



**Minutes of the Executive Committee Meeting
August 02, 2024**

Date of approval: **01.31.2025** 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/84365546967> Friday, August 02, 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	601 N. E St., San Bernardino, CA, 92410 – Superintendent’s Conference Room
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. Kevin Horan President, Crafton Hills College
- Dr. Frank Miranda Superintendent, Colton Joint Unified School District
- Dr. Paul Sevillano Rim-Of-the-World
- Dr. Carol Tsushima Administrator, Alliance for Education & SBCROP, SBCSS

Members not in attendance

- Ms. Cali Binks Superintendent, Yucaipa-Calimesa Joint Unified School District
- Dr. Gilbert Contreras President, San Bernardino Valley College
- Dr. Ed D’Souza Acting Superintendent, Rialto Unified School District
- Dr. Carol Tsushima Administrator, Alliance for Education & SBCROP, SBCSS

Others Present

- Mr. Dana Carter Principal, Yucaipa Adult School
- Ms. Angela Hatter Principal, Colton Adult School
- Mr. Troy Martinez Principal, Redlands Adult School

Mr. Raul Pedraza
Mrs. Kimberly Watson

Principal, Inland Career Education Center (San Bernardino Adult School)
Principal, Rialto Adult School

Quorum: 3 K12 plus 1 CC

Establish Quorum: 3 K12 plus 1 CC	
Member Name	Attending
Dr. Frank Miranda, Superintendent, Colton Joint Unified School District	x
Dr. Kevin Horan, President, Crafton Hills College	x
Mr. Juan Cabral, Superintendent, Redlands Unified School District	x
Dr. Ed D’Souza, Acting Superintendent, Rialto Unified School District	
Mr. Sevillano, Rim-Of-the-World	x
Mr. Mauricio Arellano, Superintendent, San Bernardino City Unified School District	x
Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	
Dr. Contreras, President, San Bernardino Valley College	
Ms. Cali Binks, Superintendent, Yucaipa-Calimesa Joint Unified School District	

1. Minutes

Motion: Approval of April 26, 2024, IAEC Executive Committee Meeting Minutes.			
Motion by: Dr. Frank Miranda			
Second by: Mr. Juan Cabral			
Discussion: None			
Member Name	AYE	NAY	Absent
Dr. Frank Miranda, Superintendent, Colton Joint Unified School District	x		
Dr. Kevin Horan, President, Crafton Hills College	x		
Mr. Juan Cabral, Superintendent, Redlands Unified School District	x		
Dr. Ed D’Souza, Acting Superintendent, Rialto Unified School District			x
Mr. Sevillano, Rim-Of-the-World	x		
Mr. Mauricio Arellano, Superintendent, San Bernardino City Unified School District	x		
Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS			x
Mr. Contreras, President, San Bernardino Valley College			x
Ms. Cali Binks, Superintendent, Yucaipa-Calimesa Joint Unified School District			x
The Minutes of the Inland Adult Education Consortium Executive Committee Meeting on April 26, 2024, were approved as presented, without changes.			

2. Public Comment

2.1 None

3. Reports

3.1 2025-2028 Three-Year Planning Process, Dr. Emma Diaz presented:

- The guidance has not been released yet. The only thing we have right now is the release of fact sheets for every region a week ago. We will be able to use that data as we start our planning process. In the past, they usually send out the guidance sometime around August or September, and it gives us a whole year as the plan will be due next year in June. I don't have the exact date, but they think it might be towards the end of June, right before the annual plan. So, they're going to go hand in hand.

