



## Minutes of the Executive Committee Meeting December 16, 2016

Approved

Date of approval: January 27, 2017

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's Conference Room 207 on Friday, December 16, 2016. The meeting was convened at 8:16 a.m. Coordinator Emma Diaz, Henry Hua, and Facilitator Becky Foreman conducted the meeting. Minutes recorded by Blanca Olguin.

### Members in attendance

Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Cuahtémoc Avila	Superintendent, Rialto Unified School District
Diana Rodriguez	President, San Bernardino Valley College
Jerry Almendarez	Superintendent, Colton Joint Unified School District
Kit Alvarez	Administrator ROP, San Bernardino County Superintendent of Schools
Lori Rhodes	Superintendent, Redlands Unified School District
Wei Zhou	President, Crafton Hills College

### Members not in attendance

Dale Marsden	Superintendent, San Bernardino City Unified School District
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### Designee (nonvoting)

Karen Bautista	Principal, Inland Career Education Center
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### Others Present

Mariann Ruffolo	Deputy Director of Administration, San Bernardino Workforce Development
Miguel McQueen	Deputy Director of Operations, San Bernardino Workforce Development
Mitch Rosin	Consultant, P2C Solutions
Reg Javier	Executive Director, San Bernardino Workforce Development
Stephanie Murillo	Staff Analyst II, San Bernardino Workforce Development

The minutes of the Executive Committee meeting on October 28, 2016 were approved by the affirmative vote of Cali Binks, Cuahtémoc Avila, Diana Rodriguez, Jerry Almendarez, Kit Alvarez, Lori Rhodes, and Wei Zhou (Abstain: none) with changes.

### 1. Public comments

1.1 None

## 2. Reports

### 2.1 San Bernardino County Workforce Development

Reg Javier, Executive Director, Miguel McQueen, Deputy Director of Operations, Mariann Ruffolo, Deputy Director of Administration, Stephanie Murillo, Staff Analyst II presented the Workforce Innovation & Opportunity Act (WIOA), Workforce Development Board (WDB), America's Job Centers of California (AJCC) – Dislocated Worker & Adult Services, Youth Services, Title I, & Title II:

- Workforce Innovation & Opportunity Act (WIOA) – the law focuses on helping Americans, including youth and those with significant barriers to employment, gain access to high-quality jobs and careers, and help employers hire and retain skilled workers.
- Workforce Development Board (WDB) – provides administration and oversight of local WIOA Title I funding for adults, dislocated workers, and youth. The WDB is a policy-making entity made up of 19 representatives from business, workforce, education and training, and government and economic development which is tasked with engaging and convening stakeholders (business and education), analyzing the regional labor market, researching and supporting workforce, and creating a local system of collaboration.
- America's Job Centers of California (AJCC) Dislocated Worker & Adult Services – job centers are located at West Valley in Rancho Cucamonga, East Valley in San Bernardino, and High Desert in Victorville. Services provided are career counseling, skills and aptitude assessments, assistance with interviews, résumé assistance, job search and placement, vocational and on-the-job training, access to computers, printers, telephones, and copiers.
- Youth Services – WDB contracts with 10 youth services providers that offer training & employment opportunities for youth between 16 and 24 years of age. Services provided are tutoring and study skills training, instruction leading to completion of high school or HSE, mentoring, occupational skills training, and comprehensive guidance and counseling.
- WIOA Title I directs the WDB to create a local plan, provides priority services to individuals who are basic skills deficient (including ELL), and is required to create partnerships through the Local Plan, Regional Plan, MOUs, and many other collaborative projects.
- Title II – Adult Education & Literacy (AEL) providers are responsive to the Local Plan, serves individuals who have low levels of literacy or are ESL, ABE, or ASE, and are required to demonstrate alignment with the Local Plan and activities and services of one-stop partners.

### 2.2 State AEBG/WIOA Training and Office Update

Emma Diaz shared that the Inland Adult Education Consortium will be hosting the AEBG/WIOA State trainings for 2 full days on March 7 & 8, 2017 at San Bernardino Valley College Conference Room B100. Neil Kelly and Jay Wright will be inviting other consortia to attend. Day 1 – Accountability will be half day AEBG fiscal accounting and half day AEBG/WIOA. Day 2 – CASAS Training will be half day assessment training and half day TOPSpro Enterprise basics. The Annual Plan for 2016-2017 has been approved and a letter dated November 16, 2016 outlining the submission of Quarterly and Annual Performance Reports for AEBG was received.

### 2.3 Summary from the November Summit in Sacramento

Emma shared that Inland Adult Education Consortium presentation, “Acceleration Strategies: Moving the Needle in Adult Education and Workforce Preparation,” at the November Summit in Sacramento was rated the highest of the 25 breakout sessions!

