



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, February 22, 2017

1. Welcome/Introductions- Attendees: Carl Hampton, Alex Ruvalcaba, Todd Haag, Eric Bishop, Lisa Fears-Hackett, Cindy Gleason, Tracey Vackar, Dana Galloway, Shelley Adams, Chris Hollister
2. Approval of agenda- Moved: Eric / Seconded: Carl / Agenda Approved
3. Approval of minutes from January 27, 2017- *January 27th meeting attendees: Todd Haag, Carl Hampton, Alex Ruvalcaba, Cindy Gleason, Eric Bishop, Lisa Fears-Hackett, Dana Galloway.* Moved: Eric / Seconded: Lisa

Discussion-Ms. Vackar commented on agenda item #7 (recommendation from allocation committee). Comments noted and discussion deferred to the item as agendized.

Minutes Approved

4. Public comment- None.
5. Member comment- None.
6. Consent items- None.
7. Recommendation from Allocation Committee-

Brief review of original allocation determination based on algorithm and with consideration to agency size, enrollment, programs, rebuilding capacity etc. In addition to the state allocation to consortiums, Maintenance of Effort (MOE), based on 08-09 district spending on adult education, was received separately in year one. Along with the development of an allocation schedule to member agencies, the WEC consortium reserved approximately \$500,000 for consortium-wide activities/projects and in consideration to the possibility of additional members per legislation. Additionally, state level set aside monies for data and management activities were released, amounting to and additional \$100,000 for the WEC.

The Allocation Committee recommended an allocation to BVR0P of \$150,000 per year as a base/ongoing level of funding beginning with the 16-17 funding year. Additionally, the committee recommended a one-time allocation of \$50,000 for Fontana and Chino for the 16-17 funding year in addition to their base allocation. This additional amount would not be guaranteed future years pending determination by the members. Tracey commented on the district make-up of BVR0P and that not all members may benefit from BVR0P services; might

the consortium consider that the original membership receive the funds being discussed and that member agencies partner with BVR0P as they choose. Shelley expressed that as a voting member of the consortium, BVR0P should be base funded at some level, as are the other member agencies, so as to appropriately plan and implement programs. Shelley also cited the agreed upon process that led to the recommendation. Clarification was shared as to the relationship of BVR0P's projects and activities to member agencies and consortium plans. (PearsonVue clerk; phlebotomy program; marketing position to work with consortium director). Alex expressed sensitivity to the degree any agency has defined their use of funds as long as they adhere to our consortium plans. Motion to approve base funding for BVR0P in the amount of \$150,000 going forward and approve the additional \$50,000 to Fontana and Chino as ongoing as part of a new level of base funding for those agencies. Motion: Eric / Seconded: Alex

Discussion: Impact on the \$500,000 consortium wide "set aside" account. Todd reminded that there are commitments/expenses attributed to this account, fiscal agency allotment, consultant fees, project coordinator, consortium wide PD, events & activities, and necessary flexibility etc. Eric indicated that there will still be enough left for the director position and other expenses and mechanisms for adjustment exist; we should spend the money or it will be taken from us. We need to start doing the work. It was noted that Chaffey College and BVR0P are getting a small percentage of the overall budget.

Unanimous vote- Motion Approved

8. CAS Career Center-

Todd informed the membership of the intent of Chaffey Adult School to pursue this construction and staffing project. Membership viewed as an FYI with a general consensus of approval with no vote deemed necessary.

9. 15-16 Allocations- Reminder and reiteration that funds must be spent by December 2017. Awaiting some state direction on expended vs encumbered.

10. Flying/Posting of Project Coordinator position-

Finalized understanding for flying the position through various member agency channels. Finalized compensation for the position at \$50.00 per hour, 200 days per year, year-to-year contract, no benefits, equaling at total of \$80,000 per year for the position. Discussed the potentiality of CCC and BVR0P serving as the actual employer because of advantages associated with flexibility. Todd will send out updated description to everyone so that it can be flown "until filled".

11. Data Plan and Budget Draft-

Todd presented a draft of the data plan. While statewide implementation with respect to student identification and "data matching" is a few years out, consortiums have been allocated funds, (\$538,000) to develop systems and implement programs for creating, tracking and reporting basic data metrics related to enrollment, attendance, completion and services provided etc. Training is being provided at various locations throughout the state. WEC member agencies encourage to attend local training at San Bernardino Valley College on March 7th. AM session will be related to state direction and what agencies/consortiums are being asked to prove. PM session is for those new to CASAS and/or the specifics of using/implementing "TOPSpro Enterprise", the software designated for use by AEBG for

merging individual member agency data for consortium wide reporting. Cindy Gleason suggested that student I.D. cards and related system/services, scanners, servers etc., be added to the plan and budget.

12. San Bernardino WDB "MOU" Phase II discussion-

The state recently required updates to the Phase II template the local Workforce Development Boards are working on with local partners. Changes related to funding more than one regional AJCC (Americas Job Centers of California). Members encouraged to review latest communications from Stephanie Murillo at the WDB office for review of these template updates per your local district signatories.

13. Career Cruising-

Training webinar recently conducted with our member agency/consortium Career Cruising liaison, Jerome Martin. Todd forwarded a recording of the webinar to members. A strong consideration for implementation with fidelity is the use of a standard log-in and program identifier for students by member agencies and even consortium-wide, thus allowing the necessary/desired data and outcomes to be drawn from the software.

14. Regional Trainings- Recommend members participation in the following TOPSpro Enterprise (CASAS) data management and collection

14.1 March 7, 2017, San Bernardino Valley College 9:00 am – noon

14.1.1 Afternoon session for non-CASAS and/new user agencies-

Chaffey College, Upland, Baldy View -contact CASAS to access TOPSpro

15. Announcements/Calendar of Events/Due Dates:

15.1 WDB Phase II "MOU" update template/guidance information- requested by Feb. 28

15.2 TOPSpro Enterprise Training- March 7, San Bernardino Valley College 9:00 am – noon

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

15.4 CCAE "Legislative Day"- Sacramento, Tues., 4/4 (arrive afternoon prior, 4/3)- **Vote**

15.5 State CCAE Conference- Long Beach, May 4-6- **Vote**

15.6 CASAS Summer Institute- June 13-15, Hyatt Regency, Orange CA- **Vote**

15.7 Recently Submitted Consortium Related Deliverables

15.7.1 15-16 Expenditure Report, Period 3, Jan. 31

15.7.2 16-17 Expenditure Report, Period 1, Jan. 31

15.7.3 *WIOA Application due- Feb. 10- individual agencies*

15.7.4 Data & Accountability Plan due- Feb. 20

15.7.5 15-16 MOE reporting-March?, if at all?

15.8 CAEAA Conference- Feb. 2-3, Long Beach- *Todd provided debrief from conference*

Motion to approve use of WEC data funds for items 15.4, 15.5, 15.6.

Moved: Cindy / Seconded: Lisa / Motion Approved.

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

Next meeting: Friday, Mar. 10, 7:30 am

Meeting adjourned: 10:30 am