



Minutes of the Executive Committee Meeting October 20, 2023

Date of approval: 01.26.2024

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/81205969002> on Friday, October 20, 2023. The meeting convened at 8:04 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

Dr. Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Ms. Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Mr. Juan Cabral	Superintendent, Redlands Unified School District
Dr. Kevin Horan	President, Crafton Hills College
Dr. Frank Miranda	Superintendent, Colton Joint Unified School District
Dr. Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS <i>arrived late at 8:06</i>

Members not in attendance

Mr. Mauricio Arellano	Superintendent, San Bernardino City Unified School District
Dr. Linda Fontanilla	Interim President, San Bernardino Valley College

Others Present

Mr. John Carranza	Vice Principal, Inland Career Education Center Adult School
Ms. Angela Hatter	Principal, Colton Adult School
Mr. Troy Martinez	Principal, Redlands Adult School
Dr. Sandra Rodriguez	Assistant Superintendent, San Bernardino City Unified School District
Mr. Raul Pedraza Jr.	Principal, Inland Career Education Center Adult School

Dr. Scott Thayer
Ms. Kim Watson

Vice President Student Services, San Bernardino Valley College
Principal, Rialto Adult School

Quorum: 3 K12 plus 1 CC

Establish Quorum: 3 K12 plus 1 CC	
Member Name	Attending
Mr. Mauricio Arellano, Superintendent, Redlands Unified School District	
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	
Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x

1. Minutes

Motion: Approval of September 29, 2023, IAEC Executive Committee Meeting Minutes.			
Motion by: Dr. Frank Miranda			
Second by: Dr. Kevin Horan			
Discussion: None			
Member Name	AYE	NAY	Absent
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		
The Minutes of the Inland Adult Education Consortium Executive Committee Meeting on September 29, 2023, were approved as presented, without changes.			

2. Public Comment

2.1 None

3. Reports

3.1 None

4. Discussion Items

- 4.1 2023-24 Budget & Workplan Update: Dr. Emma Diaz presented
- The due date is October 20, 2023. Please disregard the non-compliance email from CAEP TAP.
 - Certification is due by November 17, 2023. Once all those allocations go through, we will be able to settle our budget.
- 4.2 Colton Fiscal Request of \$66,783 (\$4,272 one-time funding; \$62,511 ongoing funding): Ms. Angela Hatter presented.
- Purpose and Justification: Colton Adult School houses a certified nursing assistant program on its campus, which is fully functional. Currently, the program is only available to high school students in the evenings as part of an after-school program. However, the school administration is interested in expanding the program for adults as well.

One-Time funding:

1. \$2,154 additional salary: Add 30 hours of program design time for Nurse Director to work with ESL teacher and site administrator on IET-CNA program development.
2. \$2,118: 35 Textbooks purchased to be loaned to students and reused year to year.

Ongoing funding:

3. \$50,062 Salary per year: Add Nursing Assistant Teacher for IET-CNA program.
4. \$7,179 salary: Add 10 hours weekly for 10 weeks for two sessions for clinical and adult student coordination.
5. \$1,000 salary: Marketing for adult IET-CNA program.
6. \$2,200: Instructional supplies.
7. \$770: Consumable workbooks.
8. \$400: Books used in class and during licensure testing.
9. \$800: Office supplies, miscellaneous, technology subscriptions for the classroom teacher.
10. \$100: Postage for mailing student applications to the state and for envelopes for testing results.

5. Action Items

- 5.1 Approve \$824,736 in Ongoing and One -Time funding as outlined below and in the IAEC Board Packet

Colton Fiscal Request: \$249,736

4.3a	\$ 70,265 – Ongoing: Enrollment, Assessment, Registration Personnel
4.3b	\$ 12,875 – Ongoing: School Admin Assistant 10 to 12 month
4.3c	\$ 87,176 – Ongoing: School Safety Officer
4.3d	<u>\$ 79,420</u> – Ongoing: Close Deficit
TOTAL:	\$249,736

Redlands Fiscal Request: \$240,000

4.4a	\$125,000 – Ongoing: COLA
4.4b	\$ 35,000 – Ongoing: Software Purchases

4.4c \$ 80,000 – Ongoing: Clerical Support
TOTAL: \$240,000

Yucaipa Fiscal Request: \$335,000
4.5a \$275,000 – One-Time: Portable
4.5b \$ 60,000 – Ongoing: CASAS Proctor/Tester
TOTAL \$335,000

Motion: To approve \$824,736 in Ongoing and One -Time funding as outlined below and in the IAEC Board Packet.

Motion by: Dr. Cuauhtémoc Avila

Second by: Mr. Juan Cabral

Discussion: None

Member Name	AYE	NAY	Absent
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		

Motion carried unanimously by all present.

- Dr. Emma Diaz presented the Summary of Action Items

2022-2023 COLA Held with Fiscal Agent	\$271,375
2023-2024 COLA Held with Fiscal Agent	\$977,919
TOTAL COLA ON HOLD	\$1,249,294

2023-2024 COLA Requests:	
Colton Adult School	\$249,736
Redlands Adult School	\$240,000
Yucaipa Adult School	\$335,000
TOTAL COLA REQUESTED	\$824,736

Remaining Funds	\$424,558
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- Dr. Emma Diaz presented the Summary of New CFAD Allocations
 - Budgets for 2023-2024

- Colton \$966,040 – Ongoing
 - Redlands \$1,128,512 – Ongoing
 - Yucaipa \$793,383 – Ongoing
 - Yucaipa \$275,000 – One-time
 - SBVC and CHC – \$787,048 – Ongoing
 - Fiscal Agent – \$424,558 – Current Balance
- Dr. Emma Diaz clarified that Crafton and Valley Colleges retain their budget of \$787,048, and the fiscal agent is the one that holds that pot of money.
 - Dr. Emma Diaz processes the allocation amendment in NOVA so all Executive Committee members should already have an email from NOVA asking to approve.

6. Announcements

6.1 2023-24 Executive Committee Meeting Schedule

Dr. Emma Diaz shared the remaining Executive Committee meeting dates:

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

- The December 1, 2023 Executive Committee meeting will be rescheduled due to a conflict with the California Superintendent School Boards meeting.

6.2 Conferences Report Out

- October 4 - 5, 2023: CCCCO Vision 2030 Adult Education Summit – San Diego, CA
 - Dr. Emma Diaz shared:
 - The focus was on the challenges related to non-credit and adult education. There was discussion about faculty pay, reporting on student data, and advocacy of continuing to fund these programs.
- October 17 - 19, 2023: NCHSE – Seattle, WA
 - Mr. Mitch Rosin shared:
 - The national consortium for Health Science educators is for educators who specialize in health career pathways at the K-12 level and in community colleges.

6.3 Upcoming Conferences and Professional Development Opportunities

Dr. Emma Diaz shared the upcoming conference dates:

- October 24 – 26, 2023: CAEP State Summit – Hilton, Universal, CA
<https://register.caladulthood.org/Home/EventDetail/635>

- October 28 – 30, 2023: HACU – Hilton, Chicago, IL
https://www.hacu.net/hacu/Annual_Conference1.asp
- November 6 - 8, 2023: NAWDP Youth Symposium – Las Vegas, NV
<https://www.nawdp.org/page/YDS23>
- November 9, 2023: Association of Community and Continuing Education (ACCE) Zoom In
www.acceonline.org/events.html
- 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 8:22 a.m.

The next meeting of the Inland Adult Education Consortium Executive Committee will be rescheduled, an email will be sent with the new updates.