



Minutes of the Executive Committee Meeting February 23, 2018

Approved

Date of approval: March 16, 2018

Initials:

Call to order: A regular meeting of the Inland Adult Education Consortium Executive Committee was held at San Bernardino Valley College, 701 S. Mt Vernon, San Bernardino, California; President's Conference Room 207 on Friday, February 23, 2018. The meeting was convened at 8:12 a.m. Director Emma Diaz, Facilitator Becky Foreman, Consultant Mitch Rosin conducted the meeting. Minutes recorded by Blanca Olguin.

Members in attendance

Jerry Almendarez	Superintendent, Colton Joint Unified School District (<i>via phone</i>)
Kit Alvarez	Administrator ROP, San Bernardino County Superintendent of Schools
Mauricio Arellano	Superintendent, Redlands Unified School District
Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District (<i>via phone</i>)

Members not in attendance

Dale Marsden	Superintendent, San Bernardino City Unified School District
Diana Rodriguez	President, San Bernardino Valley College
Wei Zhou	President, Crafton Hills College

Designee (nonvoting)

Amanda Corridan	Assistant Superintendent, Colton Joint Unified School District
Rachel Monarrez	Assistant Superintendent, San Bernardino City Unified School District

Other(s) Present

Leticia Villa	Principal, Inland Career Education Center, San Bernardino City Unified School District
Stephanie Houston	Superintendent, Colton-Redlands-Yucaipa ROP
Maria Duran	IAEC AEBG Transition Counselor

The minutes for the Inland Adult Education Consortium Executive Committee meeting on December 8, 2017 was tabled due to no quorum until the March 16, 2018 meeting.

1. Public comments

1.1 None

2. Closed Session

2.1 None

3. Reports

3.1 AEBG State Policy Updates

Emma Diaz gave the latest State Policy updates:

- Fiscal Year 2018-2019 AEBG Program Fees Policy – effective July 1, 2018
- AB104 Legislative Alignment with the Brown Act – effective immediately
- Proposal in Governors Budget – Per AB104 Legislation, by the last week of February, the AEBG Office will release the 2018-2019 and 2019-2020 preliminary allocations by Consortium

3.2 AEBG 3rd Annual Summit Read Out

Emma Diaz reported that during the 3rd AEBG Annual Summit, the Inland Adult Education Consortium presented on “Acceleration Strategies.” Our presenters were, David from Redlands Unified School District, Stephanie from the College, Leticia from the Inland Career Education Center, and Mitch; the presentation had really good reviews.

3.3 NOVA Certification Completed January 15, 2018

Emma Diaz shared that the NOVA certification of budgets was completed by January 15, 2018. In order to provide more time for beta testing, webinars and responses to field questions, the AEBG Office has revised the AEBG 2016-2017 and 2017-2018 expense reporting due dates for this program year. Members will submit expense reports and certify questions 1-3 by June 1, 2018. Consortia will have 30 days to review and certify by June 30, 2018.

3.4 National External Diploma Program Training

Emma Diaz talked about NEDP, it is a competency based diploma program. Yucaipa Adult School hosted a training on January 19, 2018 and it was also presented on our implementation during the AEBG Summit.

3.5 Calendar of State Deadlines for 2018

Emma Diaz discussed the State’s deadlines for reporting in 2018:

- February 25, 2018 – Close out of financial report for 2015-2016 funds
- April 30, 2018 – Question 3 TOPSPro is due
- May 2, 2018 – Consortium Fiscal Administration Declaration (CFAD) for 2018-2019
- June 1, 2018 – 2016-2017 & 2017-2018 Member expense reports due in NOVA Qs 1-3
- June 30, 2018 – 2016-2017 & 2017-2018 Member expense certification by consortium in NOVA Qs 1-3
- August 1, 2018 – Question 4 final program year report due on student data in TOPSPro
- August 15, 2018 – Annual Plan due for 2018-2019

3.6 Update on Transition Counselors at the College

Emma Diaz introduced Maria Duran, Transition Counselor at San Bernardino Valley College, she started in January 2018 as part-time, we are working in getting her full time. Maria is dedicated to working with the Adult Education population, she has done orientations, college application, FAFSA, and transition workshops. Maria has met with most of the Members’ programs. Crafton Hills College has a hiring committee and it has been formed and set to begin interviews on March 12, 2018.

