



## Minutes of the Executive Committee Meeting September 23, 2022

Date of approval: 12.09.2022

Initials: ED

**Call to order:** Due to COVID-19 and with the IAEC Board approval of AB 361, a virtual meeting of the Inland Adult Education Consortium Executive Committee was held via Zoom: <https://sbccd-edu.zoom.us/j/85682829896> on Friday, September 23, 2022. The meeting convened at 8:05 a.m. Director Dr. Emma Diaz and Consultant Mr. Mitch Rosin conducted the meeting. Minutes recorded by Ms. Melissa Heredia.

### Executive Committee Members in attendance

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. Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS

### Members not in attendance

Mr. Mauricio Arellano	Superintendent, Redlands Unified School District
Dr. Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Dr. Scott Thayer	Interim President, San Bernardino Valley College

### Others Present

Dana Carter	Principal, Yucaipa-Calimesa Joint Unified School District
Mr. Jorge Saucedo-Daniel	Assistant, Inland Adult Education Consortium

## 1. AB 361 for IAEC Board Meeting

<p><b>Motion:</b> Inland Adult Education Consortium Board approval of AB 361 for a virtual meeting to be held via Zoom: <a href="https://sbccd-edu.zoom.us/j/85682829896">https://sbccd-edu.zoom.us/j/85682829896</a> on Friday, September 23, 2022.  <a href="https://www.nossaman.com/newsroom-insights-everything-local-public-agencies-need-to-know-about-california-virtual-meeting-laws">https://www.nossaman.com/newsroom-insights-everything-local-public-agencies-need-to-know-about-california-virtual-meeting-laws</a></p> <p><b>Motion by:</b> Sandra Rodriguez  <b>Second by:</b> Cali Binks  <b>Discussion:</b> None</p>			
Member Name	AYE	NAY	Absent
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, Interim President, San Bernardino Valley College			x
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x		
<p><b>Motion carried unanimously by all present.</b></p>			

## 2. Minutes

<p><b>Motion:</b> Approval of the August 5, 2022 IAEC Executive Committee Meeting Minutes.  <b>Motion by:</b> Sandra Rodriguez  <b>Second by:</b> Cali Binks  <b>Discussion:</b> None</p>			
Member Name	AYE	NAY	Absent
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, Interim 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 5, 2022 were approved as presented, without changes.**

### **3. Public comment**

3.1 None

### **4. Reports**

4.1 2021-2022 Q4 Fiscal Close Out

Dr. Diaz shared we were able to submit the Consortium close-out ahead of schedule which is for 2021-22 Q4. The close-out pushes carry over funding to the new fiscal year and adds it the 2022-23 budget.

4.2 2022-2023 Budget and Workplan

The three-year plan template is a little different this year so Dr. Diaz has sent out some instructions on the new descriptor tabs that you will see. Hopefully this will be a useful guide for everyone. This will be due October 30, 2022.

4.3 2022-2023 Beginning of the Year Letter

This letter outlines student data collection and our fiscal responsibility and how it correlates to student outcomes. This is shared with all Steering Committee members who will provide this information to the person responsible for collecting their student data.

4.4 2021-2022 Program Area Reporting Letter

Just released on September 13, 2022 – this is submitted once a year with estimates due September 30, 2022. Actuals are certified on December 1, 2022. This allows us to put in all hours of instruction for each program area and the corresponding expensing budget. There is also an area to include all other funding sources such as, CalWorks, WIOA, would also go into this area. All letters will be sent to Steering Committee so everyone has up to date information.

### **5. Discussion items**

5.1 IAEC Consortium Open Position - Secretary

San Bernardino City Unified has offered to continue to provide an administrative support person who will be paid part-time out of consortium funds. This person will aid Dr. Diaz and the executive team. Dr. Diaz will work directly with Dr. Rodriguez to fill this position.

**6. Action Items**

6.1 Ongoing funding for San Bernardino Valley College

<b>Motion:</b> To approve \$202,974 in ongoing funding for San Bernardino Valley College.			
<b>Motion by:</b> Sandra Rodriguez			
<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, Interim President, San Bernardino Valley College			x
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x		
<b>Motion carried unanimously by all present.</b>			

6.2 Ongoing funding for Crafton Hills College

<b>Motion:</b> To approve \$49,503 in ongoing funding for Crafton Hills College.			
<b>Motion by:</b> Sandra Rodriguez			
<b>Second by:</b> Cali Binks			
<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, Interim President, San Bernardino Valley College			x
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x		
<b>Motion carried unanimously by all present.</b>			

### 6.3 Ongoing funding for Redlands Adult School

<b>Motion:</b> To approve \$40,000 in one-time funds and \$202,000 in ongoing funds for Redlands Adult School.			
<b>Motion by:</b> Kevin Horan			
<b>Second by:</b> Sandra Rodriguez			
<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, Interim President, San Bernardino Valley College			x
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x		
<b>Motion carried unanimously by all present.</b>			

### Summary of Remaining Funds

You will receive two separate requests in NOVA for you to approve:

1. One time funding for Redlands from 2020-21 \$40,000.00
2. Ongoing funding for Redlands from 2022-23 \$202,000.00

With these approvals this will revise budgets moving forward:

- Revised budget for Redlands - \$888,512.00 – Ongoing Funding
- Revised budget total for SBCCD - \$787,048.00 – Ongoing Funding

## 7. **Announcements**

### 7.1 Executive Committee Meeting Dates

Dr. Diaz shared the remaining EC meeting dates which will be virtual:

- October 28, 2022
- November 2022 – NO MEETING
- December 9, 2022

### 7.2 Conferences

Dr. Diaz shared the upcoming conference dates:

- September 19-23, 2022: CAEP Director’s Summit – Virtual
- October 25-28, 2022: CAEP Annual Summit – Virtual
- November 30 – December 3, 2022: ACTE CareerTech Vision Annual Conference – Las Vegas, NV

### 7.3 Consultant

The former CAEP TAP Director, Diana Batista is now the new CDE Consultant who will support our region.

## **8. Closed Session**

8.1 None Requested

## **9. Adjournment**

The meeting adjourned at 9:18 a.m.

The next meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, October 28, 2022 at 8:00 a.m.