



**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**

August 1, 2018 Chaffey Adult School 1:30 p.m.

\* = Decisions to be made or action items

\_\_\_ = Materials/documents provided

- I. Welcome/Introductions *Members present: Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Scott Sypkens; Members Absent: Roseanne Redfearn  
Others: Dana Galloway, Program Coordinator; Santiago Jackson, AES*
  
- II. Approval of Agenda\*  
*Moved: Carl; Seconded: Scott; Motion approved*
  
- III. Approval of Meeting Minutes from May 9, 2018\*. Attendees: Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Roseanne Redfearn, Scott Sypkens  
Others: Alan Helfman (AES), Santiago Jackson (AES)  
*Moved: Carl; Seconded: Matt; Motion approved*
  
- IV. Public Comment - *None*
  
- V. Member Comment
  - A. Congratulations Todd Haag, ACSA Region 12 representative  
*Suggestions made as to how Todd could encourage ACSA support and advocacy of adult education.*
  
- VI. Consent Items - *None*

- VII. Dana Galloway, WEC Program Coordinator
- A. Transition Plan Draft (Input invited\*) *Plan was reviewed and suggestions made. Dana has made note of these for further consideration.*
  - B. Possible WEC Projects in 2018-19 *Members were asked to think about and add to these projects in connection with the upcoming 3-year plan.*
  - C. Work Groups (Input invited\*) *Dana explained that these groups would be intended to provide expertise in particular areas and make recommendations to the group. This will be revisited at the upcoming 3-Year Plan meeting.*
- VIII. Meeting dates, time, place (Confirm to remain as is or change\*)  
9/12, 10/17, 12/12, 1/16/2019, 2/27, 4/10, 5/8  
*It was agreed to leave meeting dates as is but time will be changed to **12:30 p.m.** The September meeting will be mostly devoted to initial mapping of the 3-Year Plan.*
- IX. Q4 EOY Student Data submission: August 1\*  
*All members present reported completion.*
- X. Annual Plan: August 15
- A. Leave as is or update/change? \* *It was agreed that updates should be made as necessary to reflect what the WEC has done in the past year. Otherwise, the plan will remain essentially the same as 2017-18. Dana will email the plan to members so they can review it in advance of approval through NOVA.*
  - B. WEC Projects/Accomplishments in 2017-18 *Dana requested that members review this list and add to it in preparation for beginning work on the 3-year plan.*
- XI. Retreat (Agree on a tentative date\*)  
*The retreat will be discussed at the September meeting; October may be a good time. 1-day retreat in the area is preferred.*
- XII. Legislative Update
- A. EOY Report 2016-17 Executive Summary
  - B. Trailer Bill Language Re: SSID
  - C. Budget Update & Final Allocation Schedule  
*AB2098 main points: \$21.6 million COLA for 2018-19 and 2017-18; AEBG has been re-named "CA Adult Education Program;" 5% cap on indirect rate for adult schools and community colleges*  
*NOTE: The COLA came in at about \$15,000 more than originally projected for WEC. As previously agreed, these funds will be placed in the consortium-wide account held by the Fiscal Agent, CJHUSD.*

XIII. Approval of funds for data systems:

A. ASAP (adult schools) contract renewal\*

*Moved: Cindy; Seconded: Scott; Motion approved*

B. TOPSpro Enterprise for 2016-17 and 2017-18 (fees charged by CASAS):

UAS, CCC, BVROP\*

*Moved: Cindy; Seconded: Scott; Motion approved*

XIV. AES contract renewal\*

*Moved: Carl; Seconded: Todd; Motion approved. Todd and Dana will communicate with AES as to the specific terms and cost of the agreement through December 31, 2018.*

XV. Information Items- Announcements/Calendar of Events/Due Dates:

June 19-21: CASAS Summer Institute (debrief)

*Representatives from the four adult schools attended the conference. As far as CA Ad. Ed. Program is concerned, many questions have yet to be answered regarding data collection, definition of terms, and tracking of students for outcomes.*

August 3: Webinar Q4 Data and Annual Plans *Recommended*

August 17: Webinar Human-Centered Design

August 24: Webinar Expense Reporting and NOVA *Recommended*

September 19: WIOA II/ACSA Meeting, Chino Valley Adult School

September 20-21: CCEMC Dual Enrollment Summit (approval of funds\*)

*Moved: Cindy; Seconded: Todd; Motion to fund sending Chaffey College representative (counselor Laura Alvarado) and Dana Galloway to the conference.*

September 27-28: Consortium Lead Event, Sacramento

**ASAP User Conference: October 22-23, Anaheim (item added in minutes)**

November 16-17: CCAE South Coast Section Conference, Palm Springs

XVI. Other – Inquiry regarding amount of interest income in consortium-wide account.

Meeting adjourned at 3:30 p.m.

**Next meeting: September 12, 2018, 12:30-4:30 p.m., Chaffey Adult School**

*This will include 1 hour meeting time and 3 hours initial planning regarding the 3-Year Plan.*

Materials: *Will be sent to members in electronic form or links, as appropriate.*

Transition Plan Draft

Possible WEC Projects in 2018-2019

WEC Projects/Accomplishments in 2017-18

End-Of-Year Report 2016-17 Executive Summary

Trailer Bill Language Re: SSID

2018-19 Final AEBG Allocation Schedule w/COLA

AEBG (Ca. Adult Education) Due Dates

*Respectfully submitted by Dana Galloway*

