



## Minutes of the Executive Committee Meeting February 19, 2021

Approved

Date of approval: March 12, 2021

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/93601115851> on Friday, February 19, 2021. The meeting convened at 8:03 a.m. Director Dr. Emma Diaz and Consultant Mr. Mitch Rosin conducted the meeting. Minutes recorded by Ms. Blanca Olguin.

### Executive Committee Members in attendance

Mr. Mauricio Arellano	Superintendent, Redlands Unified School District
Ms. Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Dr. Kevin Horan	President, Crafton Hills College
Ms. Diana Rodríguez	President, San Bernardino Valley College
Dr. Sandra Rodríguez	Assistant Superintendent, San Bernardino City Unified School District
Dr. Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS

### Members not in attendance

Dr. Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Dr. Frank Miranda	Superintendent, Colton Joint Unified School District

### Others Present

Mr. Brandon Dade	Assistant Superintendent, Student Services, Colton Joint Unified School District
Mr. Raul Pedraza Jr.	Vice Principal, Inland Career Education Center, SBCUSD
Mr. Brian Pope	Principal, Colton Joint Unified School District
Mr. Jorge Saucedo-Daniel	Assistant, Inland Adult Education Consortium
Ms. Leticia Villa	Principal, Inland Career Education Center, SBCUSD
Ms. Kimberly Watson	Principal, Rialto Unified School District

## IAEC Virtual Vote Record

**Motion:** Approval of January 22, 2021 IAEC Executive Committee Meeting Minutes.  
**Motion by:** Dr. Kevin Horan  
**Second by:** Ms. Cali Binks  
**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
Sandra Rodriguez, 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 January 22, 2021 were approved as presented, without changes.**

### 1. Public comment

1.1 None

### 2. Reports

#### 2.1 CAEP Update

Dr. Diaz shared the good news of the Governor’s proposed budget for 2021-2022 released January 8:

- In the proposed budget is a 1.499% COLA increase, translating to about a \$8.1M increase to the CAEP consortia allocation.
- \$1M goes to CAEP Technical Assistance Funding (CAEP TAP).
- The 2021-2022 IAEC Preliminary Allocation is: \$10,890,742 (inc a COLA increase of \$160,938)

Mr. Rosin said that in the May revise there might be some changes.

#### 2.2 Consortium Budget Update

Dr. Diaz gave an update of the Inland Adult Education Consortium budget and stated that the Executive body will decide on how they would like to allocate the remaining funds. She will present each member’s budget and the enrollment numbers in March:

2020-21 February Preliminary Allocation and COLA (\$245,710)	\$10,975,514
May Revise decrease of 12.105%	\$1,328,644
May Revised Allocation	\$9,646,870
(SBCUSD covered the decrease \$1,328,644)	
July Revise increase of 11%	\$1,082,934
August Allocation to Redlands	\$180,000

## **Remaining 2020-21 Funds with Fiscal Agent**

**\$902,934**

Mr. Arellano asked if these were ongoing funds?

Dr. Diaz replied yes, they are ongoing funds unless there is a substantial decrease in funds in the future.

Mr. Rosin said that for this year the budget may remain intact but for the 2022-2023 fiscal year, there might be cuts.

### **2.3 CAEP Guidance**

Dr. Diaz talked about the memo the state issued on December 11, 2017. It was reissued by the CAEP office on February 10, 2021 as a reminder that fees should not be charged for courses in ABE, ASE, ESL, and adults with disabilities. CTE programs can charge fees. The CAEP office has identified discrepancies and on July 1, 2021 the state will be sending better guidance regarding program fees.

### **2.4 Due Dates**

Dr. Diaz shared the Fiscal and Data due dates:

#### **TOPSpro Data Deadlines**

- Apr 30: Student Data due in TOPSPro (Q3)

#### **NOVA Deadlines**

- Mar 1: 18-19 and 19-20- and 20-21-Member Expense Report due in NOVA (Q2)
- Mar 1: Close out of 18-19 Member Funds due in NOVA
- Mar 31: 18-19 and 19-20- and 20-21-Member Expense Report certified by Consortia in NOVA (Q2)
- Mar 31: Close out of 18-19 funds in NOVA certified by Consortia in NOVA
- Mar 31: End of Q3

### **2.5 IAEC Steering Committee Report**

Dr. Diaz reported on the Steering Committee meeting held on February 11, 2021. The IAEC website is getting a facelift by moving into a new structure, making it easier and more accessible for students.

