



**WEST END CORRIDOR**  
**CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM**

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*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 / Wednesday, August 16, 2017

1. Welcome/Introductions- Attendees: Cindy Gleason, Carl Hampton, Matthew Morin, Hesham Diab, Todd Haag, Tracey Vackar (Fontana), Jim Fillpot & Vanessa Thomas (Chaffey College), Alan Helfman, Santiago Jackson
2. Approval of Agenda- Moved: Carl / Second: Matthew
3. Approval of Meeting Minutes from the July 20<sup>th</sup> meeting- *July 20<sup>th</sup> meeting attendees: Cindy Gleason, Carl Hampton, Hesham Diab, Roseanne Redfearn, Scott Sypkens, Matthew Morin, Todd Haag, Santiago Jackson* Moved: Cindy / Second: Carl
4. Public Comment- None
5. Member Comment- None
6. Consent Items- None
7. Chaffey College- Matthew Morin & Jim Fillpot shared information and led discussion on the following items:
  - 7.1 Reporting structures and configuring/coding students for tracking transitions/enrollment to the college. Discussed use of a ten digit SSID for adult students.
  - 7.2 Introduction of Vanessa Thomas from Dean, Strong Workforce, Chaffey College.
  - 7.3 Matt shared information on the CCEMC Conference (Cal Coalition of Early & Middle Colleges) being held locally in Ontario on September 29<sup>th</sup>. Suggested the membership consider the authorization of the use of consortium data money to pay for member registration fee. Moved: Carl / Second: Cindy
8. Legislative Update- Santiago and Alan share information regarding reports to the legislature, the CLASP report, AEBG Progress Report and Data & Accountability Policy Paper.
9. Deliverable Information- Todd shared information and details regarding the following:
  - 8.1 Data/Accountability Plan funds extended through to 12/18.
  - 8.2 Accounting and reporting of member agency activities and expenditures will be submitted per agency via a template to be released sometime in October.
  - 8.3 Todd reported that Jay Wright from CASAS recently indicated that the feds are beginning to realize that the “data match” for determining outcomes is problematic and would not accurately reflect program success.

10. Data- terms, definitions, enrollment- discussion
11. Extension of AES (Adult Education Solutions) consultant contract through December, 2017. Membership discussed retaining consortium consultant, AES, through December 2017 with scope of work to include, but not limited to: director training, website management & update, program deliverables, data analysis, stakeholder event, program advisement etc.  
Moved: Carl / Second: Matthew
12. Use of Data/Accountability Plan funds-
13. Flying/Posting of Project Coordinator- awaiting confirmation from Chaffey College HR Department regarding finalization of position language. Matthew indicated he would follow-up on status and report back to Todd.
14. Announcement/reminder of the following events and due dates:
  - 14.1 ASAP Conference- per approval at April 28<sup>th</sup> meeting using AEBG data plan funds TH & F, 11/2 & 3, Santa Clara, CA / Early bird registration- \$395.00 per person by 7/31. Access the online registration form at:  
<https://register.asapconnected.com/Courses.aspx?CourseGroupID=30799>  
(ASAP is the student data management system used by many adult schools in CA)
  - 14.2 Allocations from 15-16 must be spent by December 2017- *status*
  - 14.3 AEBG Fall Summit- for program leads. Todd is scheduled to attend
  - 14.4 Post Card Mailer for Fall 2017- mailed to public and additional copies available for members for distribution as they see fit.
  - 14.5 San Bernardino WDB "MOU"- "Phase II"- *county plans have been submitted to the state and final/signed copies of the Phase II MOUs have been forwarded to participating agencies.*
  - 14.6 Todd reported on deliverables completed since July 20<sup>th</sup> meeting
    - Data- End of Year Data & Fourth Quarter Data AEBG Data Integrity Report (DIR)- submitted by member agencies August 1<sup>st</sup>
    - Expense, Activities & Progress Reports for 15-16 & 16-17- due July 31<sup>st</sup>- (submitted by consortium lead and fiscal agent)
    - 17-18 Plan- due August 15<sup>th</sup>- submitted, *see copy*
  - 14.7 The firm "Full Capacity Marketing" has been retained by the state for the marketing and promotion of adult education in CA (and nationally). They may be contacting agencies for best practices and student success stories.
15. **Webinars- Worth Watching**- see the AEBG website- webinars now require a pre-registration, before and up-to, the start of the webinar.
16. Other

Next meeting-

September 13, 2017 / Chaffey Adult School