

## **South Bay Consortium for Adult Education Steering Committee Charter**

Aug 25, 2015

### **Guiding Principles**

Introduction: Established by the AB86 Legislation of June, 2013, the five adult schools (Campbell Adult and Community Education; East Side Adult Education; Milpitas Adult Education; Santa Clara Adult Education; and Silicon Valley Adult Education) and two community college districts (San Jose-Evergreen Community College District; and West Valley-Mission Community College District) joined to form the South Bay Consortium for Adult Education. The consortium's shared vision is to serve the region's adult learner needs, including adult education pathways into careers or postsecondary education. The consortium produced a comprehensive and ambitious plan, delivered to the state on March 1, 2015, to document the need for adult education in our region, and to address program gaps and to identify instructional models and practices to accelerate the learning of adults (including those adults with disabilities) acquiring English and basic skills to achieve college and career readiness.

The Steering Committee formally adopted these Guiding Principles, both for the planning process, and ongoing as the consortium members work together to use the Adult Education Block Grant funding to implement the South Bay Consortium for Adult Education's three year plan.

Our Guiding Principles are to:

- focus on the ***needs of adult education students first***
- work with ***transparency and inclusion*** with all stakeholders
- embrace ***collaboration and partnership*** to have a positive collective impact on our region
- explore ***expansion and innovation*** in adult education services in the region
- seek other ***community partnerships and connections*** to leverage resources and achieve better outcomes
- commit to ideas, decisions and practices that ***anticipate the future*** needs for adult learners in our region.

### **A Purpose of the Steering Committee**

#### **Primary Functions**

The primary function of the South Bay Regional Consortium for Adult Education (SBCAE) Steering Committee is, on an annual basis, to develop and approve the annual priorities, (hereinafter called ***annual activities***) the related fund distribution schedule for the funding awarded to the region from the state's Adult Education Block Grant (AEBG).

The Steering Committee takes responsibility for the implementation of the services and activities, and the achievement of the outcomes, listed in the SBCAE's *AB86 Adult Education Regional Comprehensive Plan, March 1, 2015* (hereinafter referred to as ***the Plan***). The Steering Committee will monitor and review the Plan's implementation, as well as provide oversight and certification of the Adult Education Block Grant (AEBG) deliverables as defined by the AB104 Legislation, the Chancellor's Office of the California Community Colleges and the California Department of Education.

In addition to the development of the *annual activities* and outcomes aligned to the Plan, the Steering Committee, (and the Consortium Co-Chairs as directed by the Steering Committee) responds to the critical need for expansion and innovation in adult education in the region by seeking other partnerships and resources to leverage. The Steering Committee provides insight on long-term strategies in support of other legislative mandates. Members of the Steering Committee ensure the needs and objectives of the Plan are being adequately addressed.

In practice these responsibilities are carried out by performing the following functions:

- Monitor and review the objectives of the *annual activities* at regular Steering Committee meetings;
- Give direction to the SBCAE's Co-Chairs;
- Provide guidance and assistance to the members and their staffs when required;

- Review the *annual activities*' scope as data and evaluation suggest possible changes, ensuring that scope aligns with the Plan;
- Determine how the Plan is to be amended as relevant new information emerges;
- Assure there is timely and appropriate contribution of SBCAE's community partners and key stakeholder groups to review decisions;
- Resolve possible member conflicts, reconciling differences of opinion and approach through the agreed upon consensus decision-making process;
- Evaluate and provide formal acceptance of SBCAE deliverables as defined by the state.
- Evaluate progress annually toward the Plan's objectives and determine the need for additions or amendments.

### Decision-making Responsibilities

The Steering Committee is responsible for approving the use of the Adult Education Block Grant funds awarded by the state to the region served by the two community college districts and the five adult schools.

The Steering Committee will assure that funded activities align with the Plan's objectives and include decisions such as:

- Prioritization of activity objectives and outcomes as identified in the Plan, and required by the state;
- Developing and approving an annual fund distribution schedule determining funding amounts and reporting responsibilities for each member for *annual activities*;
- Receiving and certifying deliverables as identified in the *annual activities* and the Plan, and as required by the state;
- Determining the need to amend either the *annual activities* or the Plan itself and approving such amendments.

The Steering Committee will assure that all meetings where the above listed decisions are discussed and approved will follow the guiding principles below:

- Public meetings with public comment solicited, both written and in person;
- Decision-making meeting notices and agendas posted on the SBCAE website and disseminated to established lists of community partners, stakeholders and interested public;
- Announcing meetings, and inviting public comment, through the members' own communication channels and protocols, and
- Posting meeting minutes and other supporting documents on the SBCAE website.

## B SBCAE Steering Committee

### Membership

Each of the five member school districts is represented by one representative and one alternate. Each of the community college districts, with two colleges each, is represented by two members and their alternates. The Steering Committee will meet quarterly in **Formal Meetings** in which nine representatives (primary or alternate) will represent their member institutions.

Member districts will select representatives through locally established processes, but all representatives are formally appointed to the Steering Committee by the governing boards of their districts'. Each member's district is solely responsible for who represents it. Attached Addendum has current year member representatives.

