



Minutes of the Executive Committee Meeting January 22, 2021

Approved

Date of approval: February 19, 2021

Initials:

Call to order: Due to COVID-19, a virtual meeting of the Inland Adult Education Consortium Executive Committee was held via ZOOM: <https://cccconfer.zoom.us/j/95572334796> on Friday, January 22, 2021. The meeting convened at 8:05 a.m. Director Dr. Emma Diaz and Consultant Mr. Mitch Rosin conducted the meeting. Minutes recorded by Ms. Blanca Olguin.

Executive Committee Members in attendance

Mr. Mauricio Arellano	Superintendent, Redlands Unified School District
Ms. Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Dr. Kevin Horan	President, Crafton Hills College
Dr. Frank Miranda	Superintendent, Colton Joint Unified School District
Ms. Diana Rodríguez	President, San Bernardino Valley College
Dr. Sandra Rodríguez	Assistant Superintendent, San Bernardino City Unified School District
Dr. Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS

Members not in attendance

Dr. Cuauhtémoc Avila	Superintendent, Rialto Unified School District
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Designee (nonvoting)

Dr. Edward D'Souza	Lead Academic Agent, Rialto Unified School District
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Others Present

Mr. Raul Pedraza Jr.	Vice Principal, Inland Career Education Center, SBCUSD
Mr. Brian Pope	Principal, Colton Joint Unified School District
Mr. Jorge Saucedo-Daniel	Assistant, Inland Adult Education Consortium
Ms. Kimberly Watson	Principal, Rialto Unified School District

IAEC Virtual Vote Record

Motion: Approval of October 30, 2020 IAEC Executive Committee Meeting Minutes.			
Motion by: Dr. Kevin Horan			
Second by: Ms. Diana Rodríguez			
Discussion: None			
Member Name	AYE	NAY	Absent
Mauricio Arellano, Superintendent, Redlands USD	x		
Cuauhtémoc Avila, Superintendent, Rialto USD			x
Cali Binks, Superintendent, Yucaipa-Calimesa Joint USD			x
Kevin Horan, President, Crafton Hills College	x		
Frank Miranda, Superintendent, Colton Joint USD			x
Sandra Rodriguez, Asst. Supt., San Bernardino City USD	x		
Diana Rodríguez, President, San Bernardino Valley College	x		
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x		
The Minutes of the Inland Adult Education Consortium Executive Committee Meeting on October 30, 2020 were approved as presented, without changes.			

1. Public comment

1.1 None

2. Reports

2.1 CAEP Update

Dr. Diaz shared Governor Newsom’s release of the 2021-2022 proposed budget on January 8. In the proposed budget there is a 1.5% COLA increase, translating to about \$8.1million increase to the CAEP consortia allocation across the state. \$1 million is for the CAEP Technical Assistance Funding (CAEP TAP). They have not received funding in the last year. This will keep them funded so they can continue to offer professional development and support to all consortium across the state. The 2021-2022 Preliminary CAEP Allocation Schedule with the breakdown for every consortium will be released by the end of next month as part of the CFAD certification process due on May 2, 2021. For the IAEC, that would translate to maybe between \$140,000 to \$150,000 based on past numbers.

Mr. Rosin stated that we are in a state of flux and the May revise could be a June, July, or August revise.

2.2 IAEC Steering Committee Report-out

Dr. Diaz reported on the highlights of the marketing workgroup meeting that was held on December 4, 2020. The Steering Committee attended with a lot of support staff, the common themes for marketing and delivery of programs were:

- Increase use of social media
- Increase use of websites

- Increase use of technology

Some of the questions were:

- How much can be hybrid?
- How much can be technology?
- What are those other populations that we haven't reached out to that we can now by using a virtual platform?

Dr. Diaz stated that she is already working on getting some support to be able to use the social media and websites in a marketing capacity. To actually target some of the adult learners in the area or the entire region; to be able to promote and boost all enrollments. The marketing workgroup documentation is included in the packet with each member breakdown.

Next Steering Committee agenda will have some of the themes for additional discussion.

2.3 Framing Next 6 Months

Dr. Diaz reminded the members that meeting quorum for the following meetings is important. She stated that reaching out to the reports is very important before the discussion:

- Quorum is 3 K-12 District Members (including the COE) and 1 College Member
- Plan the funding, then plan the activity
- February: Preliminary allocations released by CAEP Office
- March: Discussion of the preliminary allocations prior to filling out the Consortium Fiscal Administration Declaration (CFAD)
- April: Decision and vote on CFAD.
- Once signed electronically, cannot be changed or modified for that fiscal year.
- Any changes are addressed through the internal transfer of funds through an allocation amendment
- May 2: CFAD Due in NOVA
- June 2: Annual Plan Retreat
- August 15: Annual Plan is due in NOVA

2.4 Student Transition

Dr. Diaz shared that right now there are four former adult ed students that are eligible to graduate for 2020-2021. Two of the students have already been accepted to Cal State San Bernardino. Additionally, there are 10 students that need 15 credits or less to graduate or transfer (4 at Valley and 6 at Crafton). There are hundreds more that are just in the range of anywhere from one unit all the way up into the 40 or 50 units. This is great! We started looking at the transition piece of taking these adult ed students and connecting them to the college, connecting them to the work force, and connecting them to other pathways, six years ago. We have had the counselors for two and a half years; this is the result of their hard work and dedication.

