



Minutes of the Executive Committee Meeting June 17, 2016

Approved

Date of approval: August 12, 2016

Initials:

Call to order: A regular meeting of the Inland Adult Education Consortium Executive Committee was held at Kazalunas Education Center, 182 E. Walnut Ave, Rialto, California, Board Room on June 17, 2016. The meeting was convened at 8:04 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
Cuauhtémoc Avila	Rialto Unified School District
Jerry Almendarez	Colton Joint Unified School District
Lori Rhodes	Redlands Unified School District
Dale Marsden	San Bernardino City Unified School District
Kit Alvarez	San Bernardino County Schools

Members not in attendance

San Bernardino Valley College President
Crafton Hills College President

Due to the State deadline of May 15, 2016, the minutes for the Executive Committee meeting on April 29, 2016 were approved by the affirmative vote of Cali Binks, Cuauhtémoc Avila, Cheryl Marshall, Gloria Fisher, Jerry Almendarez, and Lori Rhodes (Abstain: Dale Marsden), as presented without changes via email on Friday, May 13, 2016.

1. Public comments

1.1 None

2. Reports

2.1 None

3. Discussion items

3.1 Ceremonial Signing

Emma Diaz asked if the ceremonial signing should still happen; it would include new members. It would be a professional development with a guest speaker, sharing out of the regional plan (annual template), and the ceremonial signing at the end. Board members, faculty, and adult school staff members would be invited.

Dr. Marsden requested the ceremonial signing to be in late August - early September at around mid-afternoon and for Fiscal to be invited.

Cali Binks mentioned that the County Office of Education has a meeting on September 9th.

Lori Rhodes mentioned that the evening is difficult because of back to school nights.

Jerry Almendarez recommended Doodle Poll to set up the meeting and mentioned that it would be difficult for the Colton Unified School District Board members to attend on a Friday evening.

Blanca Olguin will be communicating with all Administrative Assistants to set up a date and time.

3.2 Year 1 (2015-2016) AEBG Student Data Collection

Emma Diaz reported that the State is looking to clearly show the need for educational services in adult education and the impact California agencies have on the adult education landscape through the student data collection from July 1, 2015 – June 30, 2016 through enrollment and participation for all students in an AEBG eligible program, including those that may not be subsidized by funds provided by AEBG; deadline for submission of enrollment data via the AEBG website for the 2015-2016 year is August 1, 2016. The State has the following three goals:

1. Document the scale and reach of adult education services across the state
2. Better understand the population (age, gender, race) who benefit from adult education programs and services
3. Build capacity for the consortia to provide a robust, consistent data reporting in future years

Emma Diaz stated that she reached out to each member's representative for the data collection including from the County Office of Education. Some of the data is already being collected due to the reporting to the WIOA.

Dr. Bautista stated that there is a confusion from the State on how the data is collected and the data they are asking for; those who have the WIOA grant, collect the data separately through TOPSpro for High School Diploma and ESL program; the State also asks for CTE data which is not in the TOPSpro system and needs to be collected separately. There is a need to align the systems so the data is collected from just one system.

3.3 Annual Template

Emma Diaz reminded the Executive Committee members that the deadline for submission of the Annual Template is August 15, 2016 and it will be a voting (action) item on the August 12th Executive Committee meeting. The draft will be sent out electronically on August 1st for review.

Dr. Marsden requested the August 12th meeting to be moved to 7:30 a.m.

Becky Foreman gave a brief summary of the planning meeting held on June 2, 2016. The documentation compiled reflects the work that needs to be done and it has been placed in the plan which can be modified and adjusted.

3.4 2nd Annual AEBG Summit in Sacramento

Emma Diaz and Henry Hua invited the Executive Committee members and representatives to attend the Summit scheduled for November 1 - 2, 2016. Each Consortium can bring up to 5 representatives. Because consortium funding is being used for the conference expenses, during the August 12th meeting it can be voted on who is attending to allow for enough time for contract process, approval, and reimbursement.

3.5 Contracts for Year 1 and Year 2 Funding

Emma Diaz gave an apportionment update of the contracts and asked for contact information to email Year 2 contracts. The email will go out on Monday, June 20th and will hopefully make it to Board in July.

3.6 AEBG Data and Accountability Guidance, Instructions, and Regional Consortia Allocations

Emma Diaz shared that the new funding source of data & accountability one-time work plan is due on December 20, 2016; the State will ask for a work plan with the activity, outcome, a timeline, and the responsibility of what we would do with this funding. It is a one-time \$494,311 dollar amount apportioned to our consortium to be used by December 31, 2017; the State will allow us to plan what we need to do with it. It could only be used for data and accountability, no salaries. A close out report is due February 17, 2018 and will include a Practice with Promise submission to release remaining 15% of funding.

Henry Hua suggested that we reach out to other consortia within the region.

3.7 April 29th Executive Committee Meeting Minutes

Emma Diaz shared that Dr. Marsden requested the amendment of the April 29th minutes, due to no quorum during this meeting, the item will be brought up on the August 12th meeting as an action item.

3.8 Preliminary Allocation Worksheet for 2015-2016

Emma Diaz gave an update of the expenditures and revisions of the consortium funding for the college district. The total available funding for projects in year 1 is \$568, 237.00.

Henry Hua share the recommended projects that both San Bernardino Valley College and Crafton Hills College would facilitate:

1. Summer bridge program for transitioning adults to the college
2. development of transitions course to transition from the Adult School to the College
3. Host faculty conversations between College and Adult School teachers to build curriculum
4. Pilot non-credit courses for both colleges

4. **Unfinished business**

4.1 None

5. **Announcements**

5.1 New Leadership on the Inland Adult Education Consortium Executive Committee

Emma Diaz announced that, pending the approval of the Board of Trustees, the following have been selected as presidents for the two colleges: Diana Rodriguez, M.Ed. has been selected for San Bernardino Valley College and Dr. Wei Zhou was selected for Crafton Hills College; both are due to start in early July.

6. **Adjournment**

Meeting was adjourned at 9:43 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be held on Friday, August 12, 2016 at 7:30 a.m. at the San Bernardino Valley College, 701 S Mount Vernon Ave, San Bernardino, California, conference room B112.