



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

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

* = Decisions to be made or action items

___ = Materials/documents provided

I. Welcome/Introductions

*The meeting was called to order at 12:30 p.m. Trina Le, BVROP Coordinator, was introduced. Members present: Carl Hampton, Cynthia Gleason, Matt Morin, Todd Haag, Andrew Stager, Rose Bomentre
Others: Dana Galloway, Greg Hill Jr.*

II. Approval of Agenda*

Moved: Cindy; Seconded: Andrew. Agenda was approved with no changes.

III. Approval of Meeting Minutes from September 11, 2019*.

Moved: Cindy; Seconded: Matt. Motion approved.

IV. Public Comment *None*

V. Member Comment

SB 554 signed into law. Matt Morin gave a brief description of the efforts necessary to get the bill moving out of the Appropriations Committee. Credit given to Greg Hill Jr., Dana Galloway, and adult education supporters in the San Diego region. It will still be a while until the policy changes are built into the community college system, perhaps by next fall.

Cindy made a suggestion that the group consider online meetings as an option, especially at busy times of the year and if the business is mostly informational in nature. Dana and Greg can set up Zoom meetings.

HVAC graduation. The first class will be graduating at CVAS on Nov. 22. Matt will send information from the InTECH center.

VI. Consent Items *None*

VII. BVROP Report

New adult coordinator, Trina Le. Ms. Le was introduced and will be the new coordinator of adult classes, along with another coordinator who will focus on the healthcare area.

Adult classes. Rose distributed flyers. The first cohort will consist of 20 students beginning on October 28. The class runs for 120 hours and the cost is \$1,000 (see flyer with payment schedule.) Other certifications are included in the course. Course completers are guaranteed an interview with BVROP partners UPS and Target. Information is now on the BVROP website and adult schools are encouraged to inform students of this opportunity. Rose also described how the CASAS workplace competencies (WSCS, Workforce Skills Certification System) will be incorporated into the curriculum.

Testing and certifications. Rose distributed information on Youth Mental Health First Aid. Phase 1 will take place on November 2, and instructor certification classes are planned for the future. Other short-term classes include CPR/First Aid, undergoing a change now.

Marketing position. Navina Rai is the new marketing employee at BVROP (to replace Andi Johnston.) Discussion ensued regarding members earlier understanding that a portion of this individual's time and workload would be dedicated to the consortium's effort to better reach its service area and that member agencies and the consortium as a whole would benefit from his/her time and expertise. There exists the feeling that full advantage of this resource has not been realized and/or taken advantage of. Matthew Morin suggested that, with Navina being new, this could be an ideal opportunity for her to get to know the member agencies and establish relationships with staff to better understand their needs and explore her role through the lens of a partner. This approach toward mutual dependence in addressing regional need would trump the less effective transactional approach of working together. He used the example of how the college has integrated its staff and programming with the adult schools. Rose stated she will discuss this with superintendent, Shelley Adams.

SB 1159. Rose distributed information regarding this bill that removes barriers for some immigrants who are already trained professionals, including a list of professions that are affected. Individuals may use either SSN or ITIN (Individual Taxpayer Identification Number) to obtain a professional license in the state of California.

*Events: Medical Assistant graduation, Oct. 29, 6 p.m., Tiger Auditorium at Chaffey HS
LVN graduation, Nov. 15, 6 p.m., Upland HS auditorium
BVROP Open House, this Saturday (Oct. 19,) 10 a.m. – 2 p.m., Bon View campus. This will include a ribbon cutting ceremony for the new Logistics building at 10 a.m.*

VIII. ESL Event: Dec. 6*

Dana explained progress made so far in planning the ESL Curriculum Institute. It was agreed that the consortium needs to do some groundwork regarding curriculum mapping and where the "hand off" to the college would be. Each adult school will send an AP familiar with the ESL program (except Upland) and up to 3 teachers with experience and the desire/ability to work with the team. Principals will make the initial contacts and Dana will send out more detailed information and an invitation. The event will be held at the InTech Center from 8 a.m. to 12 p.m. A second, possibly larger, event may be held in the spring. Matt, Laura Alvarado and Dana will facilitate. Approval of funds to cover supplies, food, hourly and sub pay, and mileage, not to exceed \$5,000. Moved: Matt; Seconded: Carl. Motion approved.

IX. Debrief:

CAEP Directors Event, Sacramento: Concerns of most consortia include accuracy of data on public sources such as LaunchBoard; difficulty of diverse systems working together; student equity issues.

San Bernardino County Directors' Networking @ CAS, Oct. 10: *A successful meeting was hosted by WECC at Chaffey Adult School. The county is leading the state in this area.*

ABout Students PD Event, Riverside, Oct. 11: *The Riverside consortium put on a highly professional PD event at the Riverside Convention Center.*

X. Important upcoming deliverables:

Picture of your adult program to CAEP by **Oct. 18**

19-20 Budgets & Work Plans: NOW Submit by **Oct. 23** **Firm deadline for certification is Oct. 30, and we will all be at the CAEP Summit on Oct. 29-30.**

Program Area reporting (actuals for 18-19) Submit by **Nov. 15**

Data System Quality Improvement and PD

Greg Hill Jr., WestEd: *Greg reviewed the objectives of the Data Improvement project and asked for input from the group regarding priorities. All agree that definitions need to be standardized and a consortium data dictionary will help with this. Processes need to be put in place that will result in more complete and accurate data reporting. Communication between employees responsible for data reporting and those in a position to influence policy and programmatic changes (administrators) must be regular. Greg will arrange site visits to review procedures related to data collection at each school.*

Increased commitment from Data Groupies: *The Data Group will meet more frequently (probably monthly) and will communicate via Slack.*

There was a brief discussion of the status of the data files requested by Chaffey College. Principals will follow up on this as necessary.

XI. Other *None*

Information Items- Announcements/Calendar of Events:

Upcoming events:

Oct. 18-19:	CCAIE Southern Section Conference, Palm Springs
Oct. 24	WIOA/ACSA Networking Meeting, Corona-Norco
Oct. 29-30:	CAEP Summit, Orange County (<i>WECC & FAS sessions</i>)
Nov. 6	Superintendent's/Principal's breakfast at Chaffey College
Nov. 7-9:	ACSA State Summit, San Francisco
Nov. 21:	Data & Accountability Road Show, SBVC
Nov. 22-23	CCAIE South Coast Conference, Palm Springs
Dec. 6	ESL Curriculum Collaboration, InTech Center

WECC Leadership Meeting Calendar:
May 6

December 11, (2020) January 15, February 26, April 8,

Upcoming Deliverables:

October 2019

- **Oct 30:** 19/20 Member Program Year Budget and Work Plan **certified by Consortia in NOVA**
- **Oct 31:** Student data due in TOPSPro (Q1)

December 2019

- **Dec 1:** 17/18 and 18/19 and 19/20 Member Expense Report due in Nova (Q1)
- **Dec 1:** July 1, 2018 to June 30, 2019 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and **certified by Consortium**
- **Dec 31:** 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

Next regular meeting:

December 11, 2019

Materials: