


<p><b>Steering Committee</b></p> 	<p><u><b>Minutes</b></u></p> <p><b>Thursday, February 20, 2025</b></p> <p><b>12:30 p.m. to 1:00 p.m. Lunch</b> <b>1:00 p.m. to 2:00 p.m. Meeting</b></p> <p><b>Location: San Mateo Adult &amp; Career Education</b> <b>789 E. Poplar Avenue</b> <b>San Mateo, CA</b></p>
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AGENDA TOPIC:	
Welcome & Introductions	
Black History Month Observance: Notable Black Americans & Their Achievements	Presentation by Dr. Ka'Ryn Holder-Jackson, Executive Director, ACCEL
ACCEL's New Brand	<p>New name:</p> <p>San Mateo County Consortium for Adult and Career Education</p> <p>Tagline: Your Gateway to a New Future</p>
What's Happening in ACCEL: Three-Year Plan 2025-2028	<p>CAEP's 3 Year Plan Objectives</p> <ul style="list-style-type: none"> <li>Assess the impact of services provided over the previous period</li> <li>Define strategies and activities to meet needs and address gaps</li> <li>Identify educational and workforce needs among the population and providers in the region</li> <li>Due in NOVA on September 2025 and approved by: <ul style="list-style-type: none"> <li>ACCEL Management Team</li> <li>ACCEL Steering Committee</li> </ul> </li> </ul> <p>Assessment</p> <ul style="list-style-type: none"> <li>Evaluate the educational needs of adults in the region</li> <li>Analyze the data <ul style="list-style-type: none"> <li>Who is not being served?</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Who should be served?</li> <li>● Industry Employers <ul style="list-style-type: none"> <li>○ What industries are located in the region?</li> <li>○ What kinds of credentials do they value?</li> <li>○ Are there new industries expected to move into the region?</li> </ul> </li> <li>● What are the needs/goals that are currently unmet? <ul style="list-style-type: none"> <li>○ Students/prospective students?</li> <li>○ Employers</li> </ul> </li> <li>● Evaluate adult education and workforce programs in the region</li> <li>● How will ACCEL? <ul style="list-style-type: none"> <li>○ Address the education needs</li> <li>○ Improve integration of services and transitions</li> <li>○ Improve effectiveness of services</li> </ul> </li> </ul> <p>Metrics</p> <ul style="list-style-type: none"> <li>● Mandatory metrics (consortia wide)</li> <li>● Voluntary metrics (ACCEL member schools/college)</li> <li>● ACCEL member target metrics</li> <li>● Objectives (Goals)</li> <li>● Activities (work plan to achieve the stated goals) <ul style="list-style-type: none"> <li>○ Outcomes: short-term (1 year) intermediate (2-3 year), long-term (3+ years)</li> </ul> </li> <li>● Funds evaluation</li> </ul>
Public Comments and Announcements	No public comments
Adjourn	

#### Attendees:

Bernhardt, Chris, NOVAworks  
 Bowers, Kailani, College of San Mateo  
 Cervantes, Xochitl, South San Francisco Public Library  
 Chew, LaKeisha, Department of Rehabilitation  
 Garcia, Alexis, Sequoia Adult School  
 Garcia, Lynette, San Mateo Adult & Career Education  
 Livingstone, Todd, Sequoia Adult School  
 Mann, Kira, San Mateo Adult & Career Education  
 Sparks, Lisa, San Mateo Adult & Career Education  
 Taylor, Angela, San Mateo Adult & Career Education  
 Villar, Patty, San Mateo Adult & Career Education  
 Xiao, Lani, Jefferson Adult School