2.5 Due Dates

Dr. Diaz mentioned that for the next Executive Committee meeting, she will have student data that will be submitted January 31 and will be able to give a complete picture of what's happening both with budgets and enrollments. She also stated that at the beginning of COVID, the state first came out with force majeure to be able to push through scores from the previous year to get everyone through the first year. Now, they gave additional guidance on how we should be doing either hybrid or remote CASAS testing.

January 2021

- Jan 31: Student Data due in TOPSPro (Q2)

February 2021

- Feb 28: Preliminary allocations for 2021-22 and 2022-23 released by this date.

March 2021

- Mar 1: 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2)
- Mar 1: Close out of 18/19 Member Funds due in NOVA
- Mar 31: 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)
- Mar 31: Close out of 18/19 funds in NOVA certified by Consortia in NOVA
- Mar 31: End of Q3

April 2021

- Apr 30: Student Data due in TOPSPro (Q3)

May 2021

- May 2: CFADS for 2021-22 due in NOVA

June 2021

- Jun 1: 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- Jun 30: 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)
- Jun 30: End of Q4

Mr. Rosin added that traditionally once the governor's budget is released, Dr. Diaz and he create a spreadsheet for everyone to see. This way the voting members can take a look at year-over-year enrollments by quarter and the corresponding CFAD allocations to assist with decision making.

Dr. Ed D'Souza asked if the state understands that the enrollment might be low compared to the previous year because of COVID-19.

Dr. Diaz responded yes, absolutely.

Mr. Rosin explained that when force majeure went into effect last spring, because of the lockdown during the pandemic, the federal government allowed for proxy hours to be imported from the last two quarters of the prior fiscal year so that WIOA-funded agencies could use that data to pre-populate as a pretest. He thinks that what the state is primarily looking at is to make sure that testing is taking place. The state understands that enrollment will be impacted due to the pandemic, but wants to ensure that program delivery is consistent with Ed Code and statutory requirements.

3. Discussion items

3.1 None

4. Old business

4.1 None

5. Action Items

5.1 None

6. Announcements

6.1 Executive Committee Meeting Dates

Dr. Diaz announced the upcoming meeting dates:

- February 19, 2021 (Preliminary Governor’s Budget/Allocation)
- March 12, 2021 (CFAD Discussion)
- April 16, 2021 (CFAD Approval)
- May 14, 2021
- June 2, 2021 (Annual Plan Retreat)

6.2 Steering Committee Meeting

- February 11, 2021

6.3 Conferences

Dr. Diaz shared the upcoming conferences:

- February 4, 2021: CAEAA – Virtual half day conference
- March 11, 2021: ACCE – Virtual half day event
- March 21-24, 2021: COABE – Virtual Superbowl of events; IAEC is presenting
- March 3, 2021: CCAOE – Virtual
- April 21-23, 2021: CCAE – Virtual
- April 30 – May 1, 2021: Career Non-Credit Education Institute – Virtual
- June 14-16, 2021: CASAS – Virtual

6.4 San Bernardino County

Dr. Tsushima promoted the STEMapalooza event on February 24. This is an event that is highlighting the development of STEM skills within our two-county region and it focuses on fourth through eighth grade, it's a pipeline event. It's getting kids to understand and start having the language of Career Readiness prior to getting to high school and understanding how these skill sets feed into our regional career opportunities. It has been designed to promote high school pathways that already exist and on the community college campuses as well. To promote our industry partners that are either in the Riverside or San Marino counties. This is the first year it is online and they plan on keeping the platform. Moving forward our sister event in Riverside STEPCon; they went online in October, they served approximately 22,000 students between fourth and eighth grade. The SB County anticipates, they will be doing the same. There are a lot of activities. The portal will be opened early for teachers to get in there and plan and after the live event will have keynotes. They will have actual activities that kids can do at home and keynotes that will get kids out of their chairs and moving around. There will also be a game that will be going on during the event that is web based; the event will be hacked and the kids are going to help prevent that from happening. The County is really excited about just the sheer amount of content that is on there and really want to get that out to everyone, here are the links:

- <https://sbcss.6connex.com/event/A4E/stemteacher/login>
- https://www.sbcrop.org/apps/pages/index.jsp?uREC_ID=1924871&type=d&pREC_ID=2131160

6.5 Colton Joint USD new Assistant Superintendent, Student Services

Dr. Miranda announced Brandon Dade, the new Assistant Superintendent of Student Services. He started this week and will be attending the meetings. He oversees the adult education piece.

Dr. Diaz said she will reach out to provide onboarding to the IAEC executive and steering committees.

7. Closed Session

7.1 None Requested

8. Adjournment

Motioned by Mr. Mauricio Arellano seconded by Ms. Cali Binks, the meeting adjourned at 8:37 a.m.

The next virtual meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, February 19, 2021 at 8:00 a.m. via ZOOM, link TBD.