



Minutes of the Executive Committee Meeting April 17, 2020

Approved

Date of approval: May 15, 2020

Initials:

Call to order: Due to COVID-19, a virtual meeting of the Inland Adult Education Consortium Executive Committee was held via ZOOM: <https://cccconfer.zoom.us/j/96776965157> on Friday, April 17, 2020. The meeting convened at 8:01 a.m. Director Emma Diaz and Consultant Mitch Rosin conducted the meeting. Minutes recorded by Blanca Olguin.

Executive Committee Members in attendance

Mauricio Arellano	Superintendent, Redlands Unified School District
Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Kevin Horan	President, Crafton Hills College
Frank Miranda	Superintendent, Colton Joint Unified School District
Lorraine Perez	Assistant Superintendent, San Bernardino City Unified School District
Diana Rodríguez	President, San Bernardino Valley College
Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS

Members not in attendance

Cuauhtémoc Avila	Superintendent, Rialto Unified School District
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Designee (nonvoting)

Others Present

Dana Carter	Principal, Yucaipa-Calimesa Joint Unified School District
Carol Growdon	Coordinator, Lassen Modoc Adult Education Consortium
Herberth Jaco	Transition Advisor, Inland Adult Education Consortium
Sandy Mortensen	Director of Student Services, Colton-Redlands-Yucaipa ROP
Raul Pedraza Jr.	Vice Principal, Inland Career Education Center, SBCUSD
Brian Pope	Principal, Colton Joint Unified School District
Cindy Prentice	ROP/CTE Program Manager, SBCSS
Jorge Saucedo-Daniel	Assistant, Inland Adult Education Center

IAEC Virtual Vote Record

Motion: Approval of February 21, 2020 IAEC Executive Committee Meeting Minutes

Motion by: Kevin Horan

Second by: Frank Miranda

Discussion: None

Member Name	AYE	NAY	Absent
Mauricio Arellano, Superintendent, Redlands USD	x		
Cuauhtémoc Avila, Superintendent, Rialto USD			x
Cali Binks, Superintendent, Yucaipa-Calimesa Joint USD			x
Kevin Horan, President, Crafton Hills College	x		
Frank Miranda, Superintendent, Colton Joint USD	x		
Lorraine Perez, Asst. Supt., San Bernardino City USD	x		
Diana Rodriguez, President, San Bernardino Valley College	x		
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x		

The Minutes of the Inland Adult Education Consortium Executive Committee Meeting on February 21, 2020 were approved as presented, without changes.

1. Public comment

1.1 None

2. Reports

2.1 CAEP Office Hour Webinar Series

Emma Diaz talked about the weekly CAEP Office Hour webinar series; there have been two so far, the state is trying to give some stability and direction. On average they have had between 120 to 130 people which has been a good result and as a result of that, they've decided to break it into sub regions; Inland Empire will be on April 29.

2.2 Future COLA Requests

Emma Diaz said that she has received a COLA request from Redlands but would like all future requests to be made via email. Requests will be discussed at a future meeting.

Mr. Rosin requested to include the thousand codes in the budget breakdown.

3. Discussion items

3.1 Review of Board Packet

Emma Diaz reviewed the memo that was received from the state; it outlines the \$12.3M COLA for fiscal year 2020-2021; the spreadsheet outlines the Inland Adult Education Consortium would receive \$245,710.00 in COLA funding. Both of these documents were sent out on February 26, 2020 before COVID-19. She also shared the CAEP guidance webinar powerpoints covering: Fiscal, Data Reporting, and Proxy Hour Collection.

Mr. Rosin talked about the OCTAE Guidance Memo dated March 27, 2020 regarding Adult Education, Family Literacy Act, and COVID-19. It outlines the requirements of WIOA funded agencies across the country. It gets into

the details of why proxy online distance learning hours should be reported in TOPSpro for NRS. There is no specific guidance about remote testing yet, testing still needs to be done, waiting for CASAS to come out with some sort of solution to not being able to proctor test.

Mr. Arellano asked if we anticipate any reduction in the COLA due to the pandemic crisis.

Mr. Rosin responded yes, information coming from CAEP is that there will probably not be any COLA. Additionally, the Assembly Budget Chair, Phil Ting’s Memo has been released; he's anticipating that there will not only be a May revise to the governor's budget but also a June and possibly August revise. Right now, it is not expected to receive COLA and the advocate that is working on behalf of the Adult Education sector in California in Sacramento is in favor of maintaining the base funding of 500 million across the state rather than focusing on maintaining COLA funding.

4. Old business

4.1 None

5. New business

5.1 Fiscal Agent

IAEC Virtual Vote Record

Motion: To approve San Bernardino Community College District as the IAEC Fiscal Agent.			
Motion by: Mauricio Arellano			
Second by: Diana Rodriguez			
Discussion: None			
Member Name	AYE	NAY	Absent
Mauricio Arellano, Superintendent, Redlands USD	x		
Cuauhtémoc Avila, Superintendent, Rialto USD			x
Cali Binks, Superintendent, Yucaipa-Calimesa Joint USD	x		
Kevin Horan, President, Crafton Hills College	x		
Frank Miranda, Superintendent, Colton Joint USD	x		
Lorraine Perez, Asst. Supt., San Bernardino City USD	x		
Diana Rodriguez, President, San Bernardino Valley College	x		
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x		
Motion carried unanimously by all present.			

5.2 Consortium Fiscal Administration Declaration (CFAD)

IAEC Virtual Vote Record

Motion: To approve IAEC CFAD per Board Packet, Option 2 and to park COLA funding with the Fiscal Agent. Motion by: Cali Binks Second by: Lorraine Perez Discussion: None			
Member Name	AYE	NAY	Absent
Mauricio Arellano, Superintendent, Redlands USD	x		
Cuauhtémoc Avila, Superintendent, Rialto USD			x
Cali Binks, Superintendent, Yucaipa-Calimesa Joint USD	x		
Kevin Horan, President, Crafton Hills College	x		
Frank Miranda, Superintendent, Colton Joint USD	x		
Lorraine Perez, Asst. Supt., San Bernardino City USD	x		
Diana Rodriguez, President, San Bernardino Valley College	x		
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x		
Motion carried unanimously by all present.			

6. Announcements

6.1 April 21, 2020 – Virtual Steering Committee Meeting

Emma Diaz announced the upcoming virtual IAEC Steering Committee meeting on April 21, 2020 from 12:00 p.m. to 3:00 p.m. via ZOOM.

6.2 Upcoming Conferences and Events

Emma Diaz shared that some of the upcoming conferences and events have been cancelled or have yet to be determined:

- CCAE on April 23-25, Sacramento - Cancelled
- CASAS Summer Institute on June 23-25, Anaheim - TBD
- GED Annual Conference on July 27-29, Atlanta, GA
- COABE August 16-18, Baltimore, MD

6.3 Executive Committee Meeting Dates

Emma Diaz reviewed the upcoming Executive Committee meeting dates:

- May 15, 2020 (virtual)
- June 3, 2020 (Annual Plan Retreat - working to make it virtual, review in July with a vote in August)

7. Closed Session

7.1 None Requested

8. Adjournment

Motioned by Cali Binks seconded by Mauricio Arellano, the meeting adjourned at 8:24 a.m.

The next virtual meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, May 15, 2020 at 8:00 a.m. via ZOOM, link TBD.