



Minutes of the Executive Committee Meeting April 27, 2018

Approved

Date of approval: August 3, 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 Conference Room 207 on Friday, April 27, 2018. The meeting was convened at 8:07 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
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
Dale Marsden	Superintendent, San Bernardino City Unified School District
Diana Rodriguez	President, San Bernardino Valley College

Members not in attendance

Keith Wurtz	Interim Vice President of Instruction, Crafton Hills College
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Designee (nonvoting)

Other(s) Present

Stephanie Houston	Superintendent, Colton-Redlands-Yucaipa ROP
Janet King	Director, Fiscal Services, San Bernardino City Unified School District
Andy Page	ROP Data and Project Analyst, San Bernardino County Superintendent of Schools
Jane Pryne	Director, Thrive Nation
Rachel Monarrez	Assistant Superintendent, San Bernardino City Unified School District
Sandy Mortensen	Director of Student Services, Colton-Redlands-Yucaipa ROP
Leticia Villa	Principal, Inland Career Education Center, San Bernardino City Unified School District

Upon motion by Jerry Almendarez, seconded by Mauricio Arellano and approved by the affirmative vote of Almendarez, Alvarez, Arellano Avila, Binks, Marsden, and Rodriguez (Noes: None), the minutes for the Inland Adult Education Consortium Executive Committee meeting on March 16, 2018 was approved as presented, without changes.

1. Public comments

1.1 Thrive Nation

Jane Pryne, Director of Thrive Nation, introduced herself and mentioned that Thrive Nation was an idea turned into reality. She thanked the Executive Committee for placing their request into the agenda and hopefully approving the request.

2. Reports

2.1 Calendar of State Deadlines for 2018

Emma Diaz discussed the State deadlines for reporting in 2018:

- April 30, 2018 – data reporting quarter 3 TOPSPRO
- May 2, 2018 – Consortium Fiscal Administration Declaration (CFAD) for 2018-2019
- June 1, 2018 – 2016-2017 & 2017-2018 member expense reports due in NOVA quarters 1-3
 - Targets – 60% of 2016-2017 carry over and 2017-2018 new funds must be spent by the 4th quarter (June 30th)
 - Budget changes are allowed with up to 15% threshold
- June 30, 2018 – 2016-2017 & 2017-2018 member expense certification by consortium in NOVA Qs 1-3
- August 1, 2018 – quarter 4 final program year report due on student data in TOPSPRO
- August 15, 2018 – Annual Plan due for 2018-2019

2.2 Update on Transition Counselors at the College

Emma Diaz gave a brief update on Maria Duran, AEBG Transition Counselor, is now full time as of April 12th; she will be able to work with all of the campuses. DIR Reporting for Quarter 3 was done for the first time at the college, 67 students received transitions services, 30 of them are enrolled at the College. ICEC will be having the first on site Accuplacer during this upcoming week. Crafton Hills College has hired Alex Jaco fulltime, he started April 19th.

2.3 State AEBG Regional Training & Inland Empire First Directors' Meeting

Emma Diaz reported to the Executive Committee Members that the Inland Adult Education Consortium hosted the State AEBG Regional Training on March 22, 2018 from 9:00 a.m. - 12:00 p.m. at San Bernardino Valley College; there were 65 attendees. There was an update of the CASAS system to allow AEBG Directors access to reports. Disparity of data (TE reports quarterly, CCD reports by semester) was talked about. NOVA will add the ability for the Fiscal Agent to be able to report.

Emma Diaz reported that Neil Kelly facilitated the 1st Annual Inland Empire Directors' meeting on March 23, 2018. It included the 9 Consortium Directors: 5 from San Bernardino County and 4 from Riverside County. The topics discussed were on NOVA, CFAD, regional professional development, common challenges, and shared solutions.

