



## Minutes of the Executive Committee Meeting August 6, 2021

Approved

Date of approval: September 24, 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/97524343990> on Friday, August 6, 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
Dr. Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Ms. Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District <i>joined at 8:34</i>
Dr. Frank Miranda	Superintendent, Colton Joint Unified School District <i>joined at 8:16</i>
Dr. Sandra Rodríguez	Assistant Superintendent, San Bernardino City Unified School District
Dr. Scott Thayer	President, San Bernardino Valley College

### Members not in attendance

Dr. Kevin Horan	President, Crafton Hills College
Dr. Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS

### Others Present

Mr. Dana Carter	Principal, Yucaipa-Calimesa Joint Unified School District
Dr. Cindy Prentice	ROP/CTE Program Manager, SBCSS
Mr. Jorge Saucedo-Daniel	Assistant, Inland Adult Education Consortium

### IAEC Virtual Vote Record

<b>Motion:</b> Approval of the April 16, 2021 IAEC Executive Committee Meeting Minutes.			
<b>Motion by:</b> Cuauhtémoc Avila			
<b>Second by:</b> Mauricio Arellano			
<b>Discussion:</b> None			
<b>Member Name</b>	<b>AYE</b>	<b>Abstain</b>	<b>Absent</b>
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		
Scott Thayer, President, San Bernardino Valley College		x	
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS			x
<b>The Minutes of the Inland Adult Education Consortium Executive Committee Meeting on April 16, 2021 were approved as presented, without changes.</b>			

**1. Public comment**

1.1 None

**2. Reports**

2.1 Introduction of Dr. Scott Thayer

Mr. Rosin asked all present to introduce themselves to the new IAEC SBVC voting member Dr. Scott Thayer.

2.2 Fiscal Update 2021-2022 Funding

Dr. Diaz gave a fiscal update based on April 16 IAEC Executive Committee meeting – CFAD vote. She contacted the members’ fiscal offices and created the contracts/MOUs to be able to disburse funding. The Fiscal Agent usually receives the funds the last week of August. The payment schedule has already been set up and will begin on September 1; the contracts are going to be on the SBCCD board on August 12, contracts can always be amended.

2.3 CAEP COLA Guidance Letter – July 14, 2021

Dr. Diaz shared last month’s State Legislature, the 2021-22 budget bill that saw a 4.01% or \$21.8M increase to the CAEP baseline funding passed. The new CAEP baseline is \$560,376,000. This is great news because the total that IAEC is going to receive is a 2.51% increase which increases the base funding as well for the Inland Adult Education Consortium. On the last section, is a reminder that CAEP funds are restricted funds for individuals who are 18 and over and in the seven program areas within the approved Plan.

2.4 CAEP Update: Three-Year Planning Process

Dr. Diaz stated that the Three-Year Plan is for years 2022 – 2025 and it is due in NOVA on June 20, 2022. The state guidance and planning process will be out soon.

2.5 District Updates per Steering Committee Members

Dr. Diaz stated she met with the Steering Committee last week to review the Annual Plan before presenting it to the Executive members. She shared that she reviewed September deadlines with the Steering Committee. She also shared the district updates:

- Most districts are on-site and in-person instruction with some hybrid exploration
- Most programs return starting August 9
- District activities – there are new programs with new partnerships, increases on enrollment, hybrid curriculum delivery, and are working on transition with the transition counselors and advisors

### 2.6 Marketing update: Summer Mailer and Website

Dr. Diaz shared that the mailer was sent out July 30 to 248,000 households within the SBCCD boundaries. It has information both in English and in Spanish. On the front side, it has the advertisement and on the backside, it has everybody's contact information. It usually mails out around the last week of July - first week of August to boost enrollment. She also shared that the IAEC website has a new look; Jorge worked on it over the summer. It is more user friendly and fully Brown Act compliant. The IAEC Executive Committee meetings' documents are posted there. The website address is [www.Inlandaebg.org](http://www.Inlandaebg.org)

## 3. Discussion items

### 3.1 COLA Requests per Bargaining Unit Negotiations

Dr. Diaz asked the Executive Committee members about the timeline and if their boards are still meeting and discussing with bargaining units regarding negotiations. She said it takes her two to three months to be able to send out funds and now that the state increased the COLA amount, it gives the IAEC more funds to be able to address any issues or requests.

Mr. Arellano stated that Redlands USD has not started formal negotiations.

Dr. Miranda stated that Colton JUSD has not started the process of negotiations; negotiations will probably be done by April/May and will have to retro pay then.

Dr. Thayer stated that it is too early in the process.

CHAT:

Dr. Rodriguez stated that SBCUSD has started negotiations.