3.7 AEBG Field Team meeting March 6, 2018

Emma Diaz reported that the first AEBG Field Team meeting is on March 6, 2018 in Sacramento. There are currently five field teams:

- a. Data & Accountability
- b. Evaluation /Effectiveness
- c. Professional Development
- d. Career Pathways/IET
- e. Regional Collaboration

3.8 Hosting State AEBG Regional Training Inland Empire Directors Meeting & Inland Empire Directors Meeting

Emma Diaz reminded the Executive Committee Members that the Inland Adult Education Consortium will be hosting the upcoming State AEBG Regional Training on March 22, 2018 from 9:00 a.m. - 12:00 p.m. here at San Bernardino Valley College in room B100. They will not be doing a CASAS training this time.

Emma Diaz also reported that Neil Kelly will be facilitating the Inland Empire First Directors meeting on March 23, 2018. It will include the 8 Consortium Directors: 5 San Bernardino County Directors as well as the 3 Directors from Riverside County. The State has not given us enough guidance, we will talk about regional and consortium issues that expand both counties as well as providing support to County services. Neil will give us guidance as to how to resolve these issues.

3.9 Update on Consortium Social Media/Website

Jorge Saucedo-Daniel gave a tour of the <http://www.InlandAEBG.org> website and an update on social media. He introduced the “En Español,” “Translation,” “State AEBG website,” “Programs for Adults,” and “NEDP” buttons; many languages can be selected. Social media include Facebook, Instagram, and Twitter. We have been posting from the Inland Adult Education Consortium; Mr. Ted Alexandre follows us. We have added the Inland AEBG link to www.sbcusd.com/iccc and are working on adding it to the rest of the adult school websites.

Dr. Cuauhtémoc talked about the use of vocabulary “Empowering Change,” and was wondering if the Inland Adult Education Consortium is “Inspiring,” rather than “Empowering.”

4. Discussion items

4.1 Topics for March IAEC Board Retreat (Pre-CFAD Discussion)

Emma Diaz reviewed the topics for the Executive Committee Members Retreat on March 16th from 8:00 – 12:00 p.m. at San Bernardino Valley College in B100:

- LMI Data for the region
- Pre-CFAD discussion – funding that is due May 2, 2018

Emma Diaz asked the Executive Committee Members what else she should prepare for the Retreat; she will send a summary of the data.

4.2 AB104 Legislative Alignment with the Brown Act

Emma Diaz asked the Executive Committee Members if Minutes should be taken for the June Planning Retreat. Becky Foreman reminded the Members that when teleconferencing during an IAEC Executive Committee meeting, an agenda should be posted 3 days in advance at the site they will be teleconferencing from and the commitment the Members had made to avoid proxies.

Dr. Cuauhtémoc requested to revisit the language of the bylaws especially now that the we have to comply with Brown Act.

5. Old business

5.1 None

6. New business

6.1 Sample: (3rd Reading) Funding Application Process (CFAD, General Assurances, Supplanting, Legislative Objectives

Motion tabled until the March 16, 2018 meeting due to no quorum.

6.2 Process for Adding Items to the Inland Adult Education Consortium Board Meeting Agenda

Motion tabled until the March 16, 2018 meeting due to no quorum.

6.3 SBCSS Field Team Application (Fiscal & Letter of Recommendation)

Motion tabled until the March 16, 2018 meeting due to no quorum.

7. Announcements

7.1 Executive Committee Meeting Dates

Emma Diaz reminded the Executive body about the next set of meeting dates:

- March 16, 2018 – Initial CFAD discussion, 8:00 a.m. – 12:00 p.m.
- April 27, 2018 – CFAD vote
- May 18, 2018
- June 1, 2018 – Annual Plan planning meeting 8:00 a.m. – 12:00 p.m.
- August 3, 2018 – Annual Plan vote

7.2 Conferences

Emma Diaz shared the upcoming conferences:

- ACCE: February 8-9, 2018 – Association of Community and Continuing Education; we shared our Consortium presentation on “Accelerated Strategies”
- COABE: March 25-28, 2018 – Coalition on Adult Basic Education
- CCAE: May 3-5, 2018 – California Council for Adult Education
- NAWDP: May 21-23, 2018 – National Association of Workforce Development Professionals
- CASAS: June 19-21, 2018 – Comprehensive Adult Student Assessment Systems

8. Adjournment

Due to no quorum, the meeting informally adjourned at 9:30 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be held on Friday, March 16, 2018 at 8:00 a.m. at the San Bernardino Valley College, 701 S. Mount Vernon Ave., San Bernardino, CA, in B100.