



## Minutes of the Executive and Steering Committee Meeting December 14, 2018

Approved

Date of approval: January 18, 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, December 14, 2018. The meeting was convened at 8:11 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 ( <i>joined the meeting at 8:47 a.m.</i> )
Kit Alvarez	Administrator ROP, San Bernardino County Superintendent of Schools
Mauricio Arellano	Superintendent, Redlands Unified School District
Cuahtémoc Avila	Superintendent, Rialto Unified School District
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
Andrea Page	Data & Project Analyst, County ROP
Brian Pope	Principal, Colton Joint Unified School District
Leticia Villa	Principal, Inland Career Education Center, SBCUSD
Kimberly Watson	Principal, Rialto Unified School District

### Members not in attendance

Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
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### Designee (nonvoting)

Rebecca Warren-Marlatt Vice President of Student Services, Crafton Hills College

### Other(s) Present

Maria 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 Kit Alvarez, seconded by Mauricio Arellano and approved by the affirmative vote of Alvarez, Arellano, Avila, Marsden, and Rodriguez Abstain: None (Noes: None), the minutes for the Inland Adult

Education Consortium Executive Committee meeting on September 14, 2018 was approved as presented, without changes.

Upon motion by Cuauhtémoc Avila, seconded by Kit Alvarez and approved by the affirmative vote of Alvarez, Arellano, Avila, Marsden, and Rodriguez Abstain: None (Noes: None), the minutes for the Inland Adult Education Consortium Executive Committee meeting on October 26, 2018 was approved as presented, without changes.

## 1. Public comments

### 1.1 None

## 2. Reports

### 2.1 AEP Guidance

Emma Diaz talked about the State's 18-19 Budget Act requirements, which requests the total instructional hours and operational cost for 17-18 program year be reported in NOVA by program area. All data must be submitted by February 15, 2019. She also reviewed the AEP Fiscal Management Guide Allowable Uses of Adult Education Program Funds. Updates posted on the cover page were reviewed and she emphasized out of state travel; as of July 1, 2018, it is no longer necessary to obtain the State's AEP Office approval for out of state travel. It is now covered by the submission and certification of the annual program budget and work plan which was done in NOVA.

Mr. Rosin mentioned that AEP is also requesting leverage funds, all districts must report it in NOVA.

### 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 NOVA

Emma Diaz stated that the work plan and the budget were submitted successfully on November 30<sup>th</sup>. She reminded the members that the expenditure reports for quarter one are due December 31<sup>st</sup>.

### 2.4 Marketing

Emma Diaz gave the following updates on marketing:

- Standees and table runners are being printed; they should arrive next week at the latest.
- The website has new features: agenda button is already available and the building in pop-ups and video capability will be available in January.
- KCAL/COLA Radio commercial will run from January 2 – January 15, 2019.
- She reached out to KVCR to discuss promotion opportunities

### 3. Discussion items

#### 3.1 2017-2018 Full Year and 2018-2019 Quarter 1 Data Review

Emma Diaz talked about 17-18 being the first full year that all consortium members are reported in TE using CASAS. The packet has 17-18 full year data and 18-19 quarter one data in a summary format. She mentioned that the College reports as a district; Maria and Alex are tracking all services outside of TE because the college is transitioning into the MIS system, although guidance is not very clear yet.

Ms. Rodríguez requested a data dictionary for the CASAS summary tables.

Ms. Diaz shared that the data dictionary is on the CASAS website.

Blanca emailed the data dictionary during the meeting.

Mr. Rosin mentioned that a “Service” section was requested to be placed in the summary table, to keep track of the counseling services (engagement) provided.

Ms. Diaz said she would reach out to CASAS for a possible Summary Table training on how to read them and to get the data definition.

#### 3.2 2019-2022 Three-Year Plan Process, Framework, and Dates

Emma Diaz reviewed the AEP Consortium Three-Year Plan guidance; it includes the Consortium Program Quality Self-Assessment, which is phase one of the planning process. The three-year plan is due on June 7<sup>th</sup>, must be voted on May 17<sup>th</sup>, and a draft has to be turned in no later than April 19<sup>th</sup>. She talked about the Overview and the AEBG Student Progress Framework.

Mr. Rosin mentioned that on January 17, 2019, the Workforce Development will be releasing the LMI economic analysis, he recommended it as a tool.

By general concensus, it was recommended to use the self-assessment as a tool on an individual basis and eventually as the Consortium.

Mr. Rosin asked if by January 18<sup>th</sup> the members could bring back the self-assessment and share out.

Ms. Diaz asked the members who are the key stakeholders to invite to the planning process.

Mr. Almendarez asked for a standard template to be used during the districts’ community meetings.

Dr. Avila recommended inviting partner members and to have a share out day and maybe get some input.

Dr. Marsden asked if the Workforce Development has an advisory and if the Plan is aligned with the County.

Ms. Diaz said she reached out to Stephanie’s office and gave her the documents to ensure the Plan was aligned with WorkForce Development.

Ms. Diaz will work on sending summaries/templates through either video or webinar.

### 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 and asked if a combination of both Executive and Steering Committee would be best:

-January 18, 2019	-February 22, 2019	-March 15, 2019
<u>-April 19 or 26, 2019</u>	-May 17, 2019	-June 7, 2019

The Executive Members available recommended rescheduling the April 26 meeting to April 19<sup>th</sup>.

Blanca will reach out to the Administrative Assistants.

### 6.2 Conferences and Presentations

Emma Diaz mentioned the upcoming Conferences and shared that two of the presentations have been approved at COABE: Unmasking Mindsets: How Counseling Strategies Can Eliminate Barriers to Transitions and National External Diploma Program in San Bernardino, CA

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

### 6.3 County of San Bernardino

Dr. Marsden announced that the County of San Bernardino is launching (*inaudible*) on December 18, 2018.

## 7. Closed Session

7.1 None

## 8. Adjournment

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

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, January 18, 2019 at 8:00 a.m. at the San Bernardino Valley College, 701 S. Mount Vernon Ave., San Bernardino, CA, President Conference Room 207.