### 3.2 2020-2021 DIR/MIS Review

Dr. Diaz reviewed the enrollment data and shared the demographics of the IAEC region; 6,260 students were reflected in the CASAS TE system:

- 67% female; 31% male
- 78% Hispanic or Latino; 22% Not Hispanic or Latino
- 39% studied outside of US (2,426)
- Ages: 20% - 18-24 years old; 58% - 25-44 years old; and 22% - 45-70+ years old
- Native language: 41% English; 47% Spanish; 1% Portuguese; 1% Arabic; & 1% Chinese

IAEC Member Agency	2017-18 Q4 Enrollment	2018-19 Q4 Enrollment	2019-20 Q4 Enrollment	2020-21 Q4 Enrollment
Colton Joint Unified	503	637	544	357
Redlands Unified	541	692	829	526
Rialto Unified	1,122	1,386	1,083	790
San Bernardino CCD (Counseling)	96	925	1,705	1,363
San Bernardino City Unified (ICEC)	5,311	4,520	3,975	3,659
San Bernardino COE (CTE)	NA	816	1,054	461
Yucaipa-Calimesa Joint Unified	461	538	497	367

Dr. Miranda asked how he could get the enrollment numbers so he can share with his Executive Cabinet team.

Mr. Rosin responded that the adult school principal could run the DIR report.

CHAT:

Dr. Rodriguez asked if distance learning would continue to be offered.

Mr. Rosin responded that yes; it is now one of the seven state key priorities to have a technology distance learning plan as part of the district’s initiative.

Dr. Diaz shared that the transition counselors had shared with her that many of the appointments with students took a little bit longer, because emotionally of what was happening. They had to unpack a lot more of their emotions and find someone that would listen to them. Instead of just being a half an hour appointments, now they turned into an hour and a half. Due to the technology issues, some of them needed help just walking them step by step into the system of how-to login and how-to set up an appointment with them.

Dr. Avila asked if there was anything that could be done to increase the enrollment numbers. He suggested reaching out to previous students or doing a survey.

Mr. Rosin stated that the recommendation should be added to the Steering Committee meeting next month.

Dr. Thayer shared that SBVC started to locate students using many approaches: via mailer, surveys, geofencing, calling them to let them know they are open and reminding them the resources they have to offer such as the food pantry.

#### 4. Old business

4.1 None

#### 5. Action Items

5.1 COLA

**IAEC Virtual Vote Record**

<b>Motion:</b> To accept the additional COLA funding of \$273,622.00.			
<b>Motion by:</b> Frank Miranda			
<b>Second by:</b> Cuauhtémoc Avila			
<b>Discussion:</b> The new COLA total of \$434,560.00 will be parked with the Fiscal Agent.			
<b>Member Name</b>	<b>AYE</b>	<b>NAY</b>	<b>Absent</b>
Mauricio Arellano, Superintendent, Redlands USD	x		
Cuauhtémoc Ávila, 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		
Scott Thayer, President, San Bernardino Valley College	x		
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS			x
<b>Motion carried unanimously by all present.</b>			

5.2 Annual Plan

**IAEC Virtual Vote Record**

<b>Motion:</b> To approve the 2021-2022 Annual Plan.			
<b>Motion by:</b> Mauricio Arellano			
<b>Second by:</b> Frank Miranda			
<b>Discussion:</b> None			
<b>Member Name</b>	<b>AYE</b>	<b>NAY</b>	<b>Absent</b>
Mauricio Arellano, Superintendent, Redlands USD	x		
Cuauhtémoc Ávila, 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		
Scott Thayer, President, San Bernardino Valley College	x		
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS			x
<b>Motion carried unanimously by all present.</b>			

6. Announcements

## 6.1 Executive Committee Meeting Dates

Dr. Diaz announced the upcoming meeting dates and reminded the Executive Committee that all meetings start at 8:00 a.m.:

- September 24, 2021
- October 29, 2021
- December 10, 2021

## 6.2 Conferences

Dr. Diaz shared the upcoming conferences:

- September 7-9, 2021: CWA Meeting of the Minds – Monterey
- September 20-24, 2021: CAEP Directors Meetings – Virtual
- October 26-28, 2021: CAEP State Summit – Virtual
- November 18, 2021: ACCE Event – Virtual
- November 19-20, 2021: South Coast/Southern CCAE – Palm Springs

Mr. Carter shared that the South Coast/Southern section CCAE conference will be on November 19-20 in Palm Springs with training sessions on Saturday and Sunday. It includes all of the adult education members, not just teachers.

## **7. Closed Session**

7.1 None Requested

## **8. Adjournment**

Motioned by Dr. Cuauhtémoc Avila, seconded by Dr. Sandra Rodríguez the meeting adjourned at 8:41 a.m.

The next virtual meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, September 24, 2021 at 8:00 a.m. via ZOOM.