



**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 Agenda**

December 12, 12:30 p.m. Chaffey Adult School

- \* = Decisions to be made or action items
- \_\_\_ = Materials/documents provided

I. Welcome/Introductions

New representative from BVRP: Adder Argueta

II. Approval of Agenda\*

III. Approval of Meeting Minutes from September 12, 2018\*. Attendees: Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Aaron Dover, Forest De Renzo

Others: Santiago Jackson & Alan Helfman (AES), Dana Galloway (Program Coordinator),

IV. Public Comment

V. Member Comment

VI. Consent Items

VII. Data Group meeting: Dec. 18, 1 – 3 p.m., Chaffey Adult School

See handout with proposed purpose, members and discussion topics. Suggestions for changes or additions.\*

Approval of funds to cover mileage and other miscellaneous expenses.\*

VIII. Debrief re: Retreat held Nov. 5, 2018  
See notes provided by Becky Foreman.

IX. Consortium postcard mailer  
Do we want to continue with this twice a year?\*Need for a Marketing Plan (possibly include TV commercial, school fact sheets?)

X. Website management  
Updates to Legislative & Leadership pages; other sections as needed  
Add a "Resources" tab  
Approval of funds to continue with Kimberly Randall, Decaf Digital\* (see quote)

XI. Consortium co-chair  
Discussion and nominations or volunteers\*

XII. Three-Year Planning questions to think about:  
    Planning "roadmap/timeline"  
Consultant to help out with this?  
    Student/Staff Surveys & timeline  
Data consultant or firm?  
    Staff/Stakeholder event?  
    Meetings at each institution?

XIII. Approval of consortium-wide funds:  
Allocation of additional consortium-wide funds to each agency or for specific needs and/or projects?\*Continue with AES in the future?\*

XIV. ESL Teacher Collaboration Day (Carl)  
Must include teachers from Chaffey College

XV. Legislative Update (AES)

Information Items- Announcements/Calendar of Events:

February 7-8: CAEAA, Sacramento  
February 22: EL Civics Conference, Anaheim (Jan. 18 in Pasadena)  
April 25-27: CCAE State Conference, San Diego (possible ESL presentation)  
June 11-13: CASAS Summer Institute (possible dual-enrollment presentation)

*Upcoming Deliverables:*

2017-18 Budgets re-certified: Complete  
2017-18 Q4 Expense reports in NOVA: In process  
2018-19 Member Budget and Work Plan: Please submit before you leave for Winter Break  
2018-19 Q1 Expense reports in NOVA: ASAP in January

**Jan 31:** Student data due in TOPSPro (Q2)

**Feb 15:** Budget Bill Requirement - 17-18 Program and Expenditure Data by Program Area due in NOVA

XVI. Other

**Next meeting:**

**January 16, 2019**

**Materials:**

Data Group Proposal  
Notes from Retreat, Nov. 5  
WECC Website Management  
WEC Website Updates (quote)