



**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 Minutes**

February 27, 2019, 12:30 p.m. Chaffey Adult School

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

**I. Welcome/Introductions**

*Members present: Cynthia Gleason, Todd Haag, Adder Argueta, Carl Hampton, Matt Morin, Aaron Dover; Dana Galloway, Program Coordinator*

**II. Approval of Agenda\*** *Moved: Carl; Seconded: Matt. Motion approved.*

**III. Approval of Meeting Minutes from January 16, 2019\*.** *Moved: Matt; Seconded: Adder. Motion approved.*

**IV. Public Comment** *None*

**V. Member Comment** *None*

**VI. Consent Items** *None*

**VII. Consortium Self-Assessment tool**

*Dana briefly reviewed the results of the consortium self-assessment survey. The group agrees on most items, but several anomalies resulted in discussion. Items that score below 3 are in need of attention (there were none below 2.) This information will be examined more closely and used when formulating our 3-Year Plan.*

**VIII. Data Group meeting\***

*The next meeting is scheduled for March 6 at Chaffey Adult School. Greg Hill will attend. Ideas proposed for D&A best practice (must be submitted when fund is closed out by June 30): Data Group; electronic ID system at FAS (pilot involving attendance also); PD support for classified staff to handle*

*data gathering and submission requirements; Chaffey College fuzzy-match for student transitions. D&A funds have been used to finance ASAP, TE, and Career Cruising, so these are possible topics as well.*

#### IX. Website revisions\*

*Updates are now complete. Dana conducted a short “tour” of the website. The intent is to make the website useful to staff, stakeholders and others involved in adult education at the local, regional and state levels. A motion for approval of funds to continue with Kimberly Randall as our website designer not to exceed \$1,000 for the current year (open to revision in future years) was made by Matt; seconded by Aaron. Motion approved. Dana encouraged members to add both the WECC and CAEP logos to their agency websites.*

#### X. ESL Networking Event: April 19, 2019\*

*Dana has acquired donations from CASAS and Burlington English already. Laura Alvarado will look to see what is available from Chaffey College. Motion made to approve funds to cover teachers’ hourly rate (4 hours) and mileage, excluding home agency staff, from site or home, whichever is closer. Moved: Todd; Seconded: Cindy. Motion approved. Motion made to cover additional expenses associated with the event including breakfast, and supplies such as lanyards & journals (see below,) not to exceed \$2,500. Moved: Todd; Seconded: Aaron. Motion approved.*

#### XI. Marketing plan/promotional items\*

*Dana provided a draft marketing plan and budget, mostly including what we already do and some things we can do that do not involve a cost. We have a need for some basic signage & marketing materials, such as vertical banners to be used at meetings and events. Dana has collected some of these things from other consortia and institutions and showed them to the group. Dana will determine what needs to be purchased and will advise the group. Items that are useful for staff with promotional & incentive value are preferred, such as USB lanyards and journals. A motion was made to approve an initial amount of \$5,000, to be revised according to future needs. Moved: Todd; Seconded: Adder. Motion approved. Dana suggested that we have Andi Johnston at BVROP help us create fact sheets for the 4 adult schools; there was agreement to proceed with this idea.*

#### XII. Fiscal planning

*The Feb. 22 meeting was successful. A meeting is scheduled for Wed., March 13, 8:30 a.m., Chaffey Adult School, with the intent of finalizing allocations for 19-20. The CFAD is due by May 2.*

#### XIII. Approval of consortium-wide funds\*:

- Legislative Day (CCAIE,) April 8-9, Sacramento (approved) *Attending: FAS, CAS and possibly Aaron and Adder to attend.*
- CCAE State Conference, April 25 – 27, San Diego (approved) *There was discussion of covering costs for the 3 ESL teachers (CAS-Debbie Haag; CVAS-Alisa Kuhns; FAS-Lisa Pinell-Hernandez) who will do the consortium presentation with Dana. It was decided that they should be compensated for preparation and meeting time at their normal rate, plus mileage to the planning meetings. This does not include the actual presentation time, since they will already be at the conference. Moved: Aaron; Seconded: Todd. Motion approved.*
- CASAS, June 11-13, Garden Grove (approved)
- Final invoice for dual-enrolled Chaffey college students for fall semester.  
*The final figure was \$12,616.00 approved at previous meeting.*

#### XIV. Debrief: *This item was skipped in the interest of time.*

Todd: CAEAA conference, Sacramento

Dana: San Bernardino consortium director’s meeting (Feb. 20)

XV. Three-Year Planning\* (about 2 p.m.)

WestEd proposal for: 3-Year Plan; ongoing support 2020 – 2023 (Greg Hill)

*Greg Hill Jr. from WestEd gave a summary of the services his organization will provide in helping WECC to formulate our 3-Year Plan and provide the data research services necessary to carry out and evaluate the effectiveness of the plan in the next 3 years. Members asked for more detail and if there would be flexibility in the “Phase II” (3 year) part of the proposal. Greg said that the proposal could be modified to meet our needs. All were in favor of going ahead with Phase I (the Plan) and Cindy made a motion to approve the initial \$41,119.00; this was seconded by Adder. Motion approved. The group decided to wait on approval of Phase II until after the upcoming allocation meeting, pending a report on the current funds available in the D&A and consortium-wide accounts.*

Information Items- Announcements/Calendar of Events:

April 8-9: CCAE Legislative Day, Sacramento

April 25-27: CCAE State Conference, San Diego (Consortium ESL presentation)

June 11-13: CASAS Summer Institute

*Upcoming Deliverables: We are now up-to-date on all deliverables.*

**March 1:** Q2 Member expense reports and 16/17 closeout (**submit by Mar. 8**)

*Dana has provided guidance on how this should be done. All member agencies have spent 16/17 funds.*

**March 31:** Certification by consortium of Q2 member expense reports and 16/17 closeout

**Apr 30:** Student data due in TOPSPro (Q3)

**May 2:** CFADs for 2019-20 due

XVI. Other

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**Fiscal/Allocation CFAD meeting:** Chaffey Adult School, 9:00 – 11:00 a.m. March 13, 2019

Next regular meeting: April 10, 2019  
April 23, 2019

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**Materials:**

Consortium Program Quality Self-Assessment results

Marketing Plan proposal

WestEd proposal

*Respectfully submitted by Dana Galloway*