



Minutes of the Executive Committee Meeting August 7, 2020

Approved

Date of approval: October 30, 2020

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/91974112095> on Friday, August 7, 2020. The meeting convened at 8:00 a.m. Director Dr. Emma Diaz and Consultant Mitch Rosin conducted the meeting. Minutes recorded by Blanca Olguin.

Executive Committee Members in attendance

Mauricio Arellano	Superintendent, Redlands Unified School District
Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District <i>joined the meeting at 8:28 a.m.</i>
Kevin Horan	President, Crafton Hills College
Frank Miranda	Superintendent, Colton Joint Unified School District
Lorraine Perez	Assistant Superintendent, San Bernardino City Unified School District
Diana Rodríguez	President, San Bernardino Valley College
Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS

Members not in attendance

Designee (nonvoting)

Others Present

Dana Carter	Principal, Yucaipa-Calimesa Joint Unified School District
David Finley	Principal, Redlands Unified School District
Robin Gonzales	Vice Principal, Redlands Unified School District
Brian Pope	Principal, Colton Joint Unified School District
Cindy Prentice	ROP/CTE Program Manager, SBCSS
Sandra Rodriguez	Assistant Superintendent, San Bernardino City Unified School District
Jorge Saucedo-Daniel	Assistant, Inland Adult Education Consortium
Leticia Villa	Principal, Inland Career Education Center, SBCUSD

IAEC Virtual Vote Record

Motion: Approval of June 17, 2020 IAEC Executive Committee Meeting Minutes.			
Motion by: Kevin Horan			
Second by: Lorraine Perez			
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
Lorraine Perez, 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 June 17, 2020 were approved as presented, without changes.			

1. Public comment

1.1 None

2. Reports

2.1 CAEP Update

Dr. Diaz shared some good news, reviewed deadlines and the Memo from the State:

- Student enrollment increased 4.4% over the time period between April 14 to June 8. It was reported on the June 17 newsletter. It said that it was due to effective student practices and teacher & student persistence.
- 4.4% translates to about 23,000 student increase in that time period and the data supports that agencies are going to distance education models to continue serving adults.

Deadlines:

- August 1 all student data was submitted. The consortium was fully compliant and everyone submitted on time the end-of-year data (Q4).
- August 15 the Annual Plan for 20-21 is due.
- September 1 final year expenses for 18-19 & 19-20 are due.
- September 1 July 1, 2019 – June 30, 2020 estimate of expenses by program area due.
- September 30 18-19 & 19-20 Member Expense Report (Q4) need to be certified in NOVA.
- September 30 is when the new budget and work plan are certified in NOVA.
- September 30 is when Q1 is due for the new year.

Memo dated June 15, 2020 re: CAEP Annual Plan Instructions and Tips:

- This was the guidance that was used to create the Annual Plan.

- It has all the sub sections and the importance of how the funding is restricted to adult education and how the funds should be used.
- New to the Annual Plan – the state is asking to discuss how COVID-19 was addressed. What were some of the things done in the environment to be able to serve the adults through distance education models and how was the budget reduction handled.
- It also asks to address it in the narrative.
- Systemic racial injustices – how is the consortium addressing it.

Mr. Rosin added that we are expecting a possible third budget revise based on tax revenues that come in August 15.

Dr. Ávila asked if it was a positive or negative.

Dr. Diaz mentioned that COABE is helping to lobby for adult education across the state, they are asking for more money from the federal side and they are making a great effort to make sure that adult education is funded.

Mr. Rosin replied that it was more of a negative; the House of Representatives approved a \$200 million increase to adult education nationally but nothing is moving in the Senate.

3. Discussion items

3.1 Allocation of Governor’s July Budget Revision

Dr. Diaz shared that the Governor budget revision added to the IAEC budget an additional \$1,082,934.00 (about 11%) with no COLA:

	May Revised 20/21 Allocation - Gov's Budget Additional Amount - Final 20-21 Allocation		
IAEC	\$9,646,870	\$1,082,934	\$10,729,804

Dr. Miranda asked why the discrepancy in the final allocation.

Mr. Rosin responded that they did not include COLA.

3.2 Quarter 4 DIR Data Review

Dr. Diaz reviewed the data integrity report numbers from previous 2 years and quarter 4 of the 2019-2020 fiscal year. She talked about the enrollment data impact due to COVID-19 and the per pupil spend. The state takes the overall budget for the entire year of each campus and divides it by their enrollment numbers at the end of the year and that gives them the amount of per pupil spend. The state average per pupil spend right now is about \$1,000.00, this is their benchmark. Redlands USD grew consistently in the last three years, to the point now where their budget is a little stretched. They have one of the lowest cost per pupil with the exception of the county.

