



Minutes of the Executive and Steering Committee Meeting February 22, 2019

Approved

Date of approval: March 15, 2019

Initials:

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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, February 22, 2019. The meeting was convened at 8:04 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

Steering Committee Members in attendance

Dana Carter	Principal, Yucaipa-Calimesa Joint 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

Mauricio Arellano	Superintendent, Redlands Unified School District
Diana Rodríguez	President, San Bernardino Valley College

Designee (nonvoting)

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

Maria Duran	Transition Counselor, San Bernardino Valley College
Stephanie Houston	Superintendent, Colton-Redlands-Yucaipa ROP

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

Adult Education Consortium Executive Committee meeting on January 18, 2019 was approved as presented, without changes.

1. Public comments

1.1 None

2. Reports

2.1 CAEP Guidance

Emma Diaz showed the State's Memorandum regarding Preliminary Allocation for 19-20 and CFAD Processing. The memo is to advise local recipients of adult education funds that the 19-20 preliminary allocations have been posted. Next week, the preliminary allocations will be posted in NOVA. It will be discussed March 15th, voted on April 19th, and each consortium and its members must certify their CFAD in NOVA by May 2, 2019. There will be no extensions granted as the CFAD information has to be processed for the Board of Governors approval. She also mentioned that 2016-2017 fund is officially closed.

2.2 CAEP 2018-2019 Deadlines

Emma Diaz reviewed the State deadlines; she said we are in line to meet the deadlines and in full compliance:

- March 1, 2019 - 2018-19 Q2 Expenses due in NOVA – Certified by March 31
- April 30, 2019 – Q3 DIR
- April 30, 2019 – 2018-19 Q3 Expenses due in NOVA
- May 2, 2019 – CFAD Due
- 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 – 2019-20 Annual Plan due

2.3 San Bernardino County CAEP Directors' Meeting

Emma Diaz mentioned the CAEP Consortium Directors' meeting, held on Wednesday, February 20th from 11-3 p.m. at San Bernardino Valley College in B112. Barstow, Copper Mountain College, IAEC, SB WDD (Henry Nickel & Stephanie Murillo), Victor Valley, and West End Corridor Consortium were present. She also shared the WDB – Vision2Success Presentation, LMI Data Presentation, and the Pan Consortium Planning Session.

Mr. Almendarez requested a sample of Henry Nickel's presentation on Adult Education needs from the area. He also asked to keep k-12 special education and math in mind regarding resources and support given by the county; it is a countywide issue and maybe we can align county efforts with k-12.

Ms. Diaz mentioned that Henry talked about generational poverty, patterns of migration, health care, Generation GO, Workforce roadmap, and logistics: transportation and warehousing.

Mr. Rosin will share the link to the Workforce Roadmap. He also shared the LMI report with a two-year modification to the four-year plan, which includes adult education specifically looking at ESL.

Dr. Marsden talked about middle college credit; how to interface with pathways, free up resources, how do we infuse college course credit into our pathway?

Ms. Houston said that there is already an articulation agreement between adult education and community college.

Mrs. Duran mentioned that there are already courses that are articulated; like the office technology certificate.

Emma mentioned that Mr. Kelly has talked about dual enrollment; more guidance to come.

Ms. Alvarez shared that she is excited to move in that direction with their adult and high school programs. One of the k-12 emphasis is to help transition students to college. She hopes the colleges will be more willing and open to these conversations.

Dr. Horan said the college is more than willing to open their doors to these opportunities.

3. Discussion items

3.1 Quarter 4 Enrollment

Emma Diaz talked about the quarter 4 enrollment and to-date vs budget, every member's DIR from July 1st through February 15th. Some amounts came out of the 17-18 rollover funds (one time money); the 18-19 is the permanent funding. 82% is the state average of the number of students that come back and sit in the classroom for more than an hour. She said the state wants us to spend at least 15% per quarter in the budget and by June 30th, we need to be spent at least 60-100%, if we are not at 60%, we will need to populate a corrective action plan.

