

Steering Committee Meeting Agenda · March 1, 2019 · 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>		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	Richard Uribe	Guests:

12:00	1) Networking Lunch	All	
12:30	2) Call to Order	Co-Chair	ACTION
12:35	3) Approval of Meeting Agenda	All	ACTION
12:40	4) Approval of February 8 Steering Committee Meeting Minutes	All	ACTION
12:50	5) Public Comments/Announcements – 2-minute limit	All	INFORMATION
1:10	6) Consultation Council Report	David, Phil	INFORMATION
1:20	7) 3 Year Planning Process/Activities Update a) Community Leader Focus Interviews b) CBO Meetings c) Student Focus Groups d) Qualitative Data Study Session – 3/15/19 e) Plan Submission Deadline to State – 6/7/19	Co-Chairs, Ilse, Rich	INFORMATION
1:55	8) Budget/Reporting a) NOVA Reporting • 2017-18 Program Areas Reporting – Certified ○ Leveraging of Funds ○ Data Inconsistencies • 2018-19 Budget – Certified ○ Issues/Modifications ○ Q1 Expenditures – Submitted ○ Q2 Expenditures – Due 3/1/19	Kishan, Lynette All	INFORMATION

Steering Committee – March 1, 2019

	<p>b) 2019-2020 Allocations</p> <ul style="list-style-type: none"> • COLA 3.46% • SBCAE-wide Positions: Executive Director, Tech/Web Support, Community Liaison, AWD • CFAD Process to determine allocations – Due 5/2/19 <ul style="list-style-type: none"> ○ Approval at 4/26/19 Steering Committee meeting 		
2:40	<p>9) PDD – Human Centered Design with Virginia Hamilton – 5/10/19</p> <p>a) Location Options: Campbell Community Center or SCAE</p> <p>b) Touchpoint Study Activity Preparation</p>	Kishan, Ilse, Jaime	INFORMATION
2:55	10) WIOA Allocations for 2019-20	Usha	INFORMATION
3:00	11) Evergreen Valley College – TS Position Update	Kishan	INFORMATION
3:05	12) English Language Learner Co-Enrollment Pilot RFA	Ilse	INFORMATION
3:10	13) CCAE Legislative Day – 4/9/19	Ilse	INFORMATION
3:15	14) Agenda Development	All	INFORMATION
3:30	15) Adjournment	Co-Chair	ACTION

CALENDAR 2019

Jan. 18 Steering Committee
 Jan. 22 Student Leadership Training
 Jan. 28-31 Student Focus Groups III
 Jan. 31 Transition Specialists at MAE
 Jan. 31 Student data due in TOPSPro Q2
 Jan. 31 Data & Accountability due (old system)

 Feb. 8 Steering Committee *ESAE-Independence
 Feb. 8 Consultation Council with SC - Reviewing 2nd draft 3YRP
 Feb. 14 Transition Specialists (open)
 Feb. 15 Budget - 17-18 data by program area due
 Feb. 25 Data & Accountability narrative
 Feb. 28 Prelim 29-20/20-21 allocations
 Feb. 28 Transition Specialists at SCAE

 March 1 Steering Committee
 March 1 NOVA Q2 Expense Rept due
 March 14 Transition Specialists at CACE, 5pm
 March 8 Community Focus Group 11am
 March 14 Transition Specialists (open)
 March 15 Consultation Council/Steering Committee-Study Session 11a-3:30p
 March 22 TOPs/Pre-Apprenticeship Overview- SJCC, 12-2pm
 March 28 Transition Specialists at Mission
 March 29 Faculty Work Group / 3YRP
 March 31 NOVA Q2 Expense Rept Certified

April 2 Student Leader Focus Group AM/PM
 April 5 Steering Committee
 April 25 Transition Specialists (open) at TBD
 April 26 Steering Committee
 April 30 Student data due in TOPSPro Q3

 May 2 CFADs for 19-20 due
 May 3 Community Focus Groups, 12-2:30pm
 May 9 Transition Specialists (open) at SJCC
 May 10 Professional Development Day
 May 23 Transition Specialists at TBD
 May 24 Public Governance/Steering Committee – Final Approval of 3YRP
 May (or June) 3Y Strategic Plan /Eval rept due from Consortia

 June 1 17/18 Member expense rept due in NOVA (Q3)
 June 7 3YRP due to state
 June 14 Steering Committee
 June 17 Budget Revisions due
 June 28 Steering Committee
 June 30 1/18 & 18/19 member exp rept certified in NOVA (Q3)
 June 30 End of Q4