



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 / Wednesday, December 13, 2017

1. Welcome/Introductions- Attendees: *Cindy Gleason, Carl Hampton, Hesham Diab, Roseanne Redfearn, Todd Haag, Matthew Morin, Scott Sypkens, Lucinda Zamora (CC Career Transition/Articulation) Vanessa Thomas (CC Strong Workforce), Candice Brock (Admin. Assist. Adult Ed), Charmaine Phipps (CC ESL Transitions to College), Alan Helfman*
2. Approval of Agenda- Moved: Scott / Second: Matthew Approved
3. Approval of Meeting Minutes from the October 18th meeting- *Oct. 18 meeting attendees: Cindy Gleason, Carl Hampton, Hesham Diab, Todd Haag, Roseanne Redfearn, Matthew Morin, Andi Johnston (ROP Marketing/Recruitment Advisor), Lucinda Zamora (Chaffey College Career Transition/Articulation) Alan Helfman, Santiago Jackson*
Moved: Carl / Second: Scott Approved
4. Public Comment- None
5. Member Comment-
 - 5.1 Roseanne inquired about an operational budget for the ROP Marketing Position (Andi Johnston) funded with the ROP's allocation. Discussion as to what this activity would entail and consortium guidance toward development of a marketing plan as part of the upcoming 3 year plan and the quality use of Andi's expertise. Roseanne will also bring back some additional information. Alan emphasized the need for each member agency website to have a link to the WEC website.
 - 5.2 Cindy inquired as to the availability of/use of consortium-wide funds as one time funds to upgrade classroom(s) for LVN, including the involvement of ROP or Chaffey College.
6. Consent Items- None
7. Legislative Update- awaiting governor's budget proposal
8. Chaffey College Update- members representing several departments, ESL, Articulation, Workforce and Adult Ed. attended to share information per their department.
9. Data/Accountability- discussion as it related to recent AEBG related trainings/changes, the new NOVA budgetary system and upcoming deliverables.

10. Meeting/Event/Activity Debrief/Discussion as necessary

- 10.1 Todd commented on the November ASAP Conference- November 2 &3, Santa Clara and member discussion and debrief on the AEBG Regional Training- November 15th, at San Bernardino Valley College, the CCAE Fall Conference- November 17 & 18, Palm Springs, the San Bernardino WDB Phase II meeting- December 7th, and the Winter/Semester 2 consortium post card mailer processed & delivered

11. NOVA & Budget Deliverable- due this Friday, December 15th, not certified by fiscal agent until January 15, 2018. Discussion and clarification of this deliverable ensued.

12. Process for developing 3 year plan- preliminary discussion regarding the upcoming 3 year plan requirement. No definitive guidance or template available at this time and training to be provided by AEBG/TAP.

13. Flying/Posting of Project Coordinator- *update*

Discussed that Chaffey Joint, as the fiscal agent, would handle the employment of the position under the auspices of an independent contractor/consultant. Also discussed any potential changes to the job description for the flying/advertising of the position.

14. For Future Discussion

- 14.1 Stakeholder Event/Activity- discussed need and content of a stakeholder event for informing constituents.
- 14.2 Course/program articulation with Chaffey College- discussed approaches to moving forward in this area.

15. Announcements/Reminders/Calendar of Events/Due Dates:

- 15.1 Allocations from 15-16 must be spent by December 2017- *status*
- 15.2 **AEBG Winter Summit**- Jan 22 & 23, 2018, Los Angeles- *previously approved membership vote*
Haag reminded members to register for the conference individually and that he had reserved 5 rooms, enough for a representative attending from each agency. See e-mails from Haag regarding registration & hotel information.
- 15.3 CAEAA (California Adult Education Administrators Assoc.)- Feb. 1 & 2, Sacramento- *for vote*
- 15.4 CCAE Southern Section Conference- Saturday, February 10, Pala Mesa Resort (1 day)- *for vote*
- 15.5 CASAS Summer Institute- June 19-21, San Diego- *for vote*

16. Items for Vote-Member approved the use of consortium-wide funds for items 15.3, 15.4 & 15.5

Moved: Carl / Second: Scott Approved

17. Other- None

18. **AEBG Webinars**- see AEBG website- pre-register, before and up-to, the start of the webinar.

Next meeting- January 17, 2018 / Chaffey Adult School