



## Minutes of the Executive Committee Meeting September 29, 2023

Date of approval: 10.20.2023

Initials: ED

**Call to order:** Per Brown Act guidelines, the Inland Adult Education Consortium Executive Committee was held via Zoom: <https://sbccd-edu.zoom.us/j/87054625005> on Friday, September 29, 2023. The meeting convened at 8:02 a.m. Director Dr. Emma Diaz and Consultant Mr. Mitch Rosin conducted the meeting. Minutes recorded by Ms. Jessica Arellano Velasco. The public is welcome to join virtually, or via in-person attendance:

District	Meeting Address
Colton Joint USD	1212 Valencia Dr., Colton, CA, 92324 – Superintendent’s Conference Room
Crafton Hills College	11711 Sand Canyon Rd., Yucaipa, CA, 92399 – President’s Conference Room
Redlands USD	20 W. Lugonia Ave., Redlands, CA, 92374 – Superintendent’s Conference Room
Rialto USD	260 S. Willow Ave., Rialto, CA, 92376 – Superintendent’s Conference Room
San Bernardino City USD	777 N. F St., San Bernardino, CA, 92410 – Superintendent’s Conference Room
San Bernardino COE	601 N. E St., San Bernardino, CA, 92410 – Dorothy Inghram Learning Center
San Bernardino Valley College	701 S. Mt. Vernon Ave., San Bernardino, CA, 92410 – President’s Conference Room
Yucaipa-Calimesa Joint USD	12797 3rd St., Yucaipa, CA, 92399 – Superintendent’s Conference Room

### Executive Committee Members in attendance

Ms. Cali Binks                      Superintendent, Yucaipa-Calimesa Joint Unified School District  
 Mr. Juan Cabral                    Superintendent, Redlands Unified School District  
 Dr. Linda Fontanilla              Interim President, San Bernardino Valley College  
 Dr. Frank Miranda                 Superintendent, Colton Joint Unified School District

### Members not in attendance

Mr. Mauricio Arellano            Superintendent, San Bernardino City Unified School District  
 Dr. Cuauhtémoc Avila            Superintendent, Rialto Unified School District  
 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 Adult School  
 Ms. Angela Hatter                 Principal, Colton Adult School  
 Mr. Troy Martinez                 Principal, Redlands Adult School  
 Mr. Raul Pedraza Jr.               Principal, Inland Career Education Center Adult School  
 Ms. Kim Watson                    Principal, Rialto Adult School

**Quorum: 3 K12 plus 1 CC**

<b>Establish Quorum: 3 K12 plus 1 CC</b>	
<b>Member Name</b>	<b>Attending</b>
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	x
Mr. Juan Cabral, Superintendent, Redlands Unified School District	x
Dr. Kevin Horan, President, Crafton Hills College	
Dr. Frank Miranda, Superintendent, Colton Joint Unified School District	x
Dr. Linda Fontanilla, Interim President, San Bernardino Valley College	x
Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	

**1. Minutes**

<b>Motion:</b> Approval of August 4, 2023, IAEC Executive Committee Meeting Minutes.			
<b>Motion by:</b> Dr. Frank Miranda			
<b>Second by:</b> Mr. Juan Cabral			
<b>Discussion:</b> None			
<b>Member Name</b>	<b>AYE</b>	<b>NAY</b>	<b>Absent</b>
Mr. Mauricio Arellano, Superintendent, Redlands Unified School District			x
Dr. Cuauhtémoc Avila, Superintendent, Rialto Unified School District			x
Ms. Cali Binks, Superintendent, Yucaipa-Calimesa Joint Unified School District	x		
Mr. Juan Cabral, Superintendent, Redlands Unified School District	x		
Dr. Kevin Horan, President, Crafton Hills College			x
Dr. Frank Miranda, Superintendent, Colton Joint Unified School District	x		
Dr. Linda Fontanilla, Interim President, San Bernardino Valley College	x		
Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS			x
<b>The Minutes of the Inland Adult Education Consortium Executive Committee Meeting on August 4, 2023, were approved as presented, without changes.</b>			

**2. Public Comment**

2.1 None

**3. Reports**

- 3.1 2022-2023 Enrollment & Allocations & Carry Over: Dr. Emma Diaz presented
- Dr. Emma Diaz submitted all of our data on September 1, 2023.
  - On the spreadsheet, the left-hand column on enrollment shows you the enrollment off of the DIR directly for each one of the school districts.

