



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 28, 2017

1. Welcome/Introductions- Attendees: *Cindy Gleason, Alex Ruvalcaba, Carl Hampton, Hesham Diab, Todd Haag, Alan Helfman, Santiago Jackson*
2. Approval of Agenda- Moved: Carl / Seconded: Hesham / Agenda approved.
3. Approval of minutes from April 7th meeting- *April 7th meeting attendees: Cindy Gleason, Carl Hampton, Alex Ruvalcaba, Todd Haag, Dana Galloway, Hesham Diab, Shelley Adams, Alan Helfman.* Recommended addition reflecting approval by Eric Bishop, per his absence from meeting where discussion and vote was taken, of his agreement regarding the previous vote for approval for remaining a fiscal agency consortium.
Moved: Alex / Seconded: Carl / Minutes approved.
4. Public comment- None
5. Member comment- None
 - 5.1 Carl Hampton reported/shared on the following:
 - 5.1.1. FPM process- Federal Program Monitoring at his site. As a result, Carl also distributed binder of WEC agendas and minutes for documentation purposes
 - 5.1.2. ACSA State Conference- AEBG Summit planned for consortium leads, TBA
6. Consent items- None
7. Deliverable Information/Reminders shared by Todd-
 - 7.1 May 2nd- CFAD Allocation Schedule
 - Fiscal Agency Determination
 - Signatures needed
 - Allocation
 - 7.2 May 15th- Update to existing consortium plans
 - 7.3 June 20th- Revisions for 15-16 & 16-17 budgets
 - 7.4 August 15th- 2017-18 Plan
4. TOPSpro Enterprise for member agencies- Reminder of deliverable and process by Todd
 - 8.1- April 30 Data Submission-

5. Data Plan Elements/Activities- Discussed/reviewed data/accountability plan activities related to a school/consortium app, student I.D. system, workforce data gathering per the use of seasonal staff for calling GED, HS Diploma, ESL, CET etc. completers. Etc. Also discussed the potential development of a scale or schedule for allocating remaining or unallocated funds....pending a determination of spent vs encumbered or extension of timetable. Membership was reminded that plans may be changed/refined as needed and that currently, funding life is 12/31/17. Awaiting state determination on expended vs encumbered by 12/31/17.
6. Flying/Posting of Project Coordinator- Discussed the status of the position. Todd indicated the position is ready to be flown per the authorization of Chaffey Joint Union and Chaffey College offices of personnel. Intent to fly on Edjoin, as utilized by most high school districts and the college preferred system. This for the purpose of casting a wide net of applicants with adult education and/or college experience.
7. Post Card Mailer Program Promotion- Voted to approve the use of consortium-wide funds for production and mailing of "Post Card Mailer" for Fall 2017 for promotion of individual agencies and consortium wide activities. Get updated agency information to Todd.
Moved: Cindy / Seconded: Alex / Motion approved.
8. ASAP Conference- Voted to approve the use of consortium-wide Data & Accountability funds for member participation November 2 & 3, Santa Clara CA.
Moved: Cindy / Seconded: Alex / Motion approved.
9. San Bernardino WDB "MOU"- "Phase II"- Discussed Phase II parameters and timelines. Phase II MOU document to Board of Supervisors May 2nd meeting- WDB office looking for district board approvals and signatures by the end of June for submittal to state in July/Aug.
10. Announcements/Calendar of Events/Due Dates:
 - 15.1 Remaining Data Trainings (similar to March 7th San Bernardino event)
 - 15.2 State CCAE Conference- Long Beach, May 4-6
 - 15.3 CASAS Summer Institute- June 13-15, Hyatt Regency, Orange CA- *Sold Out*
 - 15.4 WDB sponsored conference- May 10-12, Garden Grove CA- *see handout*
 - 15.5 Allocations from 15-16 must be spent by December 2017
Awaiting state determination on expended vs encumbered by 12/31/17
11. Webinars- **Worth watching today Friday, April 28th at 12:00 noon.**
AEBG website- usually every Friday from 12:00 pm – 1:00 pm
12. Other

Next meeting- May 12, tentative