



## INLAND ADULT EDUCATION REGIONAL CONSORTIUM

# Executive Committee Meeting

## Minutes

**Date and Time of Meeting:** September 18, 2015  
**Location:** San Bernardino Valley College, Room B112  
**Called to Order:** 8:15 a.m.  
**Conducting:** Henry Hua and Emma Diaz  
**Recorder:** Blanca Olguin

### Present Members:

Cali Binks	Yucaipa-Calimesa Joint Unified School District
Cheryl Marshall	Crafton Hills College
Cuauhtémoc Avila	Rialto Unified School District
Gloria Fisher	San Bernardino Valley College
Jerry Almendarez	Colton Joint Unified School District
Lori Rhodes	Redlands Unified School District

### Absent Members:

Dale Marsden	San Bernardino City Unified School District
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### I. Discussion Item(s):

- a. **Scheduling meetings for next year:** Henry Hua expressed the need to schedule the Executive Committee meetings from January through December 2016 preferably on Fridays; Blanca will contact the Administrative Assistants
- b. **Press release:** Henry Hua would like to have a press release and extend the invitation to each PIO to participate; a flier will be made and sent out
- c. **Use of school logos:** Emma Diaz would like to have access to the use of each district's logo
- d. **Review of governance template:** Emma Diaz will be filling out the template and will email to each Executive Committee member at least one week in advance for review; template due by October 31, 2015, it needs to be in before the State accepts the annual plan, consortium allocation schedule, and budget
- e. **Official designee by the governing board of the member:** Each Executive Committee member was asked to submit a document (memo) to their respective governing board to designate them as the official representative of their district; a copy of the approved board minutes will be kept on record
- f. **Arrival of decision-making model:** TOP (Technology of Participation)
- g. **Three-year consortium plan update from AB86 final plan:** Emma Diaz shared that the Hubs initially planned through five years and will take that plan and see how much of it fits into these templates
  - i. Section 1: Consortium Information
  - ii. Section 2: Three-Year Plan Summary
    - a. 2.1 Provide an Executive Summary of your consortium's AB86/104 Plan vision and goals

- b. 2.2 Provide updates and changes to your submitted AB 86 Final Plan regarding Objectives 1 and 2
- c. 2.2a Objective #1: An updated evaluation of current levels and types of adult education programs within its region, including education for adults in correctional facilities; credit, noncredit, and enhanced noncredit adult education coursework; and programs funded through Title II of the federal Workforce Investment Act, known as the Adult Education and Family Literacy Act (Public Law 05-220)
- d. 2.2b Objective #2: An updated evaluation of current needs for adult education programs within the consortium's region. Describe and assess current needs for each of the AB86 adult education program areas (1-5), including the needs that are currently unmet. This might be informed by regional data including, but not limited to, student wait lists for classes in the program areas addressed in AB86; school districts' K-12 English Learner statistics; the number of children who qualify for free or reduced lunch; adults who do not have a high school diploma; and other relevant data. Additionally, consider needs in your region documented in state sources that informed the AB86 awards, which were calculated based on community college district boundaries (<http://cccgis.org/CCCDistrictBoundaries/tabid/626/Default.aspx>)
- e. 2.3 Briefly describe what your regional consortium system will look like by the end of the 2017-18 program year. NOTE: Responses to items 2.3a, b, c, d and e are required as part of adapting the AB86 Plans to AB104 requirements. The remaining items are optional and are offered to provide updates, if applicable
- f. 2.3a Placement of adults (including but not limited to older adults) seeking education and workforce services (RESPONSE REQUIRED) -new to legislation
- g. 2.3b Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards (RESPONSE REQUIRED) - they only had apprenticeship not pre-apprenticeship
- h. 2.3c Programs for adults (including but not limited to older adults) that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school. (REQUIRED) - this is not one that the Hubs worked on because they only now added it on to the legislation but they have not given us a lot of guidance on what does this really means
- i. 2.3d Collection and availability of data (REQUIRED)
- j. 2.3e Qualifications of instructors (including common standards across entities) (REQUIRED)
- k. 2.3f Alignment of academic content and curricula (OPTIONAL)
- l. 2.3g Alignment of educational services supported by this grant (OPTIONAL)
- h. **Consortium funding allocation for 1<sup>st</sup> year:** Henry Hua shared that \$2,996,771 was given to the consortia, the State based it on the following categories: Total Population, Poverty, No High School Diploma, Unemployment, ESL (English Language Learners), Adults with Disabilities, Citizenship, and Literacy