IAEC Member Agency	2022-2023				2023-2024	
	2022-23 Q4 Enrollment	2022-2023 Allocation	% Spent	Carry Over	2023-2024 Allocation	Total 2023-2024 Budget
Colton Joint Unified	388	\$716,304	91%	\$74,725	\$716,304	\$791,029
Redlands Unified	702	\$888,512	90%	\$103,376	\$888,512	\$991,888
Rialto Unified	1,099	\$1,415,152	63%	\$809,714	\$1,415,152	\$2,224,866
San Bernardino CCD - Consortium	NA	NA	NA		NA	NA
San Bernardino CCD - College	2,495	\$787,048	80%	\$162,730	\$787,048	\$949,778
San Bernardino City Unified	4,308	\$6,479,927	86%	\$1,113,327	\$6,479,927	\$7,593,254
San Bernardino Co. Office of Education	501	\$605,053	88%	\$112,408	\$605,053	\$717,461
Yucaipa-Calimesa Joint Unified	450	\$733,838	60%	\$431,299	\$733,838	\$1,165,137
<b>TOTAL</b>	<b>9,943</b>					

- The left-hand column of the enrollment spreadsheet shows the enrollment for each school district directly from the DIR. The total number of students worked with is 9,943, which is an increase from the previous year by almost 1,000 students. However, please note that this number only includes the students who were worked with touch points at Valley College, as we did not have anyone at Crafton for the entire year.
- Allocation column, that's what everybody gets in their budget for the year.
- New is a column called "Percent Spent" this year, which is in response to AB 1491 that was introduced last year. The new law requires us to spend at least 80% of our budget for the year. Therefore, Member Districts need to monitor spending closely to ensure that meeting this requirement.
- Currently, there is \$1,249,294 available for Members to request for funding proposals or COLAs through the fiscal agent or the bank.

#### 4. Discussion Items

##### 4.1 ELL Healthcare Grant: Mr. Mitch Rosin presented

- The legislature allocated \$130 million to consortia for healthcare career pathways for ESL students, but the funds were delayed by over a year.
- IAEC was one of the 50 out of 71 in the state that qualified for funding. However, due to various issues, including problems with oversight at the Chancellor's office, a decision was made to not apply for the funding of approximately \$550,000. It was noted that it was a grant and therefore would need to be run through the grant office of the College, even though it was in the legislative language that it needed to be managed by the consortium director, which is a contradiction of policy.
- As of yesterday, almost half of the consortia (23 out of 50) haven't submitted their applications yet. It's unclear whether these 23 consortia have valid reasons or if they've simply requested extensions. However, there are several concerns regarding this matter, including the lack of oversight and inadequate management at the state level.
- Before returning to the state, Dr. Emma Diaz wanted to ensure that she had all the necessary information. So, she contacted Dr. Carolyn Zachary to discuss certain issues related to the grant. Additionally, Dr. Emma Diaz reached out to Joanne Oxendine, who is our Dean of Institutional Effectiveness, to seek her opinion on the matter because some aspects of the grant proposal were not in line with the usual grant protocols. IAEC was meticulous in the approach and due diligence.

##### 4.2 2023-24 Budget & Workplan Update: Dr. Emma Diaz presented

- Due to technical issues with the Nova system, the deadline to submit the budget and work plan has been extended from September 30th to October 20th.
- Dr. Emma Diaz has certified Q4 in Nova. The Q4 has been closed out, so the principal site administrators no longer have access to it. However, it shows a more up-to-date budget and carryover.

- Dr. Emma Diaz will be working with the Steering Committee to make sure that their budgets are ready and that we know exactly where we are going forward for this year.

4.3 Dr. Emma Diaz provided an informative explanation of the funding process. To start, site administrators submit a request outlining the areas where funding is required. Next, the Executive Committee reviews and discusses the proposals before voting on them at the upcoming meeting. A total of three requests were presented, in alphabetical order: Colton, Redlands, and Yucaipa.

Colton Fiscal Request of \$249,736: Dr. Frank Miranda presented

4.3a \$ 70,265 – Ongoing: Enrollment, Assessment, Registration Personnel

- Purpose and Justification: Staff needed to improve student enrollment and registration processes; including CASAS test proctoring, generating reports, assisting with general office tasks, and handing other duties as assigned.

4.3b \$ 12,875 – Ongoing: School Admin Assistant 10 to 12 month

- Purpose and Justification: The school principal needs administrative support on a 12-month calendar. This change will improve school processes.

4.3c \$ 87,176 – Ongoing: School Safety Officer

- Purpose and Justification: Currently, there is no security to oversee campus safety during day and evening business hours. Security is needed to provide a safe school environment.

4.3d \$ 79,420 – Ongoing: Close Deficit

- Purpose and Justification: For several years, Colton Adult School has used rollover CAEP funds to cover deficits in spending. We are requesting ongoing funding to close the yearly deficit spending gap, along with providing ongoing funding necessary for us to add two new positions and fund the Administrative Assistant year-round. The annual expenses for ongoing school operations will be covered without relying on rollover funds to cover expenses.

