



WEST END CORRIDOR
CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

*Chaffey Joint Union – Chino Valley Unified – Fontana Unified – Upland Unified – Baldy View ROP
Chaffey Community College*

Meeting Minutes

West End Corridor Consortium

Chaffey Adult School / Friday, March 10, 2017

1. Welcome/Introductions- Attendees: Todd Haag, Eric Bishop, Cindy Gleason, Dana Galloway, Carl Hampton, Hesham Diab (BVRP), Shelley Adams
2. Approval of agenda- Moved: Cindy / Seconded: Eric / Agenda Approved
3. Approval of minutes from February 22, 2017- *February 22nd meeting attendees: Carl Hampton, Alex Ruvalcaba, Todd Haag, Eric Bishop, Lisa Fears-Hackett, Cindy Gleason, Tracey Vackar, Dana Galloway, Shelley Adams, Chris Hollister*
Moved: Eric / Seconded: Carl / Minutes Approved
4. Public comment- None.
5. Member comment- None.
6. Consent items- None.
7. Implementation/funding of allocation per decision from last meeting 2/22/17-
Todd reviewed the allocations approved at the February 22nd meeting (BVRP will receive \$150,000 and CVAS and FAS an extra \$50,000 ongoing) and commented on the complexities of allocation (one-time and monthly) as impacted by the counties procedures. Because of the change to the previously determined allocation, the timeliness of the arrival of funding to the members could be impacted. This year's monies must be spent by December, 2018. AEBG office is reminding that allocations must be spent per existing timelines or consortia face a reduction in future years. Additionally, not spending current allocation sends the wrong message to legislators. Todd also commented on continued messaging from state AEBG staff in reassuring that funding for AEBG (\$500 million) is ongoing despite grant title.
8. Revisit AES Consultant Agreement Language as approved on 1/27/17-
Todd clarified the role of AES as approved at the last meeting. "As needed" may not be an accurate description of what they will do and/or how they can contribute in a productive manner with respect to advisement, deliverables, meetings, events etc. Todd has given out complete list, including training the new program coordinator. Eric asked if AES bills by the hour and would bill us on a project by project basis. Todd said there are some deliverables coming up that AES could help us with. Scope of work may be best. AES is available to all member agencies who may need advice on programs and district coordination and Todd will forward contact information to ensure all agencies have access. Motion to maintain AES per January agreement, \$25,000 through June-
Moved: Todd / Seconded: Carl / Motion approved.

9. May Deliverable Information

9.1 CFAD- May 2nd

- Allocation Schedule
- Fiscal Agency Determination

Todd distributed document. Eric suggested that we set time aside to discuss the direct funding vs fiscal agent issue at future meeting.

9.2 Updated Plans- May 15th

10. Regional Trainings-

Several of us attended on March 7 in San Bernardino. Discussion of using a system that will help us keep track of services provided to students and outcomes. Todd distributed Power Point presentation from the meeting. There are additional meetings scheduled in Southern California; it is recommended that all agencies attend.

Discussion of ESL programs and registration requirements. Immigrant education enrollment at the college is down; political climate and policy change making the completion of the FAFSA problematic for some students. The application process itself is intimidating. Eric stated that it will be necessary to retrain front-line staff.

11. Data Plan and Budget-

Distribution of copy of the data plan for review discussion. There is still the issue of encumbered vs. expended. Plans may be changed/refined as needed. Funding life is 12/31/17. Awaiting state determination on expended vs encumbered by 12/31/17.

12. Program coordinator position-

Todd distributed the latest version of job description to be flown. Eric will fly as a professional expert (year to year contract) on the CA Community College Registry. Chaffey Joint will fly through EdJoin. Some modification may be necessary on one system or another. The \$80,000 should be considered a yearly salary.

13. WDB MOU Phase II- No discussion

14 Career Cruising-

Webinar was sent to all members. Those who participated in the training feel that the platform is user-friendly and could provide meaningful data to member agencies and the consortium as a whole and informative activity for students. Discussed initial setup and issues such as a standardized usernames and password and required elements for student completion, i.e., User name= first name initial/last name initial; Password= school ID number etc. Something easier remembered and easy for staff/teachers to assist. Todd will send out information on this. We have a 3-year consortium contract with Career Cruising. 16-17 is the first year of the contract. Liaison is Jerome Martin.

15. Announcements/Calendar of Events/Due Dates:

15.1 TOPSpro Enterprise Training- other trainings available if unable to attend March 7th

15.2 Social Mobility Workshop- March 16, Riverside Convention Center, 9:00 pm -2:00 pm

15.3 CCAE "Legislative Day"- Sacramento, Tues., 4/4

15.4 State CCAE Conference- Long Beach, May 4-6

15.5 CASAS Summer Institute- June 13-15, Hyatt Regency, Orange CA

15.6 Webinar Reminder- AEBG Website- usually every Friday from 12:00 pm – 1:00 pm

16. Meeting schedule: 7:30 am

April 7th / April 14th - potential visit to InTech center / April 21st - tentative,

Next meeting: April 7, 7:30 am, Chaffey Adult School