



Minutes of the Executive Committee Meeting January 27, 2017

Approved

Date of approval: February 24, 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, January 27, 2017. The meeting was convened at 8:22 a.m. Coordinator Emma Diaz and Facilitator Becky Foreman 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
Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Lori Rhodes	Superintendent, Redlands Unified School District
Diana Rodriguez	President, San Bernardino Valley College

Members not in attendance

Dale Marsden	Superintendent, San Bernardino City Unified School District
Wei Zhou	President, Crafton Hills College

Designee (nonvoting)

Kathy Bakhit	Interim Vice President of Instruction, Crafton Hills College
Karen Bautista	Principal, Inland Career Education Center

Others Present

Richard Galope	Interim Associate Vice Chancellor of EDCT, Community College District
Stephanie Briggs	Interim Dean of Math, Business and Computer Technology, San Bernardino Valley College

The minutes of the Executive Committee meeting on December 16, 2016 moved by Jerry Almendarez, seconded by Cali Binks were approved by the affirmative vote of Jerry Almendarez, Kit Alvarez, Cuauhtémoc Avila, Cali Binks, Lori Rhodes, and Diana Rodriguez (Abstain: none) without changes.

1. Public comments

1.1 None

2. Reports

2.1 State AEBG Office Update

Emma Diaz shared with the Inland Adult Education Consortium the San Bernardino County AEBG Consortia breakdown which is composed of 5 AEBG Consortia, 33 K-12 districts, 7 Community Colleges, the Workforce Investment Board, and 3 ROPs. She talked about the impact the Inland Adult Education Consortium is having by being the largest in the County:

- Inland Adult Education Consortium (49%) \$9,961,494
- Chaffey (West End Corridor) (34%) \$6,883,501
- Victor Valley (10%) \$2,069,315
- Barstow (4%) \$860,324
- Morongo Basin (3%) \$773,016

Emma also highlighted the language from the Governor's Proposed Budget for 2017-2018 Investing in California Workforce: *Adult Education Block Grant Program – This program coordinates representatives from local educational agencies, community colleges, and other regional education, workforce, and industry partners to promote the educational opportunities offered to students and adult learners. Through this program, students and adult learners can access courses to complete their high school diplomas or general education equivalent, English as a second language courses, and pathways courses that lead to additional career opportunities. The budget includes \$500 million "ongoing" Proposition 98 General Fund to support the Adult Education Block Grant Program.*

2.2 Fiscal Reports

Emma gave an update of the Fiscal Expenditures Reports, Calendar of Due Dates, and the Regional Training Schedule:

Fiscal Expenditures Reports

- Year 1 for the 2015-16 growth allocation expenditures report submitted covering July 1, 2016 – December 31, 2016
- Year 2 for the 2016-17 monthly allocation expenditures report submitted covering July 1, 2016 – December 31, 2016
- Both reports were due on January 31, 2017; they were both submitted early

Calendar of Due Dates

- February 20, 2017: Data & Accountability work plan due
- New – First reporting due April 30, 2017 Student Data Information for 3rd quarter (January 1 – March 31) & Second reporting due August 1, 2017 (April 1 – June 30) Student Data Reporting
- May 2, 2017: CFAD Submission
 - Funding for Fiscal Year 2017-18 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

Regional Training schedule:

- March 7 – San Bernardino
 - Accountability/TOPSPRO Enterprise basics
 - Half day AEBG Fiscal Accounting with Neil Kelly
 - Half day AEBG WIOA with Jay Wright

3. Discussion items

3.1 Executive Committee Retreat

Emma Diaz reminded the Members that the AEBG Executive Committee Members' Retreat is set for Monday, March 6, 2017 for a full day; Neil Kelly, CCCCCO Specialist, Career Education Practices, will attend the afternoon portion. Fiscal decisions will be made: CFAD fiscal declaration review of 2015-16 fiscal activity and Fiscal Agent vs. Direct Funding (impact 2017-18 funding). Program area priorities: review data on enrollment for 2015-16 and a planning day in June for the Annual Plan will be set up. To prepare for the Retreat, Ms. Diaz asked the Executive Committee Members what kind of data or information could she provide to help them make decisions and whom should attend the meeting?

