



## Minutes of the Executive Committee Meeting October 26, 2018

Approved

Date of approval: December 14, 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, October 26, 2018. The meeting was convened at 8:15 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 |
| Cuahtémoc Avila  | Superintendent, Rialto Unified School District                     |
| Cali Binks       | Superintendent, Yucaipa-Calimesa Joint Unified School District     |
| Audrey Levy      | Interim President, Crafton Hills College                           |

### Members not in attendance

|                   |   |
|-------------------|---|
| Mauricio Arellano | Superintendent, Redlands Unified School District            |
| Dale Marsden      | Superintendent, San Bernardino City Unified School District |
| Diana Rodríguez   | President, San Bernardino Valley College                    |

### Designee (nonvoting)

### Other(s) Present

|                 |  |
|-----------------|--|
| Sandy Mortensen | Director of Student Services, Colton-Redlands-Yucaipa ROP                              |
| Leticia Villa   | Principal, Inland Career Education Center, San Bernardino City Unified School District |

The minutes for the Inland Adult Education Consortium Executive Committee meeting on September 14, 2018 was tabled until the next meeting.

### 1. Public comments

1.1 None

## 2. Reports

### 2.1 State AEP Office

Emma Diaz shared that the State is looking at instructional hours in NOVA to figure out the cost of running a program; there is still no guidance. She also shared that the State's Memorandum, dated October 22, 2018, advises recipients of funds of the fiscal year 2018-19 program of the accountability requirements for student outcome data collection and submission. Everyone using TOPSpro is fine, but the challenge is the community colleges, they will use the Chancellor's Office Management Information System (MIS), which is new.

### 2.2 Calendar of State Deadlines 2018

Emma Diaz reviewed the State deadlines:

- October 31, 2018 – 18-19 Budget and Workplan due in NOVA (extended)
- October 31, 2018 – 18-19 Q1 DIR due in TOPSpro
- November 30, 2018 – 18-19 Budget and Workplan due in NOVA
- December 1, 2018 – 18-19 Q1 Expenses due in NOVA

Ms. Diaz asked if they would like Maria and Alex to present during the December meeting.

Mr. Almendarez requested a future talk about technology and exponentially being able to provide opportunities for communities that are at a disadvantage.

### 2.3 2018-2019 MOU: Contract for Base Funding

Emma Diaz gave an update on the contracts for base funding and allocation that went to Board in September. She stated that some Consortiums without a Fiscal Agent have not received their funds.

### 2.4 State AEP Director's Conference/Field Team Meeting

Emma Diaz shared that during the 2-day event, she was asked to be part of a panel of six to give guidance on how to run a Consortium. The Inland Adult Education Consortium is considered one of the top three in the State.

Ms. Alvarez shared that the Field Team had a great conversation concerning consortium effectiveness; a framework/rubric is under development.

### 2.5 AEP Fall Data & Accountability Regional Training

Emma Diaz talked about the data for accountability and 3-Year Planning tools shared during the Regional Training on October 18, there were about 70 attendees and representation from all of the Inland Adult Education Consortium members. She shared the agenda, outline & exercises, and the LMI for Adult Education handout.

### 2.6 NOVA

Emma Diaz gave a brief update on NOVA.

Mr. Rosin shared that in NOVA there is a new category: Program Area Reporting and there is an entry field in that section for every single funding stream received.

## 3. Discussion items

### 3.1 2019-2022 Three-Year Plan Process & Framework

Emma Diaz reviewed the AEP Consortium Three-Year Planning Guidance overview, general instructions, and plan guidelines. She talked about the process and framework and asked for guidance.

Mr. Almendarez recommended a meeting with the Steering Committee before starting the Three-Year Planning.

Dr. Avila asked if Reg Javier could be present on the conversation.

Mr. Almendarez talked about adopting the Future Ready Pledge; it is a resolution to implement meaningful changes towards digital learning transition. He also talked about digital badges in partnership across the Inland Adult Education Consortium; these badges would accumulate points as an incentive towards interviews, training, or internship.

Dr. Levy explored the idea of field trips to Community Colleges and an open house for adult education students.

Ms. Villa shared that this year is the 3<sup>rd</sup> year giving all students a field trip to San Bernardino Valley College, Crafton Hills College, and Cal State San Bernardino.

Ms. Diaz mentioned that Mr. Almendarez had previously mentioned a possible beginning and end of year celebration.

#### **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:

|                     |                    |                   |
|---------------------|--------------------|-------------------|
| -November 2018-NONE | -December 14, 2018 | -January 18, 2019 |
| -February 22, 2019  | -March 15, 2019    | -April 26, 2019   |
| -May 17, 2019       | -June 7, 2019      |                   |

##### **6.2 Conference**

Emma Diaz mentioned the upcoming CCAE South Coast Section: November 16 & 17, 2018 in Palm Springs

#### **7. Closed Session**

7.1 None

#### **8. Adjournment**

The meeting informally adjourned at 9:43 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, December 14, 2018 at 8:00 a.m. at the San Bernardino Valley College, 701 S. Mount Vernon Ave., San Bernardino, CA, President Conference Room 207.