Jerry Almendarez and Cuauhtémoc Avila shared their experience at the Summit in meeting with State Representatives; Chris Nelson, California Community of Education and Deborah Jones, Community College. Some of the topics of the conversation included; Block Grant vs ongoing sustainability, K-12 not currently

participating (at one point they were at the table through ACSA but are no longer participating), and Legislative update. They recommended the Executive Committee Members to attend the Summit.

#### 2.4 Calendar of Due Dates and update of Executive Committee Meeting Dates

Emma Diaz went through the State Reporting Calendar of Events update and the updated Executive Committee meeting dates:

- New date February 20, 2017: Data & Accountability work plan due
- May 2, 2017: CFAD Submission
  - Funding for Fiscal Year 2018-2019 will be released February 28, 2017
    - Discussion and voting will take place during the March and April meetings
- May 15, 2017: Annual Plan, Governance Template & 3 Year Plan Amendments or Revisions due
- August 1, 2017: Student Data Information
- August 15, 2017: Annual Plan

Executive Committee meeting dates and updates:

- January 27, 2017 – Regular Meeting
- February 6, 2017 – Ceremonial Signing
- February 24, 2017 – Regular Meeting
- March TBD – CFAD Planning Meeting
- March 31, 2017 – Regular Meeting Public Review CFAD
- April 28, 2017 – Regular Meeting Vote on CFAD (due May 2, 2017)
- ~~May 26, 2017~~ – Rescheduled to June 2, 2017 – Regular Meeting Annual Plan Planning
- August 4, 2017 – Regular Meeting Vote on Annual Plan (due August 15, 2017)

#### 2.5 State Legislation Report (10-28-16)

Emma mentioned that the Legislation Report was presented on October 28, 2016 and shared some of the highlights:

- Consortia choosing direct funds increased from 8 in 2015-2016 to 23 in 2016-2017
- Funding allocated to K-12 districts, County Office members, and Community College District member for 2016-2017:
  - K-12/COE - \$366,847,314
  - Community College - \$133,152,686
- The largest percentage of AEBG funds was allocated to adult education in basic education, basic skills, and secondary education at 35% followed by ESL at 30%, and CTE at 20%
- Consortia identified and have addressed key objectives to support using AEBG funds, majority of funds (\$259 million) went to fill gaps in services
- The student enrollment in all targeted program areas throughout the Consortia duplicated and unduplicated were shared
- Among the 324 Consortium members reporting data, the largest ethnic groups of adult learners enrolled in AEBG programs are 53% Hispanic/Latino and 20% White. Adults served are predominantly between the age of 22 and 34 and are most often female
- Among ethnic groups, Hispanic/Latino adult learners constitute the highest proportion of enrollments in all program areas with the exception of Workforce reentry
- A chart of the AEBG Office Infrastructure was shared

### **3. Discussion items**

#### **3.1 Data and Accountability Plan**

Mitch Rosin talked about the Data and Accountability budget review, which has a due date of February 20, 2017. The Inland Adult Education Consortium's allocation for Data and Accountability is \$494,000. It is a one-time allocation that has to be spent and the State has required TOPSpro from CASAS to be used. CASAS sent a formulated worksheet to determine the cost for a multi-year purchase of TOPSpro and CASAS eTests. Allocation for this component would be approximately \$294,000, including ongoing maintenance. In addition, the Consortium multi-year purchase could include ASAP, Aztec, Odyssey, and Burlington and they would be available to all members; if it has been already purchased, the Consortium would reimburse. The full budget was sun-shined.

#### **3.2 Consortium Activity by Grant Objectives**

The following recommendations per the Three-Year Plan for the unspent allocation for 2015-2016 were sun-shined:

- Professional Development
- Conferences (One representative from each member district)
- College Transition Counselor
- Principal for Yucaipa
- SMART Technology
- Support for the ALEKS Boot Camp licensing at Valley
- NEDP High School Diploma – With SB County Workforce Development
- Curriculum Alignment
- Bus Passes
- GED Ready Vouchers
- Spanish HSE Curriculum

There is an agreement at the table to move forward with both of these budget plans. Due to lack of quorum today, a vote will be held at the January 27, 2017 AEBG Executive Committee meeting.

### **4. Unfinished business**

4.1 None

### **5. New business**

5.1 None

### **6. Announcements**

6.1 Diana Rodriguez, President, San Bernardino Valley College, announced that Henry Hua has been hired at Cypress Community College in Orange County.

### **7. Closed Session**

The Executive Committee Members convened to Closed Session at 9:58 a.m.

### **8. Adjournment**

Meeting was adjourned at 10:15 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be held on Friday, January 27, 2017 at 8:00 a.m. at the San Bernardino Valley College, 701 S Mount Vernon Ave, San Bernardino, California, President's Conference Room 207.