### Role of a Steering Committee member

It is intended that the Steering Committee members leverage their experiences, expertise, and insight as representatives of their respective member districts. Steering Committee members are not directly responsible for managing *annual activities*, but provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- Have a comprehensive understanding of the strategic implications and outcomes of the Plan and the *annual activities*;
- Appreciate the significance of the project for some or all major stakeholders and represent their interests;
- Be an advocate for broad regional support for the outcomes of the Plan;
- Have a deep understanding of the region and its adult education, immigrant integration, and workforce development needs.

In practice, this means they:

- Take appropriate effort regularly to review the status of the *annual activities*;
- Represent their member district's interests, but the region's need for comprehensive adult education services will take priority;
- Ensure the *annual activities* meet the requirements of the state, the SBCAE Plan, and key stakeholders;
- Help balance conflicting priorities and resources;
- Provide guidance to the SBCAE Co-Chairs;
- Solicit and consider ideas and issues raised by community partners, faculty, students and other stakeholders;
- Check adherence of *annual activities* to standards of best practice both within their member districts and in a wider context;
- Foster positive communication outside of the Steering Committee regarding the *annual activities* and the Plan's progress and outcomes;
- Report and evaluate member services whose outcomes may help achieve the Plan's objectives. Such service may include, but not be limited to, funding from WIOA Title II, Carl Perkins, non-credit adult education and other grants.

## C Steering Committee Meetings

### Meeting Protocols and Decision-making Process

The Steering Committee meets in **formal meetings** at least three times a year: 1) to develop the *annual activities aligned to the Plan* and the related funding distribution schedule, 2) to monitor and/or amend the *annual activities*, and 3) to review outcomes and certify the deliverables required by the state. **Formal meetings** are attended by the members' designated representative, appointed by the member's governance board. In **formal meetings all members participate** in the decision-making process.

The Steering Committee may also meet **informally** more regularly as required to monitor progress toward, and other issues relating to, the Plan's implementation. At informal meetings members' alternate representatives and other critical staff and stakeholders may attend and participate. The Co-Chairs co-facilitate the Steering Committee meetings, with agendas for all meetings posted publicly on the SBCAE website. The Steering Committee may also delegate some oversight responsibilities to other staff and groups, including but not limited to faculty workgroups, counselors, community-based partners, and others, all of whom may confer in *ad hoc* meetings.

**Formal Meetings** will adhere to the public process described and agreed to in this Charter. All members participate in all decisions regarding the Plan, the *annual activities* funding allocation schedule and the reception, evaluation and certification of required state deliverables. The Steering Committee meets in **formal meeting** to:

1. establish the *annual activities'* funding distribution schedule,
2. make amendments to the Plan or the *annual activities* and funding distribution schedule,
3. receive formal reports on implementation in order to review and certify the deliverables as required by the state.

For these **formal meetings** the date, time and place, the agendas and supporting documents will be posted on the SBCAE website no later than one week before the meeting date. Meeting agendas and supporting documents will be disseminated to all interested parties with the explicit intention of eliciting public comment. Public comment will be requested directly from the essential community-based partners, and other critical stakeholders including but not limited to the faculties of the consortium members. In these **formal meetings** the Steering Committee will follow public meeting protocols in the conduct of meetings, motions, and discussion. In these **formal meetings** public comment, written in advance or received in person, will be sought and carefully reviewed.

All Steering Committee members commit to continue the **model of decision making** and negotiation that has been used through the AB86 process that produced the Plan. **Decision making is through consensus**. Discussion of issues continues until *all members* are able to accept the decision. If, for any reason, consensus is not reached:

- a) The Co-Chairs from each system (K-12 adult schools and the community colleges districts) will be charged to negotiate a solution.
- b) The two Co-Chairs will bring back resolution to the Steering Committee for consensus.
- c) If there is still no consensus, one senior leadership representative from each system (Superintendent and Chancellor) will negotiate a decision.
- d) The Steering Committee will accept the resolution from the senior leadership.

Addendum:

2015-2016 Steering Committee members:

Member	Role	Member Represented
Bob Harper, Director of Adult Education, Campbell Adult Community Education (CACE) <i>Alternate: Burr Guthrie</i>	Co-Chair	Campbell UHSD
Kishan Vujjeni, Dean, College Transitions and Extension Programs, SJECCD	Co-Chair	San Jose-Evergreen CCD
Rich Uribe, Director, East Side Adult Education <i>Alternate: Tatiana Roganova</i>	Rep	East Side UHSD
Gloria Curd, Principal, Silicon Valley Adult Education (SVAE) <i>Alternate: Marie de la Cruz</i>	Rep	MetroED
Cheryl Jordan, Deputy Superintendent , MUSD <i>Alternate: Usha Narayanan</i>	Rep	Milpitas USD
Kathy Martarano, Director, Santa Clara Adult Education (SCAE) <i>Alternate: Christine Berdiansky</i>	Rep	Santa Clara USD
Carol Coen, Vice Chancellor of Workforce, Economic, and Resource Development, SJECCD <i>Alternate: Lynette Gray</i>	Rep	San Jose-Evergreen CCD
Mae Conroy, Director, Off Campus Special Programs, WV College	Rep	West Valley-Mission CCD
Rob Gamble, Director, Workforce and Economic Development, Mission College	Rep	West Valley-Mission CCD