Lori Rhodes requested the following: a list of programs that were invested in this year, the data that shows what was implemented, the allocation amounts, what are the next kind of programs that would be added, the gap data, the growth, and what would be the next steps. Ms. Rhodes also recommended that only executive members attend the Retreat to be able to focus on planning goals and to move the presentations to the June meeting.

Dr. Avila requested the data on students, measure of program quality, and student retention/completion.

Cali Binks requested information on program fidelity, transition data, performance outcomes, consortium goals, revisiting the steps, what kind of progress was made, and what kind of progress needs to be made. Ms. Binks recommended Reg Javier, Executive Director, San Bernardino County Workforce Development, to present on the data that will be collected and a partnership update during the June meeting.

Ms. Alvarez recommended a WIOA update since not everyone is able to attend these meetings.

Richard Galope talked about the possibility of a county-wide matrix of all the different stakeholders' funding sources that can be meshed together and the Strong Workforce Program funding for the community colleges in the region.

Dr. Bautista recommended a summary or presentation on the Strong Workforce Initiative of this area.

4. Unfinished business

4.1 None

5. New business

5.1 AEBG Program Data & Accountability Plan

Motion: Moved by Cuauhtémoc Avila, seconded by Lori Rhodes to approve the AEBG Program Data & Accountability Plan - Regional Consortium Funding Allocation Agreement as is, to be used in accordance with AB104 Legislation Section 40, section 84920 (a-f) objectives 1-4 **Yea:** Jerry Almendarez, Kit Alvarez, Cuauhtémoc Avila, Cali Binks, Lori Rhodes, and Diana Rodriguez **Nay:** none

Motion carried.

5.2 Consortium Activity by Grant Objectives

Motion: Moved by Jerry Almendarez, seconded by Diana Rodriguez to approve the Consortium Activity by Grant Objectives: 3 conferences - COABE, CCAE, CASAS SI and the expenditure fund of the Adult School Principal for Yucaipa-Calimesa Joint Unified School District **Yea:** Jerry Almendarez, Kit Alvarez, Cuauhtémoc Avila, Cali Binks, Lori Rhodes, and Diana Rodriguez **Nay:** none

Motion carried.

6. Announcements

6.1 Ceremonial Signing

Emma Diaz shared the vision and agenda for the Ceremonial Signing scheduled for February 6, 2017 from 3:00-5:00 p.m. at San Bernardino Valley College Conference room B100:

- 3:00 – 3:30 Networking/Refreshments
- 3:30 – 3:45 Welcoming and Introductions
- 3:45 – 4:00 History of AB86/AB104
- 4:00 – 5:00 Signing of “Proclamation” and Photos

The Executive Committee Members agreed that they would like their individual Board Presidents to sign.

6.2 Change in Leadership

Cali Binks shared the change in location and the new Principal of the Yucaipa-Calimesa Adult School.

7. Closed Session

The Executive Committee entered Closed Session, convening at 9:28 a.m., to consider and discuss the following item:

Report Out: Action Taken in Closed Session

7.1 Promotion of Emma Diaz to AEBG Director for IAEC

The Executive Committee Members voted unanimously (moved by Lori Rhodes, seconded by Cali Binks) to approve the promotion of Emma Diaz to AEBG Director for IAEC with an effective date TBD at the next board meeting and a salary of \$115,666.36 (Range 19, Step B). The Director is employed by the San Bernardino Community College District; housed at San Bernardino Valley College; salary is paid by the Consortium; and the position reports directly to the IAEC Executive Committee.

Closed Session adjourned at 10:23 a.m.

8. Adjournment

Meeting was adjourned at 10:25 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be held on Friday, February 24, 2017 at 8:00 a.m. at the San Bernardino Valley College, 701 S. Mount Vernon Ave., San Bernardino, CA, President’s Conference Room 207.