4.4 Redlands Fiscal Request of \$240,000: Mr. Troy Martinez presented

4.4a \$125,000 – Ongoing: COLA

- Purpose and Justification: To meet those ongoing benefits and salary increases for Classified and Certificated Staff and to have adequate funding to meet salary obligations and provide services to students.

4.4b \$ 35,000 – Ongoing: Software Purchases

- Purpose and Justification: In order to provide a flexible on demand curriculum to our students in our high school diploma and ESL programs and support our expansion, we need a funding increase to continue to use both Acellus and Burlington English to support student learning. Without this additional funding, Redlands Adult School would be forced to decrease the services it provides to students which would endanger both the school's growth and continued success.

4.4c \$ 80,000 – Ongoing: Clerical Support

- Purpose and Justification: As Redlands Adult School continues to increase enrollment, there is a need for more clerical support to help with the enrollment process, data entry, and attendance accounting. The additional clerical support would take away some data entry from the counseling department and allow counselors to focus more on supporting students.

4.5 Yucaipa Fiscal Request of \$335,000: Mr. Dana Carter presented

4.5a \$275,000 – One-Time: Portable

- Purpose and Justification: Our goal is to create a College and Career Center that will house our Crafton Hills College transition counselor, Workforce Development Board American Job Centers of California (AJCC) services and add additional classroom space that will allow YAS to expand services to the community. It is a one-time request that would cover the gap between

what we have predicted the cost would be and where some of the additional costs came in due to some ADA compliance issues that will need to be addressed with putting a building in. Adding a portable will provide extra classroom space allowing YAS to expand ESL offerings. Presently every classroom is shared by 3-4 teachers and there are no open rooms to address the 22 students on our beginning ESL waitlist.

4.5b \$60,000 – Ongoing: CASAS Proctor/Tester

- Purpose and Justification: To relieve counselors from testing so they can provide in-class support lessons and meet with students individually to create their individual learning plans. It will allow our school to create and hire a testing proctor position that will be able to facilitate both CASAS and GED testing on our site. It will ensure that every student’s testing environment is consistent with CAEP, GED and CASAS guidelines.

Mr. Mitch Rosin informed us that the Consortium's fiscal impact from the three requests is \$824,736, leaving about \$424,000 in the bank for future expenses.

## 5. Action Items

5.1 None

## 6. Announcements

6.1 2023-24 Executive Committee Meeting Schedule  
Dr. Emma Diaz shared the remaining EC meeting dates:

2023-2024 IAEC Executive Committee Meeting Dates	
Friday, August 4, 2023 – <b>Virtual</b>	Friday, February 23, 2024 – <b>Virtual</b>
Friday, September 29, 2023 – <b>Virtual</b>	Friday, March 15, 2024 - CFAD Discussion – <b>Virtual</b>
Friday, October 20, 2023 – <b>Virtual</b>	Friday, April 26, 2024 – CFAD Vote – <b>Virtual</b>
Friday, December 1, 2023 – <b>Virtual</b>	Friday, May 17, 2024 – <b>Virtual</b>
Friday, January 26, 2024 – <b>Virtual</b>	Wednesday, May 29, 2024 – Annual Plan Retreat - Location – In Person

- 6.2 Conferences Report Out
- September 5 – 7, 2023: CWA – Monterey, CA
    - Dr. Emma Diaz shared:
      - County Office of Education presented a curriculum they've created for helping teachers who teach in “gated communities” such as prisons, jails or similar systems.
  - September 14 – 15, 2023: CAEP Director’s Event – Sacramento, CA
    - Dr. Emma Diaz shared:
      - It was a wonderful opportunity for all 71 directors in the state to convene, gain professional development, and network.

6.3 Upcoming Conferences and Professional Development Opportunities

Dr. Emma Diaz shared the upcoming conference dates:

- October 4 - 5, 2023: CCCCO Vision 2030 Adult Education Summit – San Diego, CA

<https://www.eventbrite.com/e/vision-2030-a-call-to-action-adult-educationsummit-tickets-676272688817?aff=oddtcreator>

- October 17 - 19, 2023: NCHSE – Seattle, WA  
<https://healthscienceconsortium.org/conferences/>
- October 24 – 26, 2023: CAEP State Summit – Hilton, Universal, CA  
<https://register.caladulthood.org/Home/EventDetail/635>
- November 6 - 8, 2023: NAWDP Youth Symposium – Las Vegas, NV  
<https://www.nawdp.org/page/YDS23>
- November 17-18, 2023: CCAE Southern & South Coast Fall Conference – Palm Springs, CA  
<https://www.ccaestate.org/southern.html>
- November 28 - 30, 2023: ACTE – Phoenix, AZ  
<https://www.acteonline.org/tech-news-vision/>

## **7. Closed Session**

7.1 None Requested

## **8. Adjournment**

The meeting adjourned at 8:33 a.m.

The next meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, October 20, 2023, at 8:00 a.m.