Emma Diaz reviewed demographics, allocation breakdown, student enrollment data, effectiveness measures, member reduction in funding, and the AB104 7 Program areas (students must be 18 years of age or older):

1. Adult Basic & Secondary Education
2. English as a Second Language & Citizenship
3. Career Technical Education
4. Workforce Reentry
5. Training to Support Child School Success
6. Programs for Adults with Disabilities
7. Pre-Apprenticeship

3. Old business

3.1 None

4. New business

4.1 Fiscal Agent Structure

Motion: Moved by Jerry Almendarez seconded by Mauricio Arellano to approve to keep the current Fiscal Agent structure: San Bernardino Community College District to continue as the Fiscal Agent **Yea:** Jerry Almendarez, Kit Alvarez, Mauricio Arellano, Cuauhtémoc Avila, Cali Binks, Dale Marsden, and Diana Rodriguez **Nay:** none

Absentee voting: none **Abstain:** none

Motion carried.

Discussion:

Dr. Avila requested a pros and cons summary.

Ms. Diaz talked about the current Fiscal Agent structure; it allows San Bernardino Community College District to be the bank. She gave a brief description of the reporting difference and how the moval of funds through a Fiscal Agent is easier and faster.

Mr. Rosin elaborated on the Direct Funding structure; it means the school districts get the checks from the County Office instead of the College, it makes it more difficult to move monies around and it tends to work better in small consortiums.

Ms. Binks mentioned that there has not been an issue with the current Fiscal Agent in regards to payment.

4.2 San Bernardino County Superintendent of Schools: Funding Request

Motion: Moved by Dr. Marsden seconded by Jerry Almendarez to approve the San Bernardino County Superintendent of Schools funding request for a total of \$237,303.00 to cover the costs for Manufacturing Technology \$128,161.00 and Cyber Security \$109,142.00 **Yea:** Jerry Almendarez, Mauricio Arellano, Cuauhtémoc Avila, Cali Binks, Dale Marsden, and Diana Rodriguez **Nay:** none **Absentee voting:** none **Abstain:** Kit Alvarez

Motion carried

Discussion:

Ms. Alvarez provided a hard copy of the funding request breakdown to each member.

Mr. Arellano asked where the ongoing funding would be coming from.

Ms. Diaz reminded the Executive Committee Members that there is a Fiscal Agent "Savings Account," where the ongoing funding would be coming from.

4.3 CFAD Allocations plus COLA for 2018-2019

Motion: Moved by Dale Marsden seconded by Cuauhtémoc Avila to approve item 4.3 2018-2019 Inland Adult Education Consortium CFAD allocation \$9,961,486.00 and to leave COLA allocation \$408,421.00 plus unallocated COLA \$328,603.00, plus \$225,125.00 for San Bernardino County Superintendent of Schools with the Fiscal Agent until future budget discussion pending a workshop with the Executive and Steering Committee and Fiscal

Departments to develop a 3 year plan **Yea:** Jerry Almendarez, Kit Alvarez, Mauricio Arellano, Cuauhtémoc Avila, Cali Binks, Dale Marsden, and Diana Rodriguez **Nay:** none **Absentee voting:** none **Abstain:** none
Motion carried

Discussion:

Ms. Diaz reviewed the original funding formula based on demographic need and the 2018-2019 State Preliminary Allocations with COLA increase which requires Members to be in 100% agreement (failure to have CFAD certified by May 2nd, will force the State to use prior year allocation).

Mr. Almendarez is wondering about the process of making requests and requested a workshop with Fiscal and Principals.

Mr. Arellano would like clarification as to the process for requests and requested to set a date for discussion.

Dr. Marsden asked for clarification on two of the amounts of money being discussed; the San Bernardino Community College District Fiscal Agent (operations/activities) unallocated \$328,603.00 and the COLA increase \$408,421.00. He suggested maybe setting it aside until Fiscal and data personnel from each district are present.

Ms. Alvarez asked if monies are set aside in an unallocated account, could it be revisited and decided upon at a later time.

Mr. Rosin recommended inviting Fiscal and discussing the process and amounts during the June 1st Planning Retreat.

Ms. Diaz reminded the Executive Board that the CFAD cannot be amended once submitted.

5. Discussion items

5.1 Revisions to Governance Document to Reflect AEBG State Guidance

Emma Diaz reviewed the revisions made to the Governance document to reflect AEBG State guidance. She reviewed the current IAEC Governance By-laws and asked if any revisions should be made to the structure with emphasis on Section 5: Quorum, now that the Inland Adult Education Consortium is Brown Act compliant. Action to be taken during the IAEC AEBG Executive Committee Member June 1st Planning Retreat.

5.2 June 1, 2018 Annual Plan Retreat

Emma Diaz asked the IAEC AEBG Executive Committee members to recommend the right key stakeholders to invite to the meeting. The meeting will be held from 8-10 a.m. for the Executive Board and from 8-12 p.m. for key stakeholders. She mentioned that the template will be available in NOVA on May 10th.

Mr. Almendarez requested Amanda Corridan to attend the meeting.

5.3 Thrive Nation Funding Application (1st Reading)

Emma went over the proposal from Thrive Nation, she mentioned that it could be a one-time funding or ongoing with the submission of CFAD.

Dr. Marsden explained that Thrive Nation is a tool and coaching model. At the moment, over 500 students ages 18-24 are being served. It has made an impact and it has been piloted; there are a group of people ready to work with students. He would like the opportunity to fund 75 students and to be distributed amongst all districts

proportionately. Thrive Nation will take care of everything the districts will not have to do anything, all they have to do is identify the students.

Ms. Binks asked Dr. Marsden if he had piloted existing adult education students or high school students.

Dr. Marsden and Ms. Pryne replied that these were students out of high school transitioning into a community college; the pilot was successful.

Ms. Binks asked for the point of contact, data collection, and how are students being selected.

Dr. Marsden replied that students that are foster and homeless, and willing and able, are selected first.

Ms. Houston talked about the overlap that is occurring due to some services, like Life Coach, already being offered. She talked about leveraging resources and possibly counting that data to be able to show performance in this region. She talked about the possibility of the same population being served, doing the same thing, and doesn't know if students are being reported.

Mr. Arellano asked if the amount would come out of the unencumbered amount and requested it to be addressed during the June 1st meeting.

Mr. Rosin replied that it would be up to the Executive Board. He explained that the sponsoring agent would be responsible for data collection.

Ms. Diaz talked about the current process of base funding.

Ms. Binks asked for clarification as to the incentive and the over \$2,000 per student for a 9 week program and asked if it was a contract fee or actual time spent. She also talked about sustainability.

Mr. Rosin clarified that AEBG funds could not be used to give away.

Dr. Marsden said that the incentive could be removed.

Dr. Avila asked if there is a way to measure the effectiveness of the programs' staffing to ensure we are operating at 100% productivity, to ensure any future funding requests. He suggested to discuss how they would be allocating the students.

Mr. Rosin recommended the Federal Program Monitoring guidelines as a measuring tool.

Dr. Marsden recommended to move forward for a second reading during the May 18th meeting.

Mr. Rosin reminded the Executive Board that per State law, it would need to be in the Annual Plan and then for a vote for funding on August 3rd.

Dr. Avila requested clarification of allocation of students per district, possibly by percentage, enrollment, or funding, can it be discussed during the June 1st meeting.

Ms. Binks would like to know how the Principals will be selecting the students.

6. Announcements

6.1 Executive Committee Meeting Dates

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

- May 18, 2018
- June 1, 2018 – Annual Plan Planning meeting 8:00 a.m. – 12:00 p.m.
- August 3, 2018 – Annual Plan vote

6.2 Professional Development Opportunities

Emma Diaz shared the upcoming conferences and summarized on the shared presentation for ACCE:

- CCAE: May 3-5, 2018 – California Council for Adult Education, Fresno, CA
- CASAS: June 19-21, 2018 – Comprehensive Adult Student Assessment Systems, San Diego, CA
- GED Summer Conference: July 25-27, 2018 – San Diego, CA
- Consortium/Regional Professional Development Day: August 1, 2018 – San Bernardino, CA

7. Closed Session

7.1 None

8. Adjournment

Motioned by Cali Binks and seconded by Dale Marsden the meeting was adjourned at 10:03 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be held on Friday, May 18, 2018 at 8:00 a.m. at the San Bernardino Valley College, 701 S. Mount Vernon Ave., San Bernardino, CA, President's Conference Room 207.