



## Minutes of the Executive Committee Meeting January 26, 2024

Date of approval: 03.15.2024    Initials:

**Call to order:** Per Brown Act guidelines, the Inland Adult Education Consortium Executive Committee was held via Zoom: <https://sbccd-edu.zoom.us/j/85967129217> on Friday, January 26, 2024. 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	670 E. Carnegie Dr., San Bernardino, CA, 92408 – 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

Mr. Mauricio Arellano	Superintendent, San Bernardino City Unified School District
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
Dr. Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS

### Members not in attendance

Dr. Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Dr. Kevin Horan	President, Crafton Hills College

### Others Present

Ms. Angela Hatter	Principal, Colton Adult School
Mr. Troy Martinez	Principal, Redlands Adult School
Mr. Anthony Ortiz	Assistant Superintendent, San Bernardino Unified School District
Mr. Raul Pedraza Jr.	Principal, Inland Career Education Center 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	x
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	x

**1. Minutes**

<p><b>Motion:</b> Approval of October 20, 2023, IAEC Executive Committee Meeting Minutes.  <b>Motion by:</b> Ms. Cali Binks  <b>Second by:</b> Dr. Linda Fontanilla  <b>Discussion:</b> None</p>			
<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		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		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		
<p><b>The Minutes of the Inland Adult Education Consortium Executive Committee Meeting on October 20, 2023, were approved as presented, without changes.</b></p>			

**2. Public Comment**

2.1 None

**3. Reports**

3.1 Report out: January 11, 2024 IAEC Steering Committee: Dr. Emma Diaz presented

- The IAE Consortium held a Steering Committee on January 11, 2024. Each site administrators, principals and director for the county office attended and discussed new CAEP updates. The main topic was data collection logistics. It was decided that we should hold a meeting to discuss how everyone is collecting and reporting data, and determine what kind of training and professional development is needed. The County Office of Education will host a Data Mining meeting on February 2nd for the IAE Consortium.
- IAE Consortium’s annual plan retreat will be on May 29, 2024 at the Inland Career Education Center.
- IAEC’s Super Consortia PD Day will be on August 1, 2024 at the Inland Career Education Center.
- Crafton and Valley plan to hold an Open House during the first week of April.

3.2 2023-2024 Q1 Student Data: Dr. Emma Diaz presented

- The deadline for Q2 is January 31, 2024. It seems that everyone is on track to exceed last year's Q4 performance by Q2 of this year. This information is consistent with the reports in TOPSPro.
- IAEC has an average higher than state averages for transition, indicating successful completion of adult programs and transfer to college-level classes.
- Dr. Emma Diaz presented the CAEP TE Student Data Reporting 2023-24

District	Q4 2022-23 Reported Student Totals	Q1 2023-24 Reported Student Totals	Q2 2023-24 Reported Student Totals	Q3 2023-24 Reported Student Totals	Q4 2023-24 Reported Student Totals
Colton	388	303			
Redlands	702	595			
Rialto	1099	919			
San Bernardino	4308	3543			
Yucaipa	450	340			
SBCCD	MIS	MIS			
SBCSS	501	213			
<b>Total</b>	<b>7448</b>	<b>5913</b>			

3.3 2022-2023 SBCCD Transition Data

- The data shows a progression from one counselor to a total of four counselors. One full time at Crafton and three at Valley College. We have developed our own system to track this success, which demonstrates the return on investment of having four full-time counselors.

**4. Discussion Items**

- 4.1 San Bernardino City (ICEC) Request for Additional Ongoing Funding of \$179,407.13 - A request to table the item for the next meeting was received.

**5. Action Items**

- 5.1 Colton Fiscal Request: \$66,783 (\$4,272 one-time funding; \$62,511 ongoing funding)

**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.

**Motion:** To approve \$62,511 in Ongoing and \$4,272 in One -Time funding as outlined below and in the IAEC Board Packet for Colton Adult School.

**Motion by:** Dr. Linda Fontanilla

**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		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
<b>TOTAL COLA ON HOLD</b>	<b>\$1,249,294</b>

<b>2023-2024 COLA Requests:</b>	
Colton Adult School - CTE	\$66,783
Colton Adult School	\$249,736
Redlands Adult School	\$240,000
Yucaipa Adult School	\$335,000
<b>TOTAL COLA REQUESTED</b>	<b>\$891,519</b>

<b>Remaining Funds</b>	<b>\$357,775</b>
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- Dr. Emma Diaz presented the Summary of New CFAD Allocations
  - Budgets for 2023-2024
    - Colton \$1,028,551 – Ongoing
    - Colton \$4,272 – One-time
    - Redlands \$1,128,512 – Ongoing
    - Yucaipa \$793,383 – Ongoing
    - Yucaipa \$275,000 – One-time
    - SBVC and CHC – \$787,048 – Ongoing
    - Fiscal Agent – \$357,775 – Current Balance

**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	
<del>Friday, August 4, 2023 – Virtual</del>	Friday, February 23, 2024 – Virtual
<del>Friday, September 29, 2023 – Virtual</del>	Friday, March 15, 2024 - CFAD Discussion – Virtual
<del>Friday, October 20, 2023 – Virtual</del>	Friday, April 26, 2024 – CFAD Vote – Virtual
Friday, December 1, 2023 – Virtual <b>*Will be rescheduled*</b>	Friday, May 17, 2024 – Virtual
<del>Friday, January 26, 2024 – Virtual</del>	Wednesday, May 29, 2024 – Annual Plan Retreat – ICEC – In Person

6.2 Conferences Report Out, Dr. Emma Diaz shared:

- October 24 – 26, 2023: CAEP State Summit – Hilton, Universal, CA
  - CAEP Summit was held in person this year for the first time in 4 years, and it was a great success. Rialto was recognized as a CAEP model program
- October 28 – 30, 2023: HACU – Hilton, Chicago, IL
  - Dr. Emma Diaz presented at the Hispanic Associations of Colleges and Universities Conference on transition counseling data and received positive feedback from other programs wanting to replicate the IAE Consortium's model for students transitioning from a bachelor's to a master's program.
- November 9, 2023: Association of Community and Continuing Education (ACCE)
  - The Association of Community and Continuing Education, a non-credit association, provides ample opportunities to hear from DC officials, chancellors, and office representatives, and to receive updates.
- November 17 - 18, 2023: CCAE Southern/South Coast – Palm Springs, CA
  - The conference was sold out. When AB104 legislation was initially written, professional development was one of its objectives. Therefore, it is important to attend relevant events and conferences.

### 6.3 Upcoming Conferences and Professional Development Opportunities

Dr. Emma Diaz shared the upcoming conference dates:

- February 8-9, 2024: CAEAA – Sacramento, CA  
<https://www.caeaa.org/2024-conference.html>
- March 3-6, 2024: Educating for Careers – Sacramento, CA  
<https://2024.educatingforcareers.org/>
- March 17-20, 2024: COABE – Nashville, TN  
<https://coabe.org/2024-coabe-national-conference/>
- May 9-11, 2024: CCAE – Anaheim, CA  
<https://www.ccaestate.org/conference-2024.html>
- June 17-20, 2024: - CASAS Summer Institute – Anaheim, CA  
<https://www.casas.org/training-and-support/SI>

## 7. Closed Session

7.1 None Requested

## 8. Adjournment

The meeting adjourned at 8:21 a.m.

The next meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, February 23, 2024, at 8:00 a.m.