



Minutes of the Executive Committee Meeting September 24, 2021

Approved

Date of approval: October 29, 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/92183144218> on Friday, September 24, 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
Dr. Kevin Horan	President, Crafton Hills College
Dr. Frank Miranda	Superintendent, Colton Joint Unified School District
Dr. Sandra Rodríguez	Assistant Superintendent, San Bernardino City Unified School District
Dr. Scott Thayer	President, San Bernardino Valley College
Dr. Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS

Members not in attendance

Others Present

Mr. Dana Carter	Principal, Yucaipa-Calimesa Joint Unified School District
Mr. David Finley	Principal, Redlands Unified School District
Mr. Raul Pedraza	Vice Principal, ICEC, SBCUSD
Dr. Cindy Prentice	ROP/CTE Program Manager, SBCSS
Mr. Jorge Saucedo-Daniel	Assistant, Inland Adult Education Consortium
Ms. Leticia Villa	Principal, ICEC, SBCUSD

IAEC Virtual Vote Record

Motion: Approval of the August 6, 2021 IAEC Executive Committee Meeting Minutes.			
Motion by: Cuauhtémoc Avila			
Second by: Mauricio Arellano			
Discussion: None			
Member Name	AYE	Abstain	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		
Scott Thayer, 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 August 6, 2021 were approved as presented, without changes.			

1. Public comment

1.1 None

2. Reports

2.1 CAEP Updates

Dr. Diaz talked about the CAEP Three-Year Planning process, it is designed to provide consortia and consortium members a chance to (1) collectively assess the impact of services provided over the previous period, (2) identify educational and workforce needs among adult education beneficiaries and providers in the region, and (3) define strategies and activities to meet these needs over the coming three years.; the final plan is due in NOVA June 20, 2022. In preparation, TAP is holding a series of webinars:

- The Planning Mindset
- Consortium Program Quality Self-Assessment
- Building Sustainable Collaborative Partnerships
- CAEP Program Evaluation 101
- Logic Modeling
- Three-Year Plan in NOVA

The TAP office released an infographic, a final 2022-2025 Three-Year Plan guidance, and a Three-Year Plan template; they are all included in the Board packet. In the template there is a breakdown by section and in agreement with the Steering Committee, it was decided to follow the template breakdown by section:

- Section 2 – will be addressed in December
- Section 3 – in January
- Section 4 – in February
- Sections 5 & 6 – in March

- Draft to be submitted to the EC members – before or beginning of April
- Vote – in April’s Executive Committee meeting

Mr. Rosin added that it was asked by the state not to use enrollment data from the pandemic years; historic data and labor market data from the San Bernardino Workforce Board will be used instead.

Dr. Diaz stated that Annual Plans are still due every year. She also shared that just last Monday, it was released that there will be a Directors’ meeting this week.

2.2 District Updates per Steering Committee

Dr. Diaz shared the member districts’ updates:

- All NOVA deadlines were met for quarter 4
- There is a mix of both, in-person and remote instruction and CASAS testing is mostly on-site
- CTE has most of the challenges
- They are offering more wrap-around services that includes a food pantry at Rialto USD

2.3 CWA Meeting of the Minds

Dr. Diaz said the conference was held in Monterey on September 7-9, 2021. Dr. Diaz and Mr. Mitch Rosin co-presented. It was the first in-person conference that she attended since going remote due to COVID-19. A lot of individuals expected to attend, did not; this gave an opportunity to see what the challenges are for an in-person event.

Mr. Rosin added that their goal was to meet with Marlena Sessions, Workforce Director, SB County's Workforce Development Board but she did not attend.

Dr. Diaz stated that she will find another avenue to meet with her because her involvement is needed in the Consortium. Julie Peckman is always invited to the Annual Plan meetings so she can share the programs that are being funded at the college level and how the Consortium can connect to those pathways.

2.4 Q4 EOY Member Budget Review

Dr. Diaz reviewed the total CAEP funds of \$11,164,364 for 2021-2022 and the Budget and Workplan available funds including the Consortium Roll-up for 2021-2022. Every member can log in into NOVA to see the available funds or they can ask Fiscal to run the numbers to see where their individual budgets are.