## II. Action Item(s):

The Executive Committee took action to:

- a. **Ratify/approve and finalize the voting and decision making approval process norms**
  - i. The relative voting power of each member will be 1 member = 1 vote
  - ii. If all 7 members are present, a 6:1 vote is needed for approval, where at least one college member is represented in the majority vote. If all 7 members are not present, a quorum will consist of 5 members; a decision will be made through a majority vote, where at least one college member is represented in the majority vote
  - iii. In case of an emergency vote needed, a CCC Confer that allows to have a phone conference line for the Executive Committee to have a vote, will be used during the meeting

- iv. A designee may participate in the meeting but is not able to vote and doesn't count towards quorum; the quorum is voting members only
- v. Executive Committee to make a concerted effort to attend all meetings
- vi. New members joining the consortium must meet with the project coordinator
- vii. Per legislation 84905 (E), a decision is final

**Final resolution: motion passes**

**Yea:** Cali Binks, Cheryl Marshall, Cuauhtémoc Avila, Gloria Fisher, Jerry Almendarez, Lori Rhodes **Nay:** none

**b. Ratify/approve the Consortium need of a data/research component through a consulting company or a person**

- i. Need for more accurate data of respective districts and areas
- ii. Would like to have a liaison at respective districts
- iii. Going through a bidding process, trying to get different research companies
- iv. Hanover Research or Centers of Excellence is a community college organization that does research for our local labor market and are housed at Chaffey College
- v. Have a designee from each respective district as part of the process
- vi. Systems to be compatible
- vii. Database to be owned by the consortia
- viii. Narrow to top 3

**Final Resolution: Motion tabled until next meeting**

**c. Ratify/approve the direct/indirect costs to be taken out of the \$2,996,771 first**

- i. Administrative costs
- ii. Districts' direct/indirect costs
- iii. Research component
- iv. Allocation of funds for temporary data personnel
- v. Secretarial support
- vi. Stipend or allocation of funds for some Hub members to be involved in developing pathways

**Final Resolution: Motion tabled until next meeting**

**d. Ratify/approve the hire of administrative support on a full time basis for Emma Diaz**

- i. Need someone full time
- ii. AB86 is a large project that requires a lot more administrative support than what we use Blanca for
- iii. Housing possibly at San Bernardino Valley College
- iv. Cost around \$70,000.00

**Final resolution: motion passes**

**Yea:** Cali Binks, Cheryl Marshall, Cuauhtémoc Avila, Gloria Fisher, Jerry Almendarez, Lori Rhodes **Nay:** none

**e. Ratify/approve the rebranding of AB86 Inland Adult Education Regional Consortia**

- i. Have more structure
- ii. Out of the planning stages
- iii. Implementing
- iv. Need a more set branding than AB86 legislation
- v. More regionally adult education based
- vi. Taking it to the branding/marketing group

**Final resolution: motion passes**

**Yea:** Cali Binks, Cheryl Marshall, Cuauhtémoc Avila, Gloria Fisher, Jerry Almendarez, Lori Rhodes **Nay:** none

- f. **Ratify/approve to have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds and how will the available funds be reported and evaluated**
- i. All districts submitted detailed information on multiple reporting periods of the grant including the survey used to determine MOE levels
  - ii. Funds have been reported based on guidance and templates from the State along the planning process
  - iii. For the first year possible measures will be:
    - a. Improved literacy skills
    - b. Completion of HSD or equivalent
  - iv. For future years, other possible measure may include:
    - a. Completion of certificates, degrees, training programs
    - b. Transition of adult students to post-secondary setting by tracking students who transfer from adult schools to community colleges

**Final resolution: motion passes**

**Yea:** Cali Binks, Cheryl Marshall, Cuauhtémoc Avila, Gloria Fisher, Jerry Almendarez, Lori Rhodes **Nay:** none

- g. **Ratify/approve the distribution schedule pursuant to Section 84913 (7 program areas)**
- i. The approval process will be guided by the Annual Plan Template and Workbook for Annual plan given by the State
  - ii. Both of these templates will consist of information from the Regional Annual Plan submitted in March 2015 and was developed by the Hubs from each program area
  - iii. Once the templates are populated, the Executive Committee will review and update before voting on its approval to be submitted to the State