3.2 CCAE State Legislative Meeting, Dana Carter presented:

- A budget agreement was reached before the start of the fiscal year, addressing the \$47 billion deficit. Both the Governor and the Legislature believe they have also tackled potential budget shortfalls for the following year. However, deficits are expected in the 26/27 and 27/28 school years, so we need to keep an eye on that.
- Some good news: The COLA was higher than expected at 1.07%.
- We have been advocating for the inclusion of Adult Education in support of AB 2071, the English Learner Roadmap, which is already making progress. However, the response we've received is that while there is support for our request, the legislature is currently hesitant to pass anything that would require financial consideration. As a result, Adult Education has not been added to the bill at this time.
- Work is still being done to update the adult education credentialing process to align with community college requirements. A joint letter, crafted by CAEAA and CCAE, was drafted to request the inclusion of Adult Ed in the CTE state framework.
- The AB101 Medina, the Ethnic Studies Bill takes effect in 2030.
- The McCarty bill, recently passed, will require personal finance as a high school graduation requirement, effective in 2031.

3.3 Update on Allocation Passthrough Funds, Dr. Emma Diaz presented:

- Every year, towards the end of June, we send out new MOUs and contracts to every district. These documents need to go to their boards, come back to our board, and currently, we have completed the process to send all the pass-through funding, which is the base allocation from the CFAD, to all the school districts.


4. Discussion Items

4.1 Budget Overview, Dr. Emma Diaz presented:

- We received a 1% increase instead of the 0.76%. So, we need to take action later today to approve the new budget.
- I'm still working with the fiscal agent to close out the year. Today's estimate is as follows.

4.1 Budget Overview
New 2024-25 allocation total \$137,798

2023-24 carryover: \$357,775
 2023-24 carryover: \$275,000 (one-time for Yucaipa)
 2023-24 carryover: \$4,272 (one-time for Colton)
Total 2023-24 carryover: \$637,047.00
 -\$396,453 Software Renewal Data & Accountability
Available funds: \$240,594



- 4.2 Crafton Hills College Request: \$77,505
 - o Adjunct Counselors Ongoing (Salary and Benefits) – \$60,505
 - o Adult Education Student Engagement Programs Ongoing (Open House, Workshops) – \$15,000
 - o Marketing and Promotional Materials Ongoing (English, Spanish, Vietnamese) – \$2,000
- 4.3 Rialto Adult School Request: \$153,000
 - o Medical Office Course/Faculty Ongoing – \$75,000
 - o Phlebotomy Course/Faculty Ongoing – \$78,000

5. Action Items

5.1 Approve 2024-2025 IAEC Annual Plan

Motion: To approve the 2024-2025 IAEC Annual Plan			
Motion by: Dr. Frank Miranda			
Second by: Mr. Juan Cabral			
Discussion: None			
Member Name	AYE	NAY	Absent
Dr. Frank Miranda, Superintendent, Colton Joint Unified School District	x		
Dr. Kevin Horan, President, Crafton Hills College	x		
Mr. Juan Cabral, Superintendent, Redlands Unified School District	x		
Dr. Ed D’Souza, Acting Superintendent, Rialto Unified School District			x
Mr. Sevillano, Rim-Of-the-World	x		
Mr. Mauricio Arellano, Superintendent, San Bernardino City Unified School District	x		
Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS			x
Mr. Contreras, President, San Bernardino Valley College			x
Ms. Cali Binks, Superintendent, Yucaipa-Calimesa Joint Unified School District			x
The motion carried unanimously by all present.			

5.2 Approve May Revise CFAD Allocation to be Parked with Fiscal Agent: \$137,798

Motion: To approve May Revised CFAD Allocation to be Parked with Fiscal Agent: \$137,798			
Motion by: Mr. Mauricio Arellano			
Second by: Dr. Kevin Horan			
Discussion: None			
Member Name	AYE	NAY	Absent
Dr. Frank Miranda, Superintendent, Colton Joint Unified School District	x		
Dr. Kevin Horan, President, Crafton Hills College	x		
Mr. Juan Cabral, Superintendent, Redlands Unified School District	x		
Dr. Ed D’Souza, Acting Superintendent, Rialto Unified School District			x
Mr. Sevillano, Rim-Of-the-World	x		
Mr. Mauricio Arellano, Superintendent, San Bernardino City Unified School District	x		

Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS			x
Mr. Contreras, President, San Bernardino Valley College			x
Ms. Cali Binks, Superintendent, Yucaipa-Calimesa Joint Unified School District			x
The motion carried unanimously by all present.			

