



**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 Agenda**

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

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

- I. Welcome/Introductions  
New representative from BVRP: Adder Argueta
  
- II. Approval of Agenda\*
  
- III. Approval of Meeting Minutes from September 12, 2018\*. Attendees: Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Aaron Dover, Forest De Renzo  
Others: Santiago Jackson & Alan Helfman (AES), Dana Galloway (Program Coordinator),
  
- IV. Public Comment
  
- V. Member Comment
  
- VI. Consent Items
  
- VII. Data Group meeting: Dec. 18, 1 – 3 p.m., Chaffey Adult School  
See handout with proposed purpose, members and discussion topics. Suggestions for changes or additions.\*  
Approval of funds to cover mileage and other miscellaneous expenses.\*

- VIII. Debrief re: Retreat held Nov. 5, 2018  
See notes provided by Becky Foreman.
- IX. Consortium postcard mailer  
Do we want to continue with this twice a year?\*Need for a Marketing Plan (possibly include TV commercial, school fact sheets?)
- X. Website management  
Updates to Legislative & Leadership pages; other sections as needed  
Add a "Resources" tab  
Approval of funds to continue with Kimberly Randall, Decaf Digital\* (see quote)
- XI. Consortium co-chair  
Discussion and nominations or volunteers\*
- XII. Three-Year Planning questions to think about:  
Planning "roadmap/timeline"  
Consultant to help out with this?  
Student/Staff Surveys & timeline  
Data consultant or firm?  
Staff/Stakeholder event?  
Meetings at each institution?
- XIII. Approval of consortium-wide funds:  
Allocation of additional consortium-wide funds to each agency or for specific needs and/or projects?\*Continue with AES in the future?\*
- XIV. ESL Teacher Collaboration Day (Carl)  
Must include teachers from Chaffey College
- XV. Legislative Update (AES)

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)

June 11-13: CASAS Summer Institute (possible dual-enrollment presentation)

*Upcoming Deliverables:*

2017-18 Budgets re-certified: Complete

2017-18 Q4 Expense reports in NOVA: In process

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)