Mr. Rosin said that there are different benchmarks; if you are a WIOA II funded agency, 12 hours is what counts for Federal funding. For CAEP state funding, it is for greater than one hour, but will not hit the instructional benchmark of 1-11 hours. We choose to place the one hour or more on the spreadsheet because it applies to all the members and everybody here is doing extremely well.

3.2 CFAD/COLA Preliminary Allocation

Emma Diaz reviewed the CFAD/COLA preliminary allocation and reminded the members that CFAD is due on May 2, 2019. Out of the 75 consortia, we are the 12th largest funded. The Inland Adult Education Consortium received \$10,391,054.00 for 2018-2019 and will receive in COLA funding \$359,530.00.

3.3 Three-Year Plan Template

Emma Diaz shared the Three-Year Plan template will be discussed during the Steering Committee meeting on April 10th, the draft plan will be presented to the Board during the April 19th meeting, the draft vote will be May 17th, and the final Plan is due June 7th.

Mr. Rosin elaborated on the different due dates and the difference between the CFAD, Three-Year Planning, and the Annual Plan. He said that there are three different things being worked on at the same time. First is the CFAD, this is where we tell the state how much each member is getting out of the funding and is due in May. Second is the Three-Year Plan, this is where we meet with the Steering Committee, gather data, look at LMI County Data to set up the stage for the next three years. The third is the Annual Plan, June 7th is the Retreat to plan the 2019-2020 fiscal year and it needs to align with the Three-Year Plan.

3.4 Facilitator for Strategic Plan Retreat

Emma Diaz shared that she reached out to Dr. Bill Cook and Dr. Lindsey Gunn to facilitate the Strategic Planning and said that due to time crunch, neither was available on the needed dates. Dr. Cook wanted to know what the need was from the group and thought he would like to visit the group at a later date. Emma asked if the Board wanted to receive 3 different bids and asked, what is it that we want or what specifically are we looking for, what do we want to get out of it? When will it be best to facilitate?

Dr. Marsden recommended since we are working with the Workforce Development, it might be helpful to introduce the idea, and it might be helpful to invite our stakeholders. He recommended a full day of Strategic Planning in

early August or the Fall. Dr. Marsden said he did not think additional bids were needed, he said it would be appropriate to accept just one bid as a sole source based on the existing relationship between the Cambrian Group and the San Bernardino County Superintendent of Schools.

Ms. Binks liked the idea of having a Retreat and inviting the stakeholders, she would like to get it scheduled maybe for a 6-hour day.

Mr. Carter mentioned that WFD is trying to do a June 6 full day event, all staff is welcome at Entrepreneur High School in Highland.

Mr. Rosin mentioned that Dr. Cook requested a 2-hour meeting prior to submitting a bid and asked when it would be best to meet.

Ms. Binks requested the discussion be tabled until it could be placed on the agenda as an action item for the March meeting.

It was recommended to extend the IAEC Executive Committee April 19th meeting by two hours to include the Cambrian group presentation and to add August 30th as a full day Strategic Planning to the Executive Committee calendar.

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:

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

6.2 Conferences and Professional Development

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
- IAEC Super Consortia Professional Development: August 1 from 9-2 p.m. – location TBD
- HACU: October 5-7 in Chicago, IL

6.3 Dana Carter – Y-CJUSD

Emma Diaz announced Dana Carter as the Adult Education Administrator of the Year.

7. Closed Session

Requested by Cali Binks, the Executive Committee entered Closed Session, convening at 9:07 a.m.

Closed Session adjourned at 9:25 a.m.

8. Adjournment

The meeting informally adjourned at 9:07 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, March 15, 2019 at 8:00 a.m. at the San Bernardino Valley College, 701 S. Mount Vernon Ave., San Bernardino, CA, President Conference Room 207.