



Minutes of the Executive and Steering Committee Meeting January 18, 2019

Approved

Date of approval: February 22, 2019

Initials:

Call to order: A special meeting of the Inland Adult Education Consortium Executive and Steering Committee was held at San Bernardino Valley College, 701 S. Mt Vernon, San Bernardino, California; President Conference Room 207 on Friday, January 18, 2019. The meeting was convened at 8:09 a.m. Director Emma Diaz, Facilitator Becky Foreman, Consultant Mitch Rosin conducted the meeting. Minutes recorded by Blanca Olguin.

Executive Committee 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
Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Kevin Horan	President, Crafton Hills College
Dale Marsden	Superintendent, San Bernardino City Unified School District
Diana Rodríguez	President, San Bernardino Valley College

Steering Committee Members in attendance

Dana Carter	Principal, Yucaipa-Calimesa Joint Unified School District
David Finley	Principal, Redlands Unified School District
Robin Gonzales	Assistant Principal, Redlands Unified School District
Brian Pope	Principal, Colton Joint Unified School District
Leticia Villa	Principal, Inland Career Education Center, SBCUSD

Members not in attendance

Mauricio Arellano	Superintendent, Redlands Unified School District
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Designee (nonvoting)

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

Amanda Corridan	Assistant Superintendent, Colton Joint Unified School District
María Duran	Transition Counselor, San Bernardino Valley College
Alex Jaco	Transition Advisor, Crafton Hills College
Sandy Mortensen	Director of Student Services, Colton-Redlands-Yucaipa ROP

Upon motion by Cuauhtémoc Avila, seconded by Jerry Almendarez and approved by the affirmative vote of Almendarez, Alvarez, Avila, Binks, Horan, Marsden, and Rodriguez Abstain: None (Noes: None), the minutes for

the Inland Adult Education Consortium Executive Committee meeting on December 14, 2018 was approved as presented, without changes.

1. Public comments

1.1 None

2. Reports

2.1 AEP Guidance

Emma Diaz shared the good news, the state has officially changed the name to California Adult Education Program (CAEP); the state will transition to the new name within the next few weeks. She was also excited to announce the 19-20 Governor's budget, they added \$18 million to Adult Education; preliminary allocations will be given in February, the state has not shared how it will be divided. She reviewed the state's 18-19 Budget Bill requirements, which requests, that the total instructional hours and fiscal spending be reported in NOVA by program area annually.

Mr. Rosin mentioned that the reasoning for reporting instructional hours and fiscal span for the 17-18 program year is to have the legislature bring back the spending for Adult Education to \$750 million, like it was in 2009, it is now at \$540 million. This exercise is to justify not just what we spend within the allocation, but also, what is spent outside the allocation i.e., in-kind contributions like conference rooms, what it would cost to rent the room, hence, reporting the actual cost to the state.

2.2 AEP 2018-2019 Deadlines

Emma Diaz reviewed the State deadlines:

- January 31, 2019 – Q2 DIR
- January 31, 2019 – 2018-19 Q2 Expenses due in NOVA
- February 15, 2019 – 2017-18 Budget Bill Reporting Requirements due in NOVA
- April 30, 2019 – Q3 DIR
- April 30, 2019 – 2018-19 Q3 Expenses due in NOVA
- June 7, 2019 – 2019-2022 Three-Year Plan due in NOVA
- June 30, 2019 – Data & Accountability Close Out in Chancellor's MIS System
- July 31, 2019 – Full Year DIR
- July 31, 2019 – 2018-19 Full Year Expenses due in NOVA
- August 15, 2019 – Practice with Promise Report Due

2.3 Marketing

Emma Diaz gave the following updates on marketing:

- Standees and table runners are here and displayed on the tables.
- The website has new features: the pop-ups and video are being worked on.
- KCAL/COLA Radio commercial ran from January 2 – 15, 2019.

Mr. Almendarez asked for a hashtag they could all refer to for promotional purposes to have one standard social media.

2.4 Regional Meetings

Emma Diaz shared the IERPU (Prison to Employment (P2E) Partner Regional meeting held on January 10th and the Workforce Development Board (WDB) Vision 2 Success kickoff event January 17, 2019. She mentioned that

the WDB would be releasing an LMI predictive analytics, an asset map by demographic & geography, and the economy development drivers for now & the future; all of this will be rolled out next year and could be used as tools for the IAE Consortium. Emma will send out the report as soon as it comes out.

