



WEST END CORRIDOR
CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

*Chaffey Joint Union – Chino Valley Unified – Fontana Unified – Upland Unified – Baldy View ROP
Chaffey Community College*

Executive Committee Meeting Minutes
January 13, 2021 12:30 p.m. Via Zoom

- * = Vote to be taken or action item
___ = Materials/documents provided

I. Welcome/Introductions

The meeting was called to order at 12:33 p.m.

Members present: Cindy Gleason, Todd Haag, Matt Morin, Carl Hampton, Andrew Stager.

Other: Dana Galloway (Program Coordinator,) Laura Alvarado (Chaffey College,) Cindy Prentice (SBCSS-ROP)

II. Approval of Agenda*

Cindy made a motion to approve the agenda; this was seconded by Andrew. The motion was unanimously approved.

III. Approval of Meeting Minutes from December 9, 2020*. Member reps present:

Cindy Gleason, Todd Haag, Matt Morin, Andrew Stager, Rose Bomentre, Carl Hampton

Matt made a motion to approve the minutes of the Dec. 9 meeting; this was seconded by Andrew. The motion was unanimously approved.

IV. Public Comment

None.

V. Member Comment

PR for adult education: Local, regional, state levels (Dana, Todd, Matt)

Jeff vonKaenel, N & R Publications – produced CAEP materials

Dana, Todd and Matt met with Jeff vonKaenel, whose company produced the regional PR publications for the state. Jeff contacted us on the recommendation of Neil Kelly in the CAEP office. Jeff's proposal is to meet with the group (including some teachers and other staff) to get to know us and determine our characteristics and needs. This is initially free of cost. If we decide to move forward, the company would produce a publication tailor-made to our intended audience and use. The cost of a 12-page publication such as the state has produced would be \$22,000. The project will become the property of the consortium and could be used for other purposes such as online publicity, website, newsletter, etc. The group agreed that it would not be a good idea to spend the

money now, given the uncertainty of the state financial situation. Funds may be better spent in the spring and summer to attract new students for the fall, when presumably schools will be able to offer in-person instruction..

Carl reported that he has had good results using native speakers to reach out to members of the community (in this case, Korean,) to encourage them enroll or return to school.

Laura explained that the online application is a major obstacle to students enrolling at the college. Revisions to the process will result in removing barriers and allowing more students to enroll.

Todd described his meeting with a representative from Spectrum Communications. They will produce a promotional video for \$3,200, and the base cost to broadcast the video is \$3,200 per month. Spectrum collaborates with other providers in the area, so a TV ad could be broadcast to any geographical area. The group is interested in learning more about this so Dana will arrange a Zoom meeting for the group with the Spectrum rep.

Andrew added that a PSA (Public Service Announcement) on the radio is free. He has looked into this, as well as emails, direct mailers, and flyers in water bills for all Upland residents (at a cost of \$1,400).

VI. Consent Items

None.

VII. LMS update

Update on Canvas site licenses from the Chancellor's Office (Matt)

No news from the state yet, but Matt will reach out to them.

VIII. Data systems update

Update on capability of ASAP to interface with Canvas (Cindy)

No further information at this time.

IX. Adult School/Chaffey College partnership update (Matt and Laura)

Laura reported that there are 29 FAS students enrolled in Chaffey College ESL classes. The college is offering two sections of Level 4 and one of Level 5. Synchronous instruction seems to work the best. There is also a section of Level 3 Spanish for native speakers. In total, there are 78 Adult Education partnership students with 130 enrollments. College and AE counselors are really working well together. The numbers are not huge but this is just the beginning. The application process is changing; now there is an option for AE students to select "Enrolled in HSD/GED program and seeking college enrollment" which will identify the student as eligible under SB554.

X. Professional Development

ESL teacher networking: Will plan for virtual meeting in Feb./March, late afternoon, 1-2 hours

Send topics and names of presenters to Dana

Dana and Laura continue to work on planning the teacher networking event. It will be an opportunity for participants to exchange ideas on student motivation/retention and may include teachers from all programs, as the topic is universal. Participants will be paid by their respective schools.

XI. Topics/Updates from Members

Already covered under other agenda items.

XII. Other

Website woes (Dana) Possible vote for approval of funds to rebuild?

The consortium website (www.westendcorridor.org) has essentially disappeared, probably as a result of the transfer from the AES account to CJUHSD. Attempts to recover it involving Chaffey district IT, GoDaddy, WordPress, and the original creator (Kimberly Randall) have all been unsuccessful. It is the opinion of IT personnel that the site be rebuilt. This will also allow for necessary modifications and updates. It is recommended that we work with the original developer (Kim) and Dana will pursue this. Members are advised that Dana may request information and other items if she doesn't already have them. Rebuilding may cost several thousand dollars. Todd moved that up to \$5,000 be approved for the project; Andrew seconded the motion. The motion was unanimously approved.

Educational Opportunity Centers Grant (CSUSB) Summer Steele

Information item. Dana, Matt and Laura met with Summer Steele, who oversees several grant programs at CSUSB. Summer is writing an EOC grant for the region and has asked for input from the San Bernardino county consortia. EOC grants target students who have some college but no degree or certificate, although any student who requests assistance with educational goals would be served. Dana has forwarded information regarding WECC such as enrollment figures, the Three-Year Plan, and more.

XIII. Announcements/Reminders

Closeout of 2018-19 funds due Mar. 1 along with Q2 expenses. Check your FIFO report in the Fiscal Reporting section of NOVA.

Todd shared some information from the recent state ACSA meeting: There is a 1.5% COLA planned for adult education (8.1 million state-wide); the CASAS Summer Institute will be held of June 17/18 (training) and 22/23 (other panels, speakers & sessions) and the registration cost is \$175.00. CCAE Leg Day is linked to the state conference and will be a virtual event open to students. Registration is not open yet; see ccaestate.org.

Information Items- Announcements/Calendar of Events:

Upcoming events: (To register for most events, go to: <https://caadultedtraining.org/>)

(All meetings virtual)

Jan. 14, 1 – 2:30 p.m.	WIOA II Networking (Area 6, new)
Jan. 20, 9 – 11 a.m.	WIOA/ACSA Inland networking meeting (Todd)
Feb. 2, 1-2 p.m.	CA Statewide WIOA II networking meeting
Feb. 4	CAEAA State Conference https://www.caeaa.org/conference-registration.html
Mar. 2, 1-2 p.m.	CA Statewide WIOA II networking meeting
Mar. 3-5	OTAN TDLS (Technology and Dist. Learning Symposium)
Apr. 19-20	CCAЕ Legislative Days
Apr. 21-23	CCAЕ State Conference

EL Civics “Conference” (CASAS) is ongoing on Fridays and will resume this year on January 15. See: [playlist at the CASAS YouTube Channel](#)

Upcoming Deliverables:

January 2021

- **Jan 31:** Student Data due in TOPSPro (Q2)

February 2021

- **Feb 28:** Preliminary allocations for 2021-22 and 2022-23 released by this date.

March 2021

- **Mar 1:** 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2)
- **Mar 1:** Close out of 18/19 Member Funds due in NOVA
- **Mar 31:** 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)
- **Mar 31:** Close out of 18/19 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3

Next regular meeting:

February 24, 2021