



Minutes of the Executive Committee Meeting September 30, 2016

Approved

Date of approval: October 28, 2016

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, September 30, 2016. The meeting was convened at 7:44 a.m. Coordinator Emma Diaz, Director Henry Hua, and Facilitator Becky Foreman conducted the meeting. Minutes recorded by Blanca Olguin.

Members in attendance

Cali Binks	Yucaipa-Calimesa Joint Unified School District
Dale Marsden	San Bernardino City Unified School District
Diana Rodriguez	San Bernardino Valley College
Jerry Almendarez	Colton Joint Unified School District
Kit Alvarez	San Bernardino County Superintendent of Schools
Lori Rhodes	Redlands Unified School District
Wei Zhou	Crafton Hills College

Members not in attendance

Cuauhtémoc Avila	Rialto Unified School District
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Others Present

Karen Bautista	Inland Career Education Center
Rachel Monarrez	San Bernardino City Unified School District

The minutes of the Executive Committee meeting on August 12, 2016 were approved by the affirmative vote of Dale Marsden, Cali Binks, Jerry Almendarez, Kit Alvarez, and Lori Rhodes, (Abstain: none) without changes.

1. Public comments

1.1 None

2. Reports

2.1 State AEBG Office

Emma Diaz briefly updated the Executive Committee regarding the lack of feedback from the AEBG Office about the student data and annual plan submitted in August 2016. Since August 12th, there have not been weekly webinars because the State AEBG Office is reporting to the State Legislation today, September 30, 2016 using the student data and annual plan to make the case for possible future funding. Also, the AEBG Newsletter states that the

WIOA Regional and Local Planning Guidance Released, requires WIBs to include the AEBG Consortia in the planning process. Emma also reminded the Executive Committee that the Annual Summit in Sacramento on November 1st & 2nd theme will be, “Moving the Needle,” it focuses on the progress and change that impacts adult education. Additionally, areas such as WIOA alignment, performance measures, data collection, consortia effectiveness and shaping the long-term vision for California’s adult education system will be addressed. The participants representing the Inland Adult Education Consortium are: Dr. Cuauhtémoc Avila, Jerry Almendarez, Henry Hua, and Emma Diaz.

2.2 Fiscal Summary

Emma Diaz reported that the 2015-2016 consortium allocation funds have been sent out as of September 1st. The 2016-2017 AEBG funding (combination of the MOE + Consortium) has been set up and the first invoices for the past two months, have been processed as of September 8th. The Fiscal Agent will be receiving the funds at the end of each month from the State; I would like to create a system where the districts invoice the Fiscal Agent at the end of each month. Per Legislation, we have 45 days to send the funds out, right now the Fiscal Agent is doing it in less than 30 days.

2.3 Data & Accountability

Emma Diaz stated that the State has not given clear guidelines in regards to the Plan which is due on December 20, 2016.

Henry Hua shared that he met with the State and they seemed to be moving towards CASAS. He also mentioned that CALPADS Plus is a system that the Community College District has and it has a lot of sustainable information that is offered through the region.

2.4 County Office of Education

Emma Diaz shared that there was an initial conversation with Dr. Shadidi Sia-Maat, who is the new consultant with the State, in hopes of speaking to Chris Nelson, State Director of Adult Education. Kit Alvarez from the County Office of Education is working on data that Dr. Sia-Maat requested the Consortium to work on.

3. Discussion items

3.1 Ceremonial Signing/Adult Education Summit – February 6, 2017

Emma Diaz reminded the Executive Committee of the Ceremonial Signing being held on Monday, February 6, 2017, at San Bernardino Valley College, conference room B100. She asked if the Members were interested in making it into a Summit. The Consortium would invite other AEBG Consortia, Community Partners, and State AEBG Office Representatives.

Dr. Dale Marsden and Lori Rhodes recommend the Consortium to wait until fully prepared and once the Plan was being implemented. Jerry Almendarez recommended calendaring next year’s dates.

3.2 Executive Committee Retreat

Emma Diaz asked if the Executive Committee still wanted to hold a Retreat, a possible date would be Friday, February 24th, since there is already an Executive Committee meeting scheduled and could possibly expand to a full day Retreat. Emma feels that February or March might be a good Segway because the Consortium might be working on a new CFAD, would know how much money it is receiving, and how to prioritize the next set of funding.

Lori Rhodes stated that the Retreat needs to happen. Jerry Almendarez recommended facilitation for the Retreat and should be calendared every year. Dr. Dale Marsden would not be able to attend on the 24th and recommended that we set it up in a way where we could get the most out of it.

Henry Hua feels that by the end of February, the Consortium should have data that could be analyzed.

3.3 Consortium Funds

Becky Foreman and Henry Hua asked the Executive Committee Members if Henry and Emma could utilize the funds set aside for activities for the Consortium as a whole (\$470,000.00) for data mining to avoid the need and delay of getting approval from the Executive Committee every time a vendor is hired. A couple of examples would be: research and data collection.

Lori Rhodes asked if a Plan and budget had been established; a Plan and budget is needed before approval. Dr. Dale Marsden requested that it would have to be very clear on the outcomes and would like to focus on marketing and recruitment. Cali Binks agrees with Ms. Rhodes and Dr. Marsden. Dr. Marsden asked if an extension was possible.

Emma reminded the Executive Committee members that the deadline to use the funds is December 2017. She will put together a plan for the October 28th meeting.

4. **Unfinished business**

4.1 None

5. **New business**

5.1 Amendment of 2015-2016 Consortium Annual Plan Section 4.1c

Motion: Moved by Dale Marsden, seconded by Lori Rhodes to approve the Amendment of the 2015-2016 Consortium Annual Plan – Section 4.1c: To incorporate the Adult Education Counselors at each of the Community College locations **Yea:** Cali Binks, Dale Marsden, Diana Rodriguez, Jerry Almendarez, Kit Alvarez, Lori Rhodes, Wei Zhou **Nay:** none
Motion carried.

6. **Announcements**

6.1 None

7. **Adjournment**

Meeting was adjourned at 8:34 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be held on Friday, October 28, 2016 at 8:00 a.m. at the San Bernardino Valley College, 701 S Mount Vernon Ave, San Bernardino, California, President's conference room 207.