Dr. Marsden said that all the data was shared but they were not able to go through all of it, he highlighted pathways, college and career, high demand, and high poverty areas. He talked about the water and waste management partnership. He shared how the WDB took an innovative approach and decided to invest their money in a 5-year generation “GO” paid and unpaid internship; and how they opened up all the jobs available in the County of San Bernardino.

Mr. Rosin mentioned that the report will be out next week and it will form the basis to use on the Three-Year Plan.

3. Discussion items

3.1 2019-2022 Three-Year Plan – Self-Assessment

Emma Diaz reviewed the Self-Assessment tool and said that it can be done in two different levels: at the Consortium level or to have the individual sites present them to staff members during their meetings. It must be completed by May and it will be placed as a summary for the Executive.

Mr. Carter mentioned that his site went over it and it created great conversations, they will continue to work on it the following week.

Mr. Pope said his site is still working on it.

3.2 2019-2022 Three-Year Plan Template Draft

Emma Diaz reviewed the AEP Consortium Three-Year Plan template and the planning guidance. She feels there are some tools that are not necessary. She recommended customizing it, maybe creating a strategic plan to incorporate into the template; she feels it would be a better road map for the next three years. Several meetings would be needed, not necessarily Hub Groups, possibly Executive & Steering Committee and partners. It would give a 3-month time span to plan.

Ms. Binks likes the idea and feels it is time to regroup, possibly include additional people, maybe having a strategic plan for the Strategic Planning.

Dr. Marsden talked about getting all the right people in the group.

Mr. Almendarez talked about being all-inclusive and how this entire process has allowed them to build relationships.

Mr. Rosin asked about thoughts on the time frame and which type of meetings do they envision.

Ms. Alvarez responded that we needed to get the dates going because the dates are already impacted.

Mr. Almendarez said that what has worked in the past, is working together, providing input, developing a plan, and as drafts are being created maybe present them to the Board to tweak and finalize them.

Dr. Avila asked for the timetable.

Ms. Diaz replied that it is due by June 7th.

Ms. Binks requested updates/summaries from the meetings.

Mr. Rosin mentioned that a meeting has been scheduled for mid-February with the five Consortium Directors in the County to meet with Stephanie Murillo, from the WDB, and have them review their LMI data so that they are all aligned with each other.

Dr. Avila asked for Dr. Marsden's thoughts if it was possible to do the strategic plan without the (*illegible*).

Both Dr. Avila and Dr. Marsden suggested reaching out to Dr. Bill Cook and Dr. Lindsey Gunn to facilitate the Strategic Planning and possibly doing a half-day presentation to get an overview.

4. Old business

4.1 None

5. New business

5.1 None

6. Announcements

6.1 Executive Committee Meeting Dates

Emma Diaz reminded the Executive Committee of the next set of meeting dates:

-February 22, 2019	-March 15, 2019	-April 19, 2019
-May 17, 2019	-June 7, 2019	

6.2 Conferences and Presentations

Emma Diaz mentioned the upcoming Conferences:

- Educating for Careers: March 3-5 in Sacramento
- COABE: March 31 – April 3 in New Orleans – Presenting: Counseling, Mr. Rosin, and Ms. Diaz
- CCAE: April 24-27 in San Diego – Presenting
- CASAS: June 11-13 in Anaheim – Presenting
- GED Annual Conference: July 24-26 in Chicago

6.3 Colton Joint Unified School District

Emma Diaz announced the 2-year anniversary of Colton Adult School; they are going through their WASC Accreditation.

6.4 San Bernardino County Office of Education

Ms. Alvarez talked about Federal Perkins IV, it is a principal source of federal funding to states and it is for the improvement of secondary and postsecondary career and technical education programs across the nation. She said that it would take leveraging some existing funds and that it might be worth the effort. Application comes out in May.

7. Closed Session

7.1 Cancelled by Dr. Marsden

8. Adjournment

Motioned by Cuauhtémoc Avila and seconded by Jerry Almendarez the meeting adjourned at 9:34 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, February 22, 2019 at 8:00 a.m. at the San Bernardino Valley College, 701 S. Mount Vernon Ave., San Bernardino, CA, President Conference Room 207.