



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

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

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

I. Welcome/Introductions

Members present: Todd Haag, Cindy Gleason, Carl Hampton, Aaron Dover, Matt Morin, Adder Argueta (new representative from Baldy View ROP)

Others: Dana Galloway (Program Coordinator); Alan Helfman (AES)

II. **Approval of Agenda*** *Request made by Alan Helfman to move Legislative Update up to VII. Motion to approve agenda with this change made by Matt; Seconded by Todd. Motion approved.*

III. **Approval of Meeting Minutes from October 17, 2018***. *Moved: Matt; Seconded: Todd. Motion approved.*

IV. **Public Comment** *None*

V. **Member Comment** *None*

VI. **Consent Items** *None*

VII. **Legislative Update: AES**

The state has allocated \$500 million plus a 2.5% increase for adult education.

Immigrant action is at the forefront now. There will be a new “immigration czar” and adult education should pay attention to who this person is; possibly contact his/her office to inform about our programs and progress we are making. Associations that may be able to form a relationship with this person are ACSA, CSBA, and Community College Trustees Assn.

There has been a bill passed related to immigrant integration that supports the creation of a field team of adult education administrators to discuss immigrant issues. We should make our views known to them. Programs that help to integrate immigrants into the community are VESL, IET, EL Civics, and other such integrated programs.

Personnel changes as a result of the new state administration (State Superintendent of Education Thurmond) are uncertain.

Alan mentioned a recent article in the LA Times that reported that while jobs are growing in the Inland Empire, salaries are not. The IE tends to swing higher and lower than the norm with changes in the economy. Link to the article:

http://enewspaper.latimes.com/infinity/article_share.aspx?guid=0838e04b-f083-4f44-a680-00d542de4e8e

There is now a general recommendation that electronic career portfolios should be implemented; WECC is already doing this through Career Cruising. Matt commented that these have not yet made it into the admission process at Chaffey College. Todd added that digital badges could be useful for our students.

Suggestion made to invite legislators and/or veterans as speakers at our events.

Todd gave a brief summary of the recent ACSA leadership meeting in San Diego. The state will revisit the adult education master plan.

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

There were no changes to the proposal made by Dana. Motion made for approval of funds to cover miscellaneous minor expenses incurred by the group (supplies, water, mileage) by Aaron; Seconded by Cindy. Motion approved.

IX. Debrief re: Retreat held Nov. 5, 2018

It was generally agreed that progress was made and the use of the facilitator was helpful. Notes taken by the facilitator have been emailed and were also provided at the meeting.

X. Consortium postcard mailer

Dana reported that the cost of the biannual postcard mailing is approximately \$50,000.00 (printing and postage.) The mailer reaches 330,000 addresses in the Chaffey College district boundary.

Alan suggested that we start asking students if they received the postcard OR provide an incentive for bringing it in so that we have a better idea of how many people are enrolling as a result.

Discussion of the need for a marketing plan that could include mailings, TV commercial (see commercial for Charter Oak Adult School provided by Todd.) Link to commercial:

<https://www.facebook.com/CharterOakAdultEd/videos/765633670449181/UzpfSTk4NDMxNDA3NTAyNjk1MToxMTkyMjgzMDM0MjMwMDUz/?fref=mentions>

Dana has met with Andi Johnston at BVROP and she will be helpful with this. Carl emphasized the need to identify gaps and target our efforts. Alan mentioned that students need to know the cost (in time, effort and dollars) compared to the end benefit, which we should emphasize. Dana will work with Andi on an initial plan and budget proposal.

XI. Website management*

A list of needed updates and a quote from the current website creator/manager, Kimberly Randall, were presented. Todd made a motion to approve the funds necessary to do the updates per the quote; Matt seconded. Motion approved. It was agreed to revisit the website maintenance issue in the future, with most members in favor of having some ability to manage the site ourselves.

XII. Consortium co-chair*

Discussion of the need for a co-chair and entertained commentary related to the need for the co-chair and practicality of representation from the college and fiscal agency. Aaron nominated Matt for the position. Seconded: Carl. Motion approved. Cindy moved that Todd continue as co-chair; Seconded: Adder. Motion approved.

XIII. Three-Year Planning questions to think about

Dana reviewed these items but they were not discussed. She will present a 3-year planning roadmap/timeline at the next meeting.

XIV. Approval of consortium-wide funds*

Discussion of available funds from consortium-wide account, and how to distribute in a practical and timely manner. Fontana, Chino Valley and BVROP indicated they could make use of additional funds this year. After further discussion, Todd moved to allocate \$250,000 to Fontana for technology needs and summer ESL, and \$200,000 to Chino Valley for infrastructure needs due to expansion. Seconded: Carl. Motion approved. (BVROP abstained.)

XV. ESL Teacher Collaboration Day (Carl)*

Date of April 19 was agreed upon, with participation from Chaffey College ESL teachers as a major component of the event. The goal is to educate and inspire teachers; focus on exchange of ideas regarding acceleration and transitions. Time frame is 8:30 – 12 noon at Fontana Adult School. Bev Hatch (CVAS) and Ruzanna Hernandez (FAS) will help Dana with the planning.

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) *Dana explained that she will facilitate a presentation with transitional ESL teachers from CAS, FAS and CVAS if the proposal is approved by CCAE.*

June 11-13: CASAS Summer Institute (possible dual-enrollment presentation) *Dana and Matt may present an update on efforts to modify Ed. Code on this issue; yet to be determined.*

Upcoming Deliverables:

2017-18 Budgets re-certified: Complete

2017-18 Q4 Expense reports in NOVA: In process **NOW COMPLETE**

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)

Respectfully submitted by Dana Galloway