



**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**

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

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

I. Welcome/Introductions

*Members present: Carl Hampton, Aaron Dover, Adder Argueta, Cynthia Gleason, Matt Morin, Todd Haag; Dana Galloway, Program Coordinator*

II. Approval of Agenda\* *Moved: Aaron; Seconded: Carl. Motion approved.*

III. Approval of Meeting Minutes from December 12, 2018\*. *Moved: Carl; Seconded: Aaron. Motion approved.*

IV. Public Comment *None*

V. Member Comment

*Adder Argueta commented on the recent meeting he attended at the AJCC. He was able to present to the group on Baldy View ROP programs and recommended that each agency send them information; they will share it even if the representative is not there. Todd commented that he also presented to the AJCC staff group before the holidays and that there are monthly WEWORC (West End Workforce Opportunity Resource Collaboration) meetings where agencies can share out and learn about each other. Todd will forward upcoming meeting information to the group.*

*Per EDD and enrollment numbers, welding programs are in demand. The college is working on a welding curriculum that should be ready for the next school year. Chaffey Adult School holds a welding class for adults in the evening (3 hour class, one night per week).*

*Chino Valley is in the process of setting up an HVAC lab for Chaffey college classes. There is an ROP HVAC class at Chaffey HS (only HS students at this point.)*

VI. Consent Items *None*

VII. Consortium Self-Assessment tool

*This was completed by all members (anonymously); results will be collated by Dana and used as discussion topics for three-year planning. A suggestion was made to administer the survey to our staffs. This may require further discussion, as most of our staffs may not be in a position to know about the progress the consortium has made in the survey areas.*

VIII. Data Group meeting: Dec. 18, 1 – 3 p.m., Chaffey Adult School

*Dana reported that the Data Group is enthusiastic about meeting and are finding the interaction helpful. Information regarding data gathering and reporting, definitions of terms, CAEP website and resources, and LaunchBoard, was distributed at the meeting. The group discussed Tableau software and did not recommend purchasing it at this time; they were in favor of working with a data firm or consultant to help gather regional demographic and workforce information. The next meeting is scheduled for January 30 at Chaffey Adult School.*

IX. Website revisions\*

*Dana gave a report on the progress being made toward requested revisions on the website. Discussion continued on how to manage the website in the future. Cindy made a motion to continue to work with Kimberly Randall (decafdigital.com) per the prices in her quote presented at the last meeting. The motion was seconded by Matt. Motion approved.*

X. ESL Collaboration Event: April 19, 2019

*Matt will invite college ESL faculty to the planning meeting on January 25; it will be rescheduled earlier in order to allow for this (1:30 p.m.) Topics requested by the group include: improved communication and networking for ESL teachers; how to transition students; resources available; student interaction with Burlington English; working with multi-level classes; and incorporation of CCRS standards into the curriculum. This will be an opportunity to ask teachers what form of professional development the consortium could provide and get their input for 3-year planning.*

XI. Budget Bill reporting: Feb. 15 Deliverable

*Dana demonstrated where to input the information in NOVA. She distributed the PPT and Q & A transcript from the latest webinar. Instructional hours (actual attendance) must be verifiable through TE or a local system such as ASAP; expenses of leveraged funds may be estimated or figured on percentage of enrollment in each program. Be sure to change the reporting year to 17-18 in NOVA. You can start to put figures in now and change them before you submit. Data group members are aware of this submission and should be able to help you with the attendance component. Let Dana know if you need help with this. Members must submit by **Feb. 12** to allow time for the chair to certify.*

XII. Fiscal planning\*

*Meeting scheduled for Friday, February 22, 9 a.m. – 12 p.m. at Chino Valley Adult School. Dana will provide pertinent materials from the retreat and do some research on what other consortia have done regarding member effectiveness.*

### XIII. Three-Year Planning\*

Tentative roadmap/timeline *We have accomplished a lot at our retreats but there is still much left to do. Per Neil Kelly, the 3-year plan should be FOR US, not for the state. It should be a document that we can use to guide and evaluate progress; it won't be "graded" by the state. It should be comprehensive and relevant.*

To be decided:

1. Should we hire a consultant to write/help write the plan? *Yes, let's look into it.*
2. Should we hire a data consultant or firm to gather, compile and interpret data? *Yes, all in favor of the idea but need more information. They could survey the community too.*
3. Should we administer student and/or staff surveys? *Yes, Dana has compiled the questions that were used for the original plan. Some no longer apply, so she will revise and send the questions out. She will work with Adder and Matt to set the survey up for all to use. This should take place within the next month.*
4. Should we hold a stakeholder event? *Not necessary to hold a large regional event. We can get information in other ways. It is easy to find recent graduates and non-graduates through each district. We could possibly request feedback at an AJCC meeting. Todd will look into this.*
5. Should we hold staff meetings at each institution? *This is an opportunity to get feedback from staff if you have something planned.*

*Cindy made a motion to approve Data & Accountability funds for expenses associated with contracting consultants to help with the 3-Year Plan as explained in 1, 2 and 3 above. Seconded by Matt; motion approved.*

### XIV. Approval of consortium-wide funds\*:

- Legislative Day (CCAEE,) April 8-9, Sacramento: *CAS, FAS, CVAS and Chaffey College planning to attend.*
- CAEAA, Feb. 7-8, Sacramento *Todd may attend; Dana can go if needed.*
- CCAE State Conference, April 25 – 27, San Diego *Consortium ESL presentation accepted.*
- CASAS, June 11-13, Garden Grove
- Cover costs for small % of dual-enrolled Chaffey College students for 2018-19 fall semester *Per Matt, this is probably within \$10,000. It is a one-time expense.*
- Reimbursement for Cindy Gleason to represent consortium at Focus Group for Adult Education Federal Review on Sept. 13, 2108 (approx. \$350.00).

*Todd made a motion to approve all expenses described above-CASAS and CCAE have already been approved-seconded by Aaron. Motion approved. Todd will provide more detailed guidelines on what is a reasonable expense covered by the consortium (e.g., when it is acceptable to travel the night before.)*

### XV. Marketing Plan\*

Marketing Plan ideas; Example from Alan

Do we need/want one? What is budget? Who is responsible? Do we need to hire a firm? Should we plan to include this in our 3-Year Plan?

*In the interest of time, this item was postponed until the next meeting.*

Information Items- Announcements/Calendar of Events:

February 7-8: CAEAA, Sacramento  
February 22: EL Civics Conference, Anaheim (Jan. 18 in Pasadena)  
April 8-9: CCAE Legislative Day, Sacramento  
April 25-27: CCAE State Conference, San Diego (submitted proposal for ESL presentation)  
June 11-13: CASAS Summer Institute (possible dual-enrollment presentation Dana/Matt)

*Upcoming Deliverables (delays due to corrections needed in NOVA):*



**2018-19 Member Budget and Work Plan:** Past due 9/30; please complete by Jan. 23  
(Remember to budget the entire amount available; this includes carryover.)



**2018-19 Q1 Expense reports in NOVA:** Past due 12/31; after Budgets and Work Plans have been approved; please plan to have this done by the end of 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

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*Fiscal/Allocation meeting:*

*February 22, 2019*

*Chino Valley Adult School*

*Next regular meeting:*

*February 27, 2019*

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**Materials:**

3-Year Planning Roadmap/Timeline  
Marketing Plan ideas  
Marketing Plan example

*Respectfully submitted by Dana Galloway*