

Steering Committee Meeting Agenda · December 14, 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	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	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 Nov. 30 Steering Committee Meeting Minutes		All	ACTION
12:50	5) Public Comments/Announcements – 3-minute limit		All	INFORMATION
1:10	6) Consultation Council Report		David, Phil	INFORMATION
1:25	7) 3 Year Planning Process/Activities		Bob, Ilse, Co-Chairs	ACTION
	a) Group Self-Assessment			
	b) Community Leader Focus Interviews			
	c) Spring Calendar Dates			
	February 8	April 2		
	Data study session I – Setting Goals	Student leader interviews		
	March 15	May 3 - 10am-2pm		
	Data study session II – Strategies to Achieve Goals	Community focus group		
	March 29	May 10		
	Next Faculty Work Group meeting	All-consortium PD-HCD with Virginia Hamilton		
	TBD	Ongoing		
	Districts' CEO meeting	Community leader focus interviews		

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2:10	8) Data and Accountability Funds a) Approval of Judy Gehman’s contract – CommunityPro implementation b) Tableau software purchase for SBCAE members	Bob, Co-Chairs	ACTION
2:30	9) Communications Planning with AWD Consultant	Brenda	INFORMATION
2:45	10) TS CommunityPro Training Report from December 13	Peter, Bob	INFORMATION
3:00	11) Budget Deadlines Review	Lynette, Co-Chairs	INFORMATION
3:15	12) Agenda Development	All	INFORMATION
3:30	13) Adjournment	Co-Chair	ACTION

CALENDAR 2018

Sept. 1 16/17 & 17/18 Q4 Expense Rept
 Sept. 10-14 Student Focus Groups I
 Community leader focus interviews
 Sept. 13 Transition Specialists
~~Sept. 14 Steering Committee CANCELLED~~
 Sept. 21 Steering Committee / Data Study Session
 Sept. 21 Consultation Council w/SC
 Sept. 27 Transition Specialists (open)
~~Sept. 28 Steering Committee CANCELLED~~
~~Sept. 28 Consultation Council CANCELLED~~
 Sept. 30 Q4 Exp Rept Certified/Budget due (Inc. c/over & 18/19 funds)

 Oct. 5 Faculty Work Groups
 Oct. 12 Steering Committee
 Oct. 12 Consultation Council?
 Oct. 15 ALLIES EPN meeting, 12:30-3pm
~~Oct. 19 Faculty Work Groups CANCELLED~~
 Oct. 15-19 Student Focus Groups II
 Oct. 24 3YP Data Regional Training
 Oct. 25 Transition Specialists
 Oct. 26 Steering Committee

 Nov. 2 IIF/CASAS Project Update meeting at SJCC
 Nov. 8 Transition Specialists CP Training at CACE, 9am-2pm
 Nov. 9 Steering Committee
 Nov. 9 Consultation Council with SC
 Nov. 9 First draft 3YRP
 Nov. 12 2nd Community Focus Group-3YRP **RESCHEDULED to 2019**
 Nov. 29 Transition Specialists (open) at **SVAE**
 Nov. 30 Steering Committee

 Dec. 1 **NOVA** Q1 Expense Rept due
 Dec. 7 Faculty Work Groups (3YRP?)
 Dec. 13 Transition Specialists (open) at **SVAE**
 Dec. 14 Steering Committee
 Dec. 20 Data & Account budget changes due (old system)
 Dec. 31 **NOVA** Q1 Expense Rept certified

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 ***Location TBD**
 Feb. 8 Consultation Council with SC - Reviewing
 2nd draft 3YRP
 Feb. 11 2nd Draft 3YRP to community
 Feb. 14 Transition Specialists (open)
 Feb. 22 2nd Draft 3YRP
 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 8 Faculty Work Groups **TO BE CHANGED**
 March 14 Transition Specialists (open)
 March 15 Consultation Council/Steering Committee
 March 28 Transition Specialists at **Mission**
 March 29 Faculty Work Group / 3YRP
 March 31 **NOVA** Q2 Expense Rept Certified

 April 1 Plan due to state
 April 2 Student Leader Interviews (all members)
 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, 10am-2pm
 May 9 Transition Specialists (open) at **SJCC**
 May 10 Steering Committee – Change to PD
 May 10 Consultation Council
 May 23 Transition Specialists at **TBD**
 May 24 Public Governance/Steering Committee
 May (or June) 3Y Strategic Plan /Eval rept due from Consortia

 June 14 Steering Committee
 June 28 Steering Committee