**Final Resolution: Motion tabled until next meeting**

- h. **Ratify/approve to have all community college districts, school districts, or county offices of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region been allowed to join the consortium as a member**
- i. In the initial months, we reached out to both mountain communities, and they declined participation; we could reach out again in person to Rim of the World and Bear Valley
  - ii. We have the website, we go to the WIB meetings, and the ROPs are a part of it but the State said all along they could be partners but not members
  - iii. We don't have bylaws on how districts can join, consider looking into the next "jump-in" opportunity and make them aware of it and layout some parameters when they might actually be more involved
  - iv. There is an opportunity in the template to update anything that we wanted in terms of the population we are serving and if there are programs we did not look at before

**Final Resolution: Motion tabled until next meeting**

- i. **Ratify/approve how will proposed decisions be considered in open, properly noticed public meeting of the consortium at which members of the public may comment and provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public and how comments submitted by members of the public will be distributed publicly and when will the official postings of these meetings begin**
- i. Executive Committee meetings will be posted and properly noticed and announced at community cabinets, WIB community meetings, and posted on the regional website

- ii. Using a quarterly newsletter that can be distributed at each school district and/or having each school district allow for an Adult Education space on existing newsletters
- iii. Publication of a quarterly newsletter where questions and/or comments received can be posted for public viewing. In addition, they can be mentioned in minute meetings that are posted on the website

**Final Resolution: Motion tabled until next meeting**

- j. **Ratify/approve the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. Such entities will include but not necessarily be limited to: local public agencies, departments, and offices, particularly those with responsibility for local public safety and social services, workforce investment boards, libraries, and community-based organizations**
  - i. In working with the WIB, an update can be given at quarterly WIB regional meetings where all the entities are present

**Final Resolution: Motion tabled until next meeting**

- k. **Ratify/approve the consortium to designate a member to serve as the fund administrator to receive and distribute funds from the program or choose to have a funds flow directly to the member districts based upon the approved distribution schedule**
  - i. The consortium has chosen to designate the San Bernardino Community College District (SBCCD) as the Fiscal Agent

**Final resolution: motion passes**

**Yea:** Cali Binks, Cheryl Marshall, Cuauhtémoc Avila, Gloria Fisher, Jerry Almendarez, Lori Rhodes **Nay:** none

- l. **Ratify/approve the housing for the AB86 Project Coordinator**
  - i. The Project Coordinator, Emma Diaz, will remain at the San Bernardino Valley College campus

**Final resolution: motion passes**

**Yea:** Cali Binks, Cheryl Marshall, Cuauhtémoc Avila, Gloria Fisher, Jerry Almendarez, Lori Rhodes **Nay:** none

- m. **Ratify/approve how will members join, leave, or be dismissed from the consortium**
  - i. Legislation section 84914 outlines; funds to a member will be reduced if a consortium finds that:
    - a. Member wishes to no longer provide services
    - b. Member cannot provide services
    - c. Member is consistently ineffective in providing services and reasonable interventions have not resulted in improvements
  - ii. The Executive Committee can use the above measure to vote on the dismissal of a consortium member
  - iii. Willing to agree/comply to the governance structure of our consortia
  - iv. The funds are not going towards the population that we are geared towards
  - v. Attendance and participation
  - vi. Consider some general guidelines and norms of being ineffective

**Final Resolution: Motion tabled until next meeting**

- n. **Ratify/approve the consortium formal document detailing its work beyond the questionnaire**
  - i. The independent facilitator will work with the Executive Committee on a vision, mission, and group norms at the October 23rd meeting, which will be in addition to this questionnaire
  - ii. <http://inlandab86.org> houses all the minutes to all the Executive and Hub meetings dating back to the onset of the grant documenting the existing working relationship

**Final Resolution: Motion tabled until next meeting**

### **III. Calendar of Due Dates**

- a. 09/2015 Posting of Consortium Allocation Schedule
- b. 10/31/15 – Governance Template
- c. 10/31/15 – AB104 Annual Plan Template for year 2015-16
- d. Workbook for the Annual Plan
- e. 10/31/15 – AB104 Three-Year Consortia Plan Update from AB86 Final Plan

### **IV. Events:**

- a. AEBG Sacramento Summit September 23-25
- b. Website Taskforce meeting on September 30
- c. Regional Workshops offered by the State representatives to assist with the Annual Plan and Three-Year Plan October 13th at Mt. San Antonio College
- d. Next Executive Committee Meeting is October 23rd
- e. STEM Event flier in your packet

**Meeting adjourned at 9:47 a.m.**