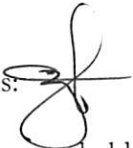




## Minutes of the Executive Committee Meeting April 28, 2017

Approved

Date of approval: August 4, 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, April 28, 2017. The meeting was convened at 8:16 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 (via phone)
Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Lori Rhodes	Superintendent, Redlands Unified School District
Diana Rodriguez	President, San Bernardino Valley College
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)

### Others Present

Karen Bautista	Principal, Inland Career Education Center, San Bernardino City Unified School District
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Upon motion by Lori Rhodes, seconded by Jerry Almendarez and approved by the affirmative vote of Almendarez, Alvarez, Avila, Binks, Rhodes, Rodriguez and Zhou (Noes: None), the minutes for the Inland Adult Education Consortium Executive Committee meeting on February 24, 2017 and March 31, 2017 were approved as presented, without changes.

### 1. Public comments

1.1 None

### 2. Closed Session

The Executive Committee entered Closed Session, convening at 9:14 a.m. to consider and discuss the following item:

Report Out by Becky Foreman

Action Taken in Closed Session

### 2.1 AEBG Director Position

**Motion:** Moved by Cuauhtémoc Avila seconded by Lori Rhodes to approve the promotion of Emma Diaz to AEBG Director for the Inland Adult Education Consortium retroactive to May 1, 2017 with a salary of \$104,917.51 (Range 15, Step D). The Director is employed by the San Bernardino Community College District; housed at San Bernardino Valley College; salary is paid by the Inland Adult Education Consortium; and the position reports directly to the Inland Adult Education Consortium Executive Committee **Yea:** Jerry Almendarez, Kit Alvarez, Cuauhtémoc Avila (via phone), Cali Binks, Lori Rhodes, Diana Rodriguez, and Wei Zhou **Nay:** none **Absentee voting:** none **Present:** none  
**Motion carried.**

Closed Session adjourned at 9:17 a.m.

## 3. Reports

### 3.1 State Calendar of Due Dates

Emma Diaz gave a brief update of the State reporting calendar of events:

- April 30, 2017 Student Data Information for 3<sup>rd</sup> quarter (outcome driven)
- May 2, 2017: CFAD Submission
- May 15, 2017: Annual Plan, Governance Template, and 3 Year Plan amendments/revisions due
- August 1, 2017: Student Data Information
- August 15, 2017: Annual Plan due

### 3.2 Inland Adult Education Consortium AEBG Executive Committee Meeting dates for 2017-2018

Emma Diaz shared the 17-18 Fiscal year Executive Committee meeting dates:

- August 4, 2017
- September 29, 2017
- October 27, 2017
- December 8, 2017
- January 26, 2018
- February 23, 2018
- March 16, 2018
- April 27, 2018
- May 18, 2018

### 3.3 AEBG State Regional Training

Emma Diaz shared the success the Inland Adult Education Consortium had in hosting the State AEBG/WIOA trainings on March 7, 2017. Neil Kelly covered the AEBG portion in the morning and Jay Wright covered the CASAS training in the afternoon. Per the State, the Inland Adult Education consortium had the largest turn out of any other regional training:

- 80 attendees in the morning session
- 35 attendees in the afternoon session
- 14 consortia represented from the Southland

- The San Bernardino and Riverside County Offices of Education were both represented

### 3.4 Conferences/Professional Development

Emma Diaz gave an update of the attended and upcoming conferences and talked about a tentative Inland Adult Education Consortium Share Out/Professional Development Day on Friday, June 9, 2017 from 8:00 – 2:00 p.m.:

- COABE – Orlando, Florida April 2-5, 2017
  - approved for 7 consortium members to attend
  - It is required by the State to disseminate information – to be done during the June 9<sup>th</sup> Professional Development Day
- CCAE – Long Beach, California May 4-6, 2017
  - Consortium presentation has been approved for May 5, 2017: “Models of Student Acceleration”

### 3.5 Student Data Reporting

Emma Diaz talked about the reports’ due dates:

- 3<sup>rd</sup> quarter report is due April 30, 2017
  - report will include student data from January 1 – March 31, 2017
- 4<sup>th</sup> quarter report is due August 1, 2017
  - report will include student data from April 1 – June 30, 2017
- 1<sup>st</sup> quarter report is due October 31, 2017
  - report will include student data from July 1 – September 30, 2017

### 3.6 State Reporting

Emma Diaz shared that the formal notification of Intent to Award has been released, an official copy was given. This was previously discussed during the March 6<sup>th</sup> Executive Committee Retreat.

## 4. Discussion items

### 4.1 Annual Plan Consortium Retreat

Emma Diaz shared that the template will be unveiled on the webinar on May 7<sup>th</sup>. She also shared the draft agenda for the Annual Plan Consortium Retreat scheduled for June 2, 2017.

- Invited Julie Pehkonen – Strong Workforce update
- Review of the 16-17 Annual Plan & April 30 Data Submission
- Superintendent & District Team planning
- Report Out
- Break
- Review of Three-Year Plan
- Lunch
- Draft of 2017-2018 Annual Plan

## 5. Old business

5.1 None

## 6. New business

### 6.1 Consortium Fiscal Administration Declaration (CFAD) 2017

**Motion:** Moved by Jerry Almendarez, seconded by Lori Rhodes to approve the Consortium Fiscal Administration Declaration 2017 **Yea:** Jerry Almendarez, Kit Alvarez, Cuauhtémoc Avila (via phone), Cali Binks, Lori Rhodes, Diana Rodriguez, and Wei Zhou **Nay:** none **Absentee voting:** none **Present:** none  
**Motion carried.**

### 6.2 Data and Accountability Plan Budget Actuals

**Motion:** Moved by Cali Binks, seconded by Lori Rhodes to approve the Data and Accountability Plan actual amounts (plan was submitted and approved in February with estimates) **Yea:** Jerry Almendarez, Kit Alvarez, Cuauhtémoc Avila(via phone), Cali Binks, Lori Rhodes, Diana Rodriguez, and Wei Zhou **Nay:** none **Absentee voting:** none **Present:** none  
**Motion carried.**

## 7. Announcements

7.1 None

## 8. Adjournment

Upon general consensus, the meeting was adjourned at 9:18 a.m.

The next meeting of the Inland Adult Education Consortium Executive Committee will be held on Friday, June 2, 2017 from 8:00 – 2:00 p.m. at the San Bernardino Valley College, 701 S. Mount Vernon Ave., San Bernardino, CA, Room B100.