



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 Agenda

January 16, 2019, 12:30 p.m. Chaffey Adult School

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

- I. Welcome/Introductions
- II. Approval of Agenda*
- III. Approval of Meeting Minutes from December 12, 2018*. Attendees: Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Aaron Dover, Adder Argueta
Others: Alan Helfman (AES), Dana Galloway (Program Coordinator)
- IV. Public Comment
- V. Member Comment
- VI. Consent Items
- VII. Consortium Self-Assessment tool
Please complete this before you leave today and return to Dana
- VIII. Data Group meeting: Dec. 18, 1 – 3 p.m., Chaffey Adult School
Report: Tableau software; contracting a data consulting firm
Next meeting: January 30, Chaffey Adult School campus

- IX. Website revisions*
Report
Who should be responsible for this in the future? (Kimberly-Decaf Digital-or other?)
- X. ESL Event: April 19, 2019
Planning meeting January 25 at FAS (Galloway, Hatch, Hernandez, Morin?)
- XI. Budget Bill reporting: Feb. 15
NOVA, Webinars, Data Group members
- XII. Fiscal planning*
Schedule a special meeting to determine allocation philosophy, including 3-Year Plan goals; follow up on work that was begun at the November retreat; formulate **Member Effectiveness** policy or guidelines
- XIII. Three-Year Planning*
Tentative roadmap/timeline
To be decided:
Should we hire a consultant to write the plan?
Should we hire a data consultant or firm to gather, compile and interpret data?
Should we administer student and/or staff surveys?
Should we hold a stakeholder event?
Should we hold staff meetings at each institution?
- XIV. Approval of consortium-wide funds*:
 - Legislative Day (CCAEE,) April 8-9, Sacramento: Who is going?
 - CAEAA, Feb. 7-8, Sacramento: Who is going? Do we want to send someone?
 - CCAE State Conference, April 25 – 27, San Diego
 - CASAS, June 11-13, Garden Grove
 - Cover costs for small % of dual-enrolled Chaffey College students for 2018-19 fall semester
 - Reimbursement for Cindy Gleason to represent consortium at Focus Group for Adult Education Federal Review on Sept. 13, 2108 (approx.\$350.00).
- XV. Marketing Plan*
Marketing Plan ideas; Example from Alan
Do we need/want one? What is budget? Who is responsible? Do we need to hire a firm?
Should we plan to include this in our 3-Year Plan?

Information Items- Announcements/Calendar of Events:

February 7-8: CAEAA, Sacramento
February 22: EL Civics Conference, Anaheim (Jan. 18 in Pasadena)

April 8-9: CCAE Legislative Day, Sacramento
April 25-27: CCAE State Conference, San Diego (submitted proposal for ESL presentation)
June 11-13: CASAS Summer Institute (possible dual-enrollment presentation Dana/Matt)

Upcoming Deliverables:



2018-19 Member Budget and Work Plan: Past due 9/30; please complete by Jan. 23
(Remember to budget the entire amount available; this includes carryover.)



2018-19 Q1 Expense reports in NOVA: Past due 12/31; after Budgets and Work Plans have been approved; please plan to have this done by the end of 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 regular meeting:

February 27, 2019

Materials:

3-Year Planning Roadmap/Timeline

Marketing Plan ideas

Marketing Plan example