upon as a consortium. This will be added to a future agenda. • Phil attended a Working Partnership USA (WPUSA) labor meeting and is partnering with them in a grant and got 		All			INFORMATION

	<p>approval to offer a pre-apprenticeship program at one of the adult schools.</p> <ul style="list-style-type: none"> ○ Usha would like a representative from WPUSA to speak to the Steering Committee on the pre-apprenticeship programs. ● AB2098 introduced metrics of meeting the needs of immigrants and adults seeking integration in specified goal areas and of defining specific data collection in regard to placement in adult education programs. Letters of support are needed from community-based organizations. ● Yesterday the Governor signed an apprenticeship funding bill which covers about 50% of all the hours. This is one of the most important areas in our three-year regional plan. ● Rich pulled item 9 from the agenda because an Information/Technical contractor position was board approved by East Side and will begin July 1. ● Rich announced his retirement to the public and introduced the new director, Traci Williams. <ul style="list-style-type: none"> ○ Traci Williams was the former principal of Piedmont Hills High School. She is excited about moving into adult education. ● Introduction of Valerie Jensen, Dean of Language Arts and Library. ● Novella Simonson, San José City College, announced her retirement. Kishan acknowledged her work with the consortium and SJCC and her work in improving educational services for adults. Phil acknowledged her as well. ● Franci Collins, Immigrantinfo.org, announced information about homeless who need to be in programs like apprenticeship. 		
1:00	<p>5) Approval of April 13 Public Governance Meeting Minutes Usha Narayanan moved to approve the April 13 Public Governance meeting minutes; the motion was seconded and carried unanimously.</p>	All	ACTION
1:10	<p>6) Approval of June 12 Steering Committee Meeting Minutes Change item #8 to \$10,000/month instead of \$10/month. Kishan Vujjeni moved to approve the June 12 Steering Committee meeting minutes as amended; the motion was seconded and approved. Mae Conroy abstained.</p>	All	ACTION
1:20	<p>7) Steering Committee Charter Revision – First Reading Bob Harper reviewed the revisions made to the charter. This is the first reading; this will be voted on at the next Steering Committee meeting. Usha would like to change the name from AEBG to Adult Education Program. David Grant would like to note that the Consultation Council will meet with the Steering Committee regularly. (Refer to page 4.) Phil would like to schedule the Consultation Council meetings one hour before the Steering Committee meetings, so the group can then stay and participate in them. Bob pointed out that college administration may meet to discuss, adult school administration may meet to discuss separately. Please review and send amendments to charter prior to July 20 for adoption at that meeting. Public may submit comments through the form on the SBCE website.</p>	Bob, Co-Chairs	INFORMATION

1:50	<p>8) Approval of 2018-19 Meeting Calendar</p> <p>Rich asked the Consultation Council representatives to introduce themselves. He explained the role of the Transition Specialists and honored them. He described the role of the Data Team. Community Focus Group will be held on Monday July 16 to continue work started on the 3YRP. Community-based English language providers will help build out 3YRP. Any meetings regarding ab705? There are conflicts on October 19 and March 8 when Faculty Work Groups are scheduled. These dates will need to change. Usha Narayanan moved to approve the 2018-19 meeting calendar as presented with amendments pending; the motion was seconded and carried unanimously.</p>	Bob, Co-Chairs	ACTION
2:15	<p>9) Approval of SBCAE Information/Technical Management position</p> <p>Item pulled from agenda.</p>	Co-Chairs	ACTION
2:30	<p>10) CTE Navigation Tool Approval for Coding by FCM</p> <p>Viewed Sequoias Adult Education website. Kay McGriff, Full Capacity Marketing, presented virtually. Members and guests gave suggestions on visual format. Kay will come back with a new sample along with adding resources for obtaining driver's license, possible voice prompts. Kay will send this link to Kishan/Shana and they will send out to the Steering Committee. Edits/suggestions are due two weeks from today (July 13). Rob Gamble moved to approve the CTE navigation tool pending the suggested changes; the motion was seconded. Mae expressed concern that she was not shown the functionality of the website tool. Rob Gamble moved to approve the CTE navigation tool subject to the review and approval of the Steering Committee of the suggested modifications; the motion was seconded and carried unanimously.</p>	Kishan, FCM	ACTION
3:00	<p>11) Data & Accountability Plan – Progress Report</p> <p>Bob reviewed the Data and Accountability Plan. Mae is concerned about getting accurate data on Adults with Disabilities (AWD) students.</p>	Bob, Co-Chairs	INFORMATION
3:15	<p>12) Agenda Development</p> <ul style="list-style-type: none"> a) Mission College/Santa Clara Adult Education High School Equivalency Pilot Project b) Ab705 c) All projects plan for 18/19 d) PD survey <p>Rich Uribe passed the Co-Chair seat on to Usha. Kishan commended Rich on his great work with the consortium. Usha thanked Rich for his work.</p>	All	INFORMATION
3:30	<p>13) Adjournment</p> <p>Richard Uribe moved to adjourn the meeting at 3:14pm; the motion was seconded and the meeting adjourned.</p>	Co-Chair	ACTION