



**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**  
May 31, 2019 10:00 a.m. via Zoom

[wested.zoom.us/j/955089951](https://wested.zoom.us/j/955089951) (ID: 955089951)  
(US) [1 669-900-6833](tel:16699006833)

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

**I. Welcome/Introductions**

*Meeting was called to order at 10:10 a.m.*

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

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

**III. Approval of Meeting Minutes from May 8, 2019\*.** *Moved: Aaron; Seconded: Adder. Motion approved.*

**IV. Public Comment** *None*

**V. Member Comment** *None*

**VI. Consent Items** *None*

**VII. CFAD/Allocation Amendment\***

*Reduction of the COLA at the state level has reduced the WEC total allocation by \$14,255. Of the possible solutions presented, a motion was made and approved to absorb the shortfall through the consortium-wide account (via the CJUHSD allocation as fiscal agent.) Moved: Carl; Seconded: Matt. Motion approved.*

*Dana reminded members that the allocation amendment will be made next week and the only change to the amounts previously approved will be to CJUHSD as fiscal agent. Member reps should go into NOVA as soon as they receive a message from Dana or the system to approve the change. This should be done immediately; the certification process must be completed by **June 30**.*

### VIII. Three-Year Plan

*Greg Hill Jr. from WestEd reviewed the plan draft and explained some of the data elements. Feedback is requested by Monday, June 3. Greg will send out a final copy of the plan next week and this will be entered into NOVA by Friday; member reps should provide input as requested. If there are no objections or changes, the plan will be considered approved and a formal vote will be held at the July 31 meeting. Revised versions of the plan may be approved and uploaded into NOVA at any time.*

### IX. Calendar Planning\*

*Future meeting dates: No June meeting; Happy summer vacation!*

*Meeting schedule for 2019-20: **July 31, September 11, October 23, December 11, January 15, 2020, February 26, April 8** (depending on Lege Day and ACSA,) **May 6***

*October 23 will be the tentative date for the October meeting; please check schedules to make sure this is OK.*

### X. Other *None*

*Meeting was concluded at 11:30 a.m.*

#### **Information Items- Announcements/Calendar of Events:**

June 6: WDB/AJCC Training (Highland)  
June 11-13: CASAS Summer Institute, Orange County  
August 1: Inland Consortium PD Event, SBVC  
October 18-19: CCAE Southern Section conference, Palm Springs  
Oct. 29-30: CAEP Summit, Orange County (*Possible consortium presentation.*)  
November 7-9: ACSA State Conference, San Francisco  
November 22-23: CCAE South Coast conference, Palm Springs

#### **Upcoming Deliverables:**

**Jun 7:** Three-Year Plan due  
**Jun 1:** Q3 expenses entered in NOVA (*per Dana: Please do this asap so that they can be certified in a timely manner; reminder will be sent.*)  
**Jun 30:** 17/18 & 18/19 member expense report certified by consortia in NOVA (Q3) **AND** Allocation amendment completed  
**Aug 1:** Student data due in TOPSPro (Q4) FINAL  
**Aug 15:** Annual Plan due in NOVA  
**Aug 26:** Data and Accountability close out and Practice with Promise  
**Sep 1:** 17/18 and 18/19 Member Expense Report due in NOVA (Q4)  
**Sep 1:** July 1, 2018 to June 30, 2019 expenses by program area due (estimates only) in NOVA

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**Next regular meeting:** **July 31**

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**Materials:** 3-Year Plan Draft (sent in advance and shared by Greg Hill Jr.) *Respectfully submitted by Dana Galloway*