6. Announcements

6.1 2023-24 Executive Committee Meeting Schedule

- Dr. Emma Diaz presented the remaining EC meeting dates for this school and the proposed dates for the Steering Committee to discuss the Three-Year Plan.

2024-2025 IAEC Executive Committee Meeting Dates	
Friday, August 2, 2024 – Annual Plan Vote	Friday, February 28, 2025 - Steering Committed 3-Year Planning
Friday, September 20, 2024	Friday, March 14, 2025, CFAD Discussion and 3-Year Plan Review
Friday, October 25, 2024	Friday, April 25, 2025 – CFAD Vote; 3-Year Plan Vote
Friday, December 13, 2024	Friday, May 16, 2025
Friday, January 31, 2025 – Steering Committee Visioning	Wednesday, May 28, 2025 – Annual Plan Retreat (EC Members are invited but not required to attend)

6.2 Conference Report Out

- CASAS Summer Institute – Anaheim, CA – June 17-20, 2024
 - Dr. Emma Diaz presented: The consortium participated in 3 different presentations. IAEC counselors co-presented with Neil Kelly, who is currently a consultant with CDE. N. Kelly mentioned that we have some of the best transition data in the state and was very impressed with our information, and co-presenting with him was definitely a highlight.
- IAEC Super-Consortia Professional Development Day – San Bernardino, CA – August 1, 2024
 - Dr. Emma Diaz presented: During our 7th annual regional professional development event, we were pleased to welcome over 100 attendees. As part of the event, four students shared their personal stories. Their narratives highlighted the significance of adult education in shaping their paths beyond the classroom. It was inspiring to hear how adult education played a vital role in their journeys.
 - Ms. Angela Hatter and Mr. Dana Carter shared how much they enjoyed attending the event and how helpful it is for networking with staff members of the consortium.

6.3 Upcoming Conferences and Professional Development Opportunities

Mr. Mitch Rosin shared the upcoming conference dates:

- CWA Meeting of the Minds – Monterey, CA – Sept 3-5, 2024
- ACTE Post Secondary – Chicago, IL – September 18-21, 2024
- CAEP Directors – Sacramento, CA – September 26-27, 2024
- NEDP National – Niagara Falls, NY – Sept 30-Oct 1, 2024
- CA Noncredit Summit – Anaheim, CA – Oct 3-4, 2024
- CAEP Summit – Oakland, CA – 28-30, 2024
- CA CTE – Rancho Mirage, CA – November 20-22, 2024
- CCAE South/South Coast – Palm Springs, CA – November 22-24, 2024
- ACTE International – San Antonio, TX – Dec 4-7, 2024

Dr. Emma Diaz reminded all that we share all upcoming professional development opportunities at our meetings because it is a significant part of CAPE's original objectives.

6.4 Model Programs, Dr. Emma Diaz presented:

- We are excited to share your program with all CAEP Summit 2024 attendees. The following two programs qualified to be added to the repository on the Advancing CA Adult Education website as Model Programs:
 - San Bernardino Valley College: “The Role of Transition Counseling in Student Success”
 - Rialto Adult School: “ESL Expansion”
- Each program will have a 24”x30” poster printed and highlighted in the main ballroom through the duration of the CAEP Summit in addition to being recognized on the Advancing CA Adult Education website.
- That will be a total of four model programs that are recognized by the state.

6.5 Postal Mailer, Dr. Emma Diaz presented:

- The annual summer postal mailer was sent out to the community, which is one of the best ways to reach our Adult Education population. This mailer gets sent to everyone within the community college district boundaries. It contains an advertisement on the front and our contact information for every site on the back.
- It will be going out the 1st week of August.

7. Closed Session

7.1 None Requested

8. Adjournment

A quorum was lost when Dr. Frank Miranda left the meeting at 8:21 a.m.
The meeting adjourned at 8:25 a.m.

The next meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, September 20, 2024, at 8:00 a.m.