#### **District updates:**

- Each district responding to the need in their area (loaning computers and technology)
- Fluctuations in enrollment with strong persistence from students
- Future course delivery may include hybrid models
- Several campuses are working on WASC accreditation

Mr. Rosin stated that the company that does the IAEC summer mailer will be assisting with the social media marketing. They will create a monthly report that will be shared during the IAEC Executive Committee meetings. He gave a presentation on the first seven days of data from Facebook activity: there were 33-page views; 3,376 people were reached; and 326 post engagement. The ad activity includes all of Facebook Corporate assets like Instagram: 3,651 reached; 154 post engagement; and with 124 people clicked on links to get more information about the services offered. The target audience access is predominantly through mobile and women ages 45-54. The main audience is Spanish speakers with 1,391 and English speakers with 1,286.

Dr. Rodriguez said it was great information and it helps to be more targeted. She asked if any other programs can be targeted like citizenship, nursing, or welding programs and if she could see what the ad looks like.

Mr. Rosin replied that now that they know how people are engaging the social media, they can target the ads to any group. The ad will be included in the next report.

Dr. Diaz added that inquiries are being directed and monitored by the transition counselors. They will be doing the initial assessment and connect them to the programs at each location based on needs.

## 2.6 CAEAA Report Out

Mr. Rosin gave a summary of the report on the CAEAA 24th Annual Conference held on February 4, 2021; the full presentation was shared via email:

### CDE Updates

- WIOA funding – added \$18M = \$2M into CA
  - Amended GANS funding for 21-22 and 22-23
- Continuous Improvement Plan – Everybody to continue CASAS testing
- Statewide Network Meetings
- CAEP – Ongoing COVID-19 concerns and impacts
- Session Timeline
- FY 21-22 Budget – additional funding into jail education
- 2021 Priorities
  - Maintain AE Funding & COLA
  - Address Funding Distribution & Timing
  - Develop Carryover Criteria for CAEP Funding
  - Education Code Updates
- 2021 Strategy
  - Increased Local Grassroots Advocacy
  - State Level Coordination & Lobbying
- Community College

## 3. Discussion items

3.1 None

## 4. Old business

4.1 None

## 5. Action Items

5.1 None

## 6. Announcements

6.1 Executive Committee Meeting Dates

Dr. Diaz announced the upcoming meeting dates and the importance of meeting quorum:

- March 12, 2021 (CFAD Discussion)
- April 16, 2021 (CFAD Approval)
- May 14, 2021
- June 2, 2021 (Annual Plan Retreat)

## 6.2 Conferences

Dr. Diaz shared the upcoming conferences:

- March 3, 2021: CCAOE – Virtual
- March 11, 2021: ACCE – Virtual half day event
- March 21-24, 2021: COABE – Virtual
- April 21-23, 2021: CCAE – Virtual
- April 30 – May 1, 2021: Career Non-Credit Education Institute – Virtual
- June 17-18 & 22-23, 2021: CASAS – Virtual

## 6.4 SBVC and Crafton Hills Accreditation

Ms. Diana Rodriguez shared that both Crafton Hills and Valley received the highest accreditation award from ACCJC; there were only four colleges in the Community College system that received it. She thanked the partners present for their commendation on the community college work.

Dr. Horan stated that it is a relief to get full accreditation because it is a lot of work.

## 6.5 Brian Dade

Mr. Dade introduced himself as the new Assistant Superintendent to Student Services in Colton Joint USD. He came from Walnut Valley Unified as a Director in the same capacity. He is ecstatic to return Colton JUSD where his kids started their journey and be able to give back.

## **7. Closed Session**

7.1 None Requested

## **8. Adjournment**

Motioned by Ms. Diana Rodriguez seconded by Ms. Cali Binks, the meeting adjourned at 8:35 a.m.

The next virtual meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, March 12, 2021 at 8:00 a.m. via ZOOM.