



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, April 7, 2017

1. Welcome/Introductions- Attendees: Todd Haag, Carl Hampton, Cindy Gleason, Alex Ruvalcaba, Dana Galloway, Alan Helfman, Hesham Diab Shelley Adams
2. Approval of Agenda- Moved: Cindy / Seconded: Carl / Agenda approved.
3. Approval of minutes from March 10 meeting- *March 10 meeting attendees: Eric Bishop, Cindy Gleason, Todd Haag, Dana Galloway, Carl Hampton, Chesham Diab, Shelley Adams.*
Moved: Cindy / Seconded: Carl / Minutes approved.
4. Public comment- None
5. Member comment- None
6. Consent items- None
7. May deliverable information-
 - 7.1. May 2: CFAD Allocation Schedule. Todd can send out another copy if you need it; Todd will start working on the revision and will send it out to members for comment.
 - Allocation- as determined at February 22nd meeting
 - Fiscal Agency determination Advantages and disadvantages of having a fiscal agent. Fiscal Agency has provided flexibility with the set aside of "consortium wide" monies and/or the potential for redistribution as necessary. While direct funding has its advantages, it is felt that flexibility has served us well and remains a motivation for us to collaborate more frequently. It was proposed that we vote on this today pending communication with and concurrence by Eric. Moved (Cindy) that CJUSD continue as fiscal agent for 2017-18 / Seconded: Alex / Motion approved.
Haag communicated with Eric Bishop on 4/11/17 regarding the motion and Eric approved.
 - 7.2. August 15: 2017-18 plan. Todd gave out an example template of the plan. Take a look at this and start to make notes. Todd may have originally indicated May 15th for 2017-18 plan.
8. TOPSpro Enterprise for member agencies- This CASAS system will be used for AEBG data; already used for WIOA II and most adult education agencies. The software incorporates agency student demographic, attendance and completion data with any assessment data into a consistent report AEBG deliverables. A 3rd quarter data submission is due April 30. This is routine for WIOA agencies but will be new for Upland, Chaffey College and BVRP. We should learn additional details at an upcoming adult education regional networking meeting next week hosted by Chino Valley Adult. Networking and asking for assistance from experienced agencies

is essential and welcome but using agencies; there are also monthly networking meetings for staff who work with the software. Discussion of a consortium wide data coordinator position and/or a role for the new program director.

8.1- April 30 Data submission - *see letter distributed*

9. Data Plan elements/activities discussion-

- Possible App to gather information from students
- Student ID system with scanner. Discussion of guidelines for issuing ID card to a student, such as pre- and post-tests, hours of attendance, etc.
- Workforce data. Is there value in bringing in extra staff to help collect workforce data (using consortium-wide data money)? Should we use a uniform set of questions for all agencies such as is done with the Perkins program? Provide an incentive for students to answer the questions. Dana will come up with a list of questions for the next meeting. Fontana Adult has developed a system to track students who are absent so they can make a personal phone call to invite them back.
- The data plan, as with the year 15-16 & 16-17 plan, can be modified/refined to reflect change

10. Flying/Posting of Project Coordinator- Todd will check with Eric to see if the position is close to being flown at the college. Chaffey District would like to see the Colleges final description before flying on EdJoin.

11. LAO report- Discusses some LAO concerns as voice in the report. Alan recommended that we work through the professional associations (CCAIE, CAEAA, ACSA) to get answers on questions such as fees, data, etc. and guide the discussion (Policy issues still unresolved.) *see handout*

12. ACSA Immigration Paper- Speaks to the current political climate and suggests guidance for teachers and school leadership. Catholic Charities are very knowledgeable on this issue. *see handout*

13. San Bernardino WDB "MOU" Phase II- no discussion

14. Career Cruising training-

14.1 Next Tuesday, April 11, 7th St., 1 pm & 4 pm, Chaffey Adult School will be conducted training for certificated and classified staff on consistent implementation of program.

15. Announcements/Calendar of Events/Due Dates:

15.1 Remaining Data Trainings (similar to March 7th San Bernardino event)

15.2 CCAIE "Legislative Day"- Sacramento, Tuesday, 4/4- *debrief*

15.3 State CCAIE Conference- Long Beach, May 4-6

15.4 CASAS Summer Institute- June 13-15, Hyatt Regency, Orange CA- *Sold Out*

15.5 MOE reporting-awaiting state direction

15.6 Allocations from 15-16 must be spent by December 2017

Awaiting state determination on expended vs encumbered by 12/31/17

16. AEBG Webinar: Next Friday, April 14, 12 noon, AEBG Website. Highly recommended by Todd for membership to view as this should relate to upcoming deliverables. (Webinars are held most every Friday and weekly emails are sent out with updates.)

Next meeting- April 21st- Tentative date if needed