CAEP Consortium Dashboard

47 Inland Adult Education Consortium

Member Agency	(2021-22)
Colton Joint Unified	\$636,304
Redlands Unified	\$686,512
Rialto Unified	\$1,105,470
San Bernardino CCD	\$1,632,465
San Bernardino City Unified	\$6,237,927
San Bernardino Co. Office of Education	\$237,303
Yucaipa-Calimesa Joint Unified	\$628,383
Total Allocated to Members	\$11,164,364
Total CAEP Funds	\$11,164,364
Total Remaining	\$0

Budget & Workplan 2021-22

Member Agency	Available Funds
Colton Joint Unified	\$718,672
Redlands Unified	\$826,560
Rialto Unified	\$1,695,956
San Bernardino CCD	\$2,712,599
San Bernardino City Unified	\$7,449,985
San Bernardino Co. Office of Education	\$305,206
Yucaipa-Calimesa Joint Unified	\$912,468

Consortium Roll-up for 2021-22

Mr. Rosin added that the available funds are an aggregate of the carry over funds from the last couple of years plus this year’s allocation.

aggregate

2.5 Update on Brown Act Waiver

Mr. Rosin stated that AB339 passed but has not been signed yet. It extends the Brown Act waiver through December of 2023. It allows for teleconferencing in jurisdictions of 250,000 people or higher. AB361 was signed by the Governor on September 16, 2021; it allows for continued teleconference meetings, with reevaluation of situation every 30 days, if there is a state of emergency.

Dr. Miranda stated that Colton Joint USD has to validate through their Board if there is a state of emergency and wonders if the IAEC Board has to validate it too. He asked the fellow Executive Board members to share any thoughts regarding the validation piece.

Mr. Rosin stated that the IAEC Executive Committee is the Board and it would have to be voted on a monthly basis.

Dr. Rodriguez stated that maybe the state of emergency is not necessarily a shut down but about staffing and how to continue to be able to operate; they have to take mitigating actions. One of the mitigating actions is to continue to have meetings online; to have less congregation and limit the opportunity for the virus to spread.

3. Discussion items

3.1 COLA Requests per Bargaining Unit Negotiations

Dr. Diaz reviewed the Fiscal Agent budget for 2020-2021 and 2021-2022. For 20-21 there are **\$679,094** available funds as **one-time** and for 21-22 there is **\$1,113,564** available funds as **on-going**.

Mr. Rosin stated that there is one-time funding and might want to reserve from the on-going for negotiations.

Dr. Horan said that they are finalizing a classification study that will result in salary level adjustment and not necessarily COLA.

Dr. Rodriguez stated that SBCUSD is still in negotiations, there will be raises anywhere from 2-4% and will need additional funding to cover the costs.

Mr. Arellano stated that they have not started negotiations but anticipate 4% on-going in addition to the medical cap, plus longevity, and COLA.

Dr. Miranda stated that CJUSD negotiated last year and they are done and will start negotiations again for this fiscal year in October. They are still trying to figure out COLA and staffing.

Dr. Avila said they settled last Spring for this fiscal year with 5% ongoing and 1.5% off schedule.

Ms. Binks stated they are currently sitting at 3.5% but have not settled.

Dr. Diaz shared that Yucaipa-Calimesa JUSD is putting together a request for funds proposal from the one-time funding, it will be discussed during the October meeting. She reminded the Board that it takes approximately about 3 months for the funding to reach the districts; she asked to reach out to her if there are any questions and/or concerns.

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:

- October 29, 2021
- December 10, 2021

6.2 Conferences

Dr. Diaz shared the upcoming conferences:

- September 20-24, 2021: CAEP Directors Meetings – Virtual
- October 26-28, 2021: CAEP Summit – Virtual
- November 18, 2021: ACCE Event – Virtual
- November 19-20, 2021: South Coast/Southern CCAE – Palm Springs

Mr. Carter stated that the CCAE will be the first in-person conference in the area with 6 sessions and two different award events. There are 18 presenters lined up. Face mask will be required indoors and the next planning meeting will be tomorrow morning.

6.3 Transitions – Model Program

Dr. Diaz announced that she submitted to the state the Inland Adult Education Consortium “The Role of Transition Services in Moving Students to Postsecondary Enrollment” for nomination as a model program. It was accepted, the state will officially showcase it at the CAEP Summit as a model program. It will be published, and will be placed in the ACAEP and CAEP website, highlighted at conferences throughout California, and distributed to local, regional, and state officials! It is a true testament of all of the hard work that started six years ago with the Inland Adult Education Consortium and the transition counselors: Maria, Pete, & Alex.

Advancing CA Adult Education Model Program Submission Update



Thank you for nominating the CAEP model program entitled, “The Role of Transition Services in Moving Students to Postsecondary Enrollment”! Your willingness to showcase a new, emerging, and/or promising program is greatly appreciated. CAEP TAP is looking forward to sharing your model program with other adult education programs and practitioners.

Your CAEP model program has been reviewed and scored by CAEP TAP using the rubric criteria stated on the nomination form. Your model program scored enough points to be showcased at the CAEP Summit 2021, published on the Advancing CA Adult Education website and the CAEP website, highlighted at conferences throughout California, and distributed to local, regional, and state officials.

Dr. Avila suggested that if a plaque is received, maybe each member can get a replica.

7.1 None Requested

8. Adjournment

Motioned by Dr. Cuauhtémoc Avila, seconded by Dr. Sandra Rodríguez the meeting adjourned at 8:39 a.m.

The next virtual meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, October 29, 2021 at 8:00 a.m. via ZOOM.