3.3 Redlands USD Request

Dr. Diaz reviewed the request for funding of \$180,000.00 made in April from Redlands Unified School District:

- (1) Add Citizenship Classes: [4 classes, 4 hpw] ~ \$30,000
 - (2) ESL expansion to better meet demand: [4 classes, 6-8 hpw] ~ \$40,000
 - (3) Expansion of High School Diploma program: [4 classes, 6-12 hpw] ~ \$50,000
 - (4) Build CTE Pathways: Digital Literacy for the workplace training, sequence of 4 classes in various combinations ~ \$60,000
- TOTAL \$180,000

Mr. Rosin stated that this request will be brought up as a voting item during the next meeting.

Dr. Ávila asked if there should be an emergency meeting to proceed as soon as possible with Redlands' request.

Mr. Rosin stated that an emergency meeting will be scheduled as soon as possible in agreeance with Brown Act guidelines.

4. Old business

4.1 None

5. New business

5.1 Governor's July Revise

IAEC Virtual Vote Record

Motion: Accept Governor's July Revise of \$1,082,934.00 Motion by: Frank Miranda Second by: Cuauhtémoc Ávila 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		
Lorraine Perez, Asst. Supt., San Bernardino City USD	x		
Diana Rodriguez, President, San Bernardino Valley College			x
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x		
Motion carried unanimously by all present.			

IAEC Virtual Vote Record

<p>Motion: To approve the 2020-2021 Inland Adult Education Consortium Annual Plan Motion by: Mauricio Arellano Second by: Lorraine Perez Discussion: None</p>			
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		
Lorraine Perez, Asst. Supt., San Bernardino City USD	x		
Diana Rodriguez, President, San Bernardino Valley College	x		
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x		
<p>Motion carried unanimously by all present.</p>			

6. Announcements

6.1 Upcoming Conferences and Events

Dr. Diaz shared the upcoming conferences and events:

- Region 5 - East Los Angeles/Inland Counties CAEP Regional Network – August 24, 2020 @ 1:00 p.m.
- CAEP Director’s Meeting – Virtual October 5, 2020
- CAEP Annual Summit – Virtual October 26-29, 2020 four half days free and unlimited attendance.

6.2 State CAEP Office Advisory Committee

Dr. Diaz shared that Dana Carter, Maria, and herself are being selected to form part of the Committee. Out of 9 members, 3 are from the Inland Adult Education Consortium.

6.3 ACCE Board

Dr. Diaz is also being elected to the ACCE Board; they advocate for non-credit programs.

6.4 Postal Mailer

The flyer will be mailed out August 17 to 243,000 households within the Community College District boundaries and Mountain Communities; it will boost enrollment.

6.5 4th Annual Super Consortia

Dr. Diaz shared that it was a really great event. There were about 127 people on different sessions. There was tremendous support in presenting from all of the districts, Yucaipa had a lot of teachers presenting, some from across the state, the TAP team, and Veronica Parker from the State Office who was on several of the morning calls. Dr. Diaz thanked Dana because he was part of the design from the beginning and Jorge who ran the entire platform so that they could focus on the conversations.

Mr. Rosin added that there were about seven different consortia represented at the teacher and administrator level. It was a great opportunity for people to share best practices across the entire region.

6.6 Crafton Summer Bridge

Dr. Diaz mentioned that Crafton had their summer bridge recognition ceremony. They celebrated 15 students that completed their summer bridge program. Students shared really nice testimonies about the connection of having some dedicated individuals at their adult school sites, what they have done to help them transition to college.

6.5 Executive Committee Meeting Dates

Dr. Diaz announced the upcoming meeting dates:

- September 25, 2020
- October 30, 2020
- December 11, 2020

Dr. Perez asked about the August revise in relation to any budget updates, if the Consortium anticipates meeting before the September 25 meeting.

Mr. Rosin said that if the state does a revise, it could probably wait for the September meeting.

7. Closed Session

7.1 None Requested

8. Adjournment

Motioned by Cuauhtémoc Avila seconded by Diana Rodriguez, the meeting adjourned at 8:31 a.m.

The next virtual meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, September 25, 2020 at 8:00 a.m. via ZOOM, link TBD.