



**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**  
April 23, 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\*** Request by Carl to move item X (CFAD Approval) up to after item VIII; item VII will follow that. *Moved: Matt; Seconded: Carl. Motion approved.*

**III. Approval of Meeting Minutes from February 27, 2019\*.** *Moved: Carl; Seconded: Aaron Motion approved.*

**IV. Public Comment** *None*

**V. Member Comment**

*Adder announced that Skills USA is taking place this week in Ontario (Convention Center) April 26-27. He said that anyone can attend and volunteer judges are particularly needed.*

*Matt gave an update on SB 554. The bill has passed the Senate Education Committee and is headed for the Fiscal Committee next. There is not a significant fiscal impact in the short term. The bill is moving along well and could be implemented in 2021. Related is ATB (Ability to Benefit) at the federal level. Adult students would be able to apply for Pell grants. Members commented that there should be a required progress/attendance component attached to the CA legislation for students still working on diplomas or equivalencies. Matt said that we can create a California model, and that input is welcome.*

**VI. Consent Items** *None*

## VII. Marketing items/future publicity

*Dana and Todd have had positive discussions with CJUHSD on the issue of Consortium outreach to staff/stakeholders through the purchase of some promotional/informational items as it relates to the use of public funds. So far, these include the WECC journals and USB lanyards used at the recent ESL event. Vertical banner holders have also been purchased and the CJUHSD Litho Department did a great job on the actual vinyl banners. Cindy mentioned that she is able to order items for FAS under the heading of "Culture and Climate." The school fact sheets being produced by Andi Johnston at BVRPOP are in progress. Discussion ensued regarding the original agreement with BVRPOP for funding of the marketing position and member expectations related to Consortium marketing/publicity/outreach and future funding. Discussed clarifying lines of communication so that Andi is comfortable with delineations of consortium vs ROP priorities and expectations. Adder feels the problem has been addressed, and Dana will include him in future communications with Andi.*

*Discussion followed on the effectiveness vs. cost of the postcard mailers used each semester of the past several years. Aaron says they are useful for Upland, but most members would like to try other forms of publicity, such as DMV advertising, cable TV commercial, print ads in newspapers, and possibly social media ads. Targeted/limited mailing of postcards is a possibility. Dana will work with Andi to get more details and costs of the various methods. Freeway signs were also discussed as a more permanent strategy.*

## VIII. Approval of CFAD\* (see table of yearly allocations)

*Discussion of 2019-20 allocations agreed upon in the last fiscal meeting:*

<i>CJUHSD:</i>	<i><b>\$3,509,254</b> (No change, but Todd may ask for \$50,000 "COLA" if needed.)</i>
<i>Chino Valley:</i>	<i><b>\$1,361,052</b> (+\$230,000 ongoing)</i>
<i>Fontana:</i>	<i><b>\$1,295,000</b> (+\$230,000 ongoing)</i>
<i>Upland:</i>	<i><b>\$427,050</b> (No change)</i>
<i>Chaffey College:</i>	<i><b>\$300,000</b> (+\$100,000 ongoing)</i>
<i>Baldy View ROP:</i>	<i><b>\$150,000</b> (No change, but will be given \$50,000 in 19-20 for new adult classes through the consortium-wide account with an allocation amendment after the program year starts.)</i>
<i>Consortium-Wide fund:</i>	<i>Continue at <b>\$332,454</b> as part of CJUHSD allocation as fiscal agent.</i>
<b>TOTAL:</b>	<b>\$7,374,810</b>

*Matt commented that he has adjusted the funding sources of his and his assistant's salaries with the college to better reflect the work they actually do, since he is wearing several different hats. The additional CAEP funds will be used to finance two more part-time counselors. He explained that the college is not in a position to hire full-time people currently. It is planned that Laura Alvarado will continue to work with the adult schools, but perhaps on a more programmatic level.*

*Adder explained that he is very close to getting COE approval for an adult supply chain/logistics class. The class will cost \$500 (includes books and OSHA 10 certification) and run for 60 hours, probably 5 weeks at a time. Employment with UPS is guaranteed upon completion. He is also planning a security guard certification class.*

*Motion to approve 2019-20 CFAD made by Carl; seconded by Matt. Motion approved. Dana explained that the CFAD **must be approved in NOVA by all members by May 2**. She will have the amounts in the system tomorrow and members will receive an email message to approve.*

IX. Debrief ESL Networking Event: April 19, 2019

*Feedback from the event was entirely positive. Dana distributed results of the evaluation survey. Carl suggested that a future event be held in the fall, possibly late October or early November. There was agreement that the momentum generated with the ESL group should be maintained. It was also suggested that a CTE event be planned.*

X. Data group meeting: May 1 *Not discussed.*

XI. Debrief *This item was skipped in the interest of time.*

Todd: CAEAA conference, Sacramento

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

XII. Three-Year Planning with WestEd\* (Greg Hill, Jr.)

Includes further consideration of 3-Year Plan ongoing support 2020 – 2023

*Due to an emergency, Greg Hill was unable to attend. He will follow up with each member rep individually. He will also attend the upcoming Data Group meeting and has been invited to the May 8 leadership meeting.*

XIII. Other

Information Items- Announcements/Calendar of Events:

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

June 6: WDB/AJCC Training (Highland)

June 11-13: CASAS Summer Institute

August 1: Inland Consortium PD Event (*Dana will send out the invitation link; all in the region are invited so please forward to teachers as appropriate.*)

*Upcoming Deliverables:*

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

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

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Next regular meeting:

May 8, 2019

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**Materials:**

Consortium Allocation Table

ESL Event Evaluation results

*Respectfully submitted by Dana Galloway*