



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

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

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

The meeting was called to order at 12:30 p.m.

- I. Welcome/Introductions Members present: *Todd Haag, Cynthia Gleason, Matt Morin, Carl Hampton, Aaron Dover, Forest De Renzo*
Others: *Dana Galloway (Prog. Coordinator), Alan Helfman and Santiago Jackson (AES), Andi Johnston and Roseanne Redfearn (BVROP)*
New Member representatives:
Aaron Dover, Upland USD Title: *Principal over Special Programs*
Forest De Renzo, Baldy View ROP Title: *Asst. Superintendent, Ed. Services*
- II. Approval of Agenda* *Moved: Cindy; Seconded: Matt; Motion approved*
- III. Approval of Meeting Minutes from August 1, 2018*. Attendees: *Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Scott Sypkens*
Others: *Santiago Jackson (AES), Dana Galloway (Program Coordinator)*
Moved: Carl; Seconded: Cindy; Motion approved
- IV. Public Comment *None*
- V. Member Comment
High School Equivalency programs in Spanish *These programs are experiencing success at the three adult schools where offered (CAS, CVAS, FAS.) Cindy informed the group that it is now possible to combine GED tests in English with either Spanish or French for a passing score. There are now “analytics for CA” and you can see how your testing center and students performed.*

Todd is the new ACSA Region 12 representative for adult education.

VI. Consent Items *None*

VII. Meetings

Cancel October 17 meeting*

It was decided to leave the October meeting on the calendar but consider cancelling if not needed.

VIII. Three-year Planning Session

Review of existing 3-Year Plan

AB86 Regional Comprehensive Plan and AB104 AEBG Three-Year Consortia Plan Update from AB86 Final Plan were reviewed with respect to the following questions:

How has this group changed since the original plan? Has our student population changed or do we have a better understanding of our students?

Are the major goals of the original plan still relevant? Has our vision changed?

What new obstacles do we have now? Which initial obstacles have been removed?

Review 3-Year Planning Guidance Document

Major points of the document were examined. Members received an email from state leadership and may provide input on both the guidance document and template by September 18.

Review 3-Year Planning Template

Template was examined; it is very general and will surely change.

Review AB104 Assessments: How will these inform the new plan?

Discussion of how the assessments/outcomes have developed in tandem with WIOA II measurements, and how these are defined in AEP. There is a new focus on data so it is in the best interest of the Consortium to be on the same page with how we are measuring and defining outcomes and services. A Data & Accountability advisory group representing member agencies could help with this.

November 5 retreat: Details and approval of funds*

Moved: Carl; Seconded: Forest; Motion approved. Up to \$3,000 was approved for expenses associated with the retreat.

Steering committee to develop retreat agenda/activities*

Committee members: Dana Galloway, Cindy Gleason, Matt Morin

Materials/Documents:

“Big Buckets”

Roadmap

Regional Demographics/08 West End Corridor

AB86 Regional Comprehensive Plan

WECC/AEBG Programs by Agency 2017-18

Consortium 3-Year Planning Guidance 2019-2022 (document & template)

AEBG Outcomes

AEBG Barriers to Employment

Three-Year Planning Questions

- IX. Website
Update website
AES will facilitate and advise for now
Pictures and bios needed for Dana, Forest, Matt, Aaron
Dana gave a status report on the WECC website. The Leadership, Legislative, Agendas & Minutes sections will be updated ASAP. Decision to remain with the same developer or other will be made later in the year.
- X. 2018-19 Annual Plan: submitted August 15
Copy of final document; use to select strategies for work plan due Sept. 30
Several new strategies have been added into the plan. Members should be familiar with it so they can complete work plans by the deadline.
- XI. Marketing plan & budget
Initial meeting held with Andi Johnston & Dana
Dana reported that a more specific plan will be discussed at the retreat.
- XII. Legislative Update: AES
Santiago Jackson reported name change from AEBG to AEP (Adult Education Program); now a program, not a grant. He warned that a change in the governor’s office could bring about changes in legislation.
- XIII. Approval of funds for conferences
ASAP & CASAS: Agreement on number of staff*
ASAP: Up to 5 per agency; CASAS: Up to 12 per agency; CCAE South Coast: TBD by each agency; AEP Lead Event expenses approved for Todd and Dana. Moved: Forest; Seconded: Carl; Motion approved
Motion to cover the cost of food for today’s meeting (\$62.63) made by Cindy; Seconded: Aaron. Motion approved.
Consortium Conference and Travel, General Guidelines
Todd briefly discussed some guidelines that he has found useful when sending staff to conferences and reimbursing for travel. It is also helpful to submit all receipts at once, if possible. Operate within your district’s policy.

XIV. 2017-18 Q4 Expense reports in NOVA

Budget revisions for certification by Sept. 30

Regarding Q4 expense reporting, Todd explained that all agencies with a negative balance in a given object code will have to do a budget revision, but that NOVA does not yet support this. NOVA users will be notified when the system has this capability, so all we can do for now is wait. You should take a look at your budgets to see how modifications can be made. Todd and Dana will be happy to meet with anyone who needs help with this process. Also, those who have not met spending targets for the year will need to complete the "Corrective Action Plan" section of the report. It is sincerely hoped that budget and expense reporting will become less complicated now that AEP is a program, not a grant.

Data & Accountability fund: spend by Dec. 31, 2018

There will be further discussion on how this money should be spent; think about any needs or ideas you may have.

Regarding interest income on the consortium-wide account, CJUHSD has been asked to look into this. It may be difficult or complicated to determine, but interest earned remains with the generating account.

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

September 14: AEP Webinar, **Budget and Work Plan in NOVA: recommended**

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

September 20-21: CCEMC Dual Enrollment Summit

September 27-28: Consortium Lead Event, Sacramento

October 22-23: ASAP User's Conference, Anaheim

October 31: WIOA II/ACSA Meeting, Fontana Adult School

November 5: Consortium Retreat

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

February 7-8: CAEAA, Sacramento

February 22: EL Civics Conference, Anaheim (Jan. 18 in Pasadena)

April 25-27: CCAE State Conference, San Diego

June 11-13: CASAS Summer Institute, Garden Grove

Upcoming Deliverables: (Deadlines for items 1 & 2 have recently been extended 30 days).

1. ~~September 30~~ October 30: Q4 member expense reporting in NOVA *certified by lead*
2. ~~September 30~~ October 30: Member budgets and work plans for 2018-19
3. October 30: Q1 student data through TE (submit DIR)
4. December 1: Q1 member expense reporting in NOVA
5. December 31: Q1 member expense reporting in NOVA *certified by lead*

XVI. Other

Meeting adjourned at 4:30 p.m.

Next meeting: October 17, Chaffey Adult School, 12:30 