



Minutes of the Executive Committee Meeting March 16, 2018

Approved

Date of approval: April 27, 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; Conference Room B100 on Friday, March 16, 2018. The meeting was convened at 8:17 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
Cuauhtémoc Avila	Superintendent, Rialto Unified School District (<i>via phone</i>)
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

Mauricio Arellano	Superintendent, Redlands Unified School District
(Vacant)	President, Crafton Hills College

Designee (nonvoting)

Ken Wagner	Assistant Superintendent, Redlands Unified School District
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Other(s) Present

Jamie Arneson	Vice Principal, Inland Career Education Center, San Bernardino City Unified School District
Stephanie Houston	Superintendent, Colton-Redlands-Yucaipa ROP
Rick Schreiber	Co-Founder and Board President, Thrive Nation

Upon motion by Jerry Almendarez, seconded by Cuauhtémoc Avila (*via phone*) and approved by the affirmative vote of Almendarez, Alvarez, Avila (*via phone*), Binks, Marsden, and Rodriguez (Noes: None), the minutes for the Inland Adult Education Consortium Executive Committee meeting on December 8, 2017 and February 23, 2018 were approved as presented, without changes.

1. Public comments

Becky Foreman shared that there is a new process, per State guidance, the Inland Adult Education Consortium needs to be in compliance with Brown Act.

1.1 Thrive Nation

Rick Schreiber Co-Founder and Board President of Thrive Nation introduced himself and mentioned that he will be doing a presentation during the April 27th AEBG Executive Committee meeting.

2. Closed Session

2.1 None

3. Reports

3.1 AEBG State Policy Updates

Emma Diaz gave the latest State Policy updates:

- AB104 Legislative Language Related to Allocations & CFADs
- Adult Education Indirect Cost Rate
- Adult Education Block Grant Three-Year Planning Cycle Extension

Mr. Almendarez asked for clarification on the Three-Year Plan; the target is to build, revisit, update, and possibly meet quarterly to work on the Plan. He would like to develop a multi-year plan that is in sync with the districts.

3.2 Calendar of State Deadlines for 2018

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

- 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 quarters 1-3
 - o Targets – 60% of 2016-2017 carry over and 2017-2018 new funds must be spent by the 4th quarter (June 30th)
 - o 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

3.3 Update on Transition Counselors at the College

Emma Diaz introduced Maria Duran, AEBG Transition Counselor, housed at San Bernardino Valley College. She started in January 2018 as part-time and IAEC is 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 visited 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.

Dr. Marsden requested that Ms. Duran work with the Workforce Development.

3.4 First AEBG Field Team Meeting

Emma Diaz reported that the first AEBG Field Team meeting was held 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

Ms. Diaz is on the Career Pathways/IET Field Team.

3.5 Hosting State AEBG Regional Training & 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. at San Bernardino Valley College in room B100. They will not be doing a CASAS training this time around. Neil Kelly, will be there to answer any questions, the IAEC AEBG Executive Committee Members are invited to attend.

Emma Diaz reported that Neil Kelly will also 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 enough guidance. Topics include: regional and consortium issues that expand both counties as well as providing support to County services. Neil will give guidance as to how to resolve these issues.

3.6 Update on Consortium Website Analytics

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. The Inland Adult Education Consortium has been posting and Mr. Ted Alejandro, San Bernardino County Superintendent of Schools, follows it. The Inland AEBG link has been added to www.sbcusd.com/icec and will be adding it to the rest of the adult school websites. Jorge mentioned that this year the numbers went from 778 to a little over 1,000 & they continue to go up. There are more visited pages, social media activity, and sessions by device used (mobile, desktop, and tablet). Jorge asked the IAEC AEBG Executive Committee members for feedback on the translation and button feature. He asked if there are other functionalities they would like to see on the website, and if there is any other organization IAEC should be following on social media.

Dr. Avila 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 CFAD Allocations for 2018-2019

Emma Diaz reviewed the AB104 7 Program Areas, 2015 demographics, Year 1 allocation breakdown, Effectiveness Measures, and Member Reduction in Funding as a reminder of how decisions were made in the past and the CFAD Allocations Timeline for 2018-2019 due May 2nd:

- Review of the preliminary allocations for 2018-2019
- May require approval from your board (each District is different)
- Each member needs to certify the CFAD in NOVA by May 2, 2018
- Failure to have CFAD certified will force the State to use prior year allocation
- Review of the preliminary allocation schedule with COLA
- Review of original funding formula based on demographic need
- Review of spreadsheet in your packet Inland Adult Education Consortium CFAD allocation 2018-2019
- San Bernardino County Superintendent of Schools: Funding Request

Ms. Alvarez, San Bernardino County Superintendent of Schools, did a presentation of the funding request for manufacturing technology and starting a new initiative for cyber security.

Ms. Diaz will be meeting individually with each Superintendent and their Fiscal/Financial team for recommendations.

Mr. Almendarez recommended to find out how much each district is encroaching on their general funds?

4.2 Recommended Revisions to Governance Document to Reflect AEBG State Guidance

Emma Diaz reviewed the current IAEC Governance By-laws and asked if any revisions should be made to the structure and if minutes should be taken during the IAEC AEBG Executive Committee Member June Planning Retreat.

Mr. Almendarez recommended a voting designee and to have the rest of the members present to approve any revisions.

Becky Foreman reminded the members that when teleconferencing, during an IAEC AEBG Executive Committee meeting, an agenda should be posted 3 days in advance at the site they will be teleconferencing from and talked about the commitment the members had made to avoid proxies.

Ms. Diaz will be emailing a summary of the discussion item for review prior to the April 27th meeting.

5. Old business

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

Motion: Moved by Cuauhtémoc Avila (*via phone*) seconded by Dale Marsden to approve the Funding Application Process (CFAD, General Assurances, Supplanting, and Legislative Objectives) **Yea:** Jerry Almendarez, Kit Alvarez, Cuauhtémoc Avila (*via phone*), Cali Binks, Dale Marsden, and Diana Rodriguez **Nay:** none **Absentee voting:** none **Present:** none
Motion carried.

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

Motion: Moved by Dale Marsden seconded by Jerry Almendarez to approve the Process for Adding Items to the Inland Adult Education Consortium AEBG Executive Committee meeting agenda: **Yea:** Jerry Almendarez, Kit Alvarez, Cuauhtémoc Avila (*via phone*), Cali Binks, Dale Marsden, and Diana Rodriguez **Nay:** none **Absentee voting:** none **Present:** none
Motion carried.

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

Motion: Moved by Dale Marsden seconded by Jerry Almendarez to approve the SBCSS Field Team Application: Fiscal & Letter of Recommendation plus travel expenses for Kit Alvarez **Yea:** Jerry Almendarez, Cuauhtémoc Avila (*via phone*), Cali Binks, Dale Marsden, and Diana Rodriguez **Nay:** none **Absentee voting:** none **Present:** none **Abstain:** Kit Alvarez
Motion carried.

6. New business

6.1 None

7. Announcements

7.1 Executive Committee Meeting Dates

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

- 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 Conference Presentations

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

- 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**

The meeting was informally adjourned at 10:15 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be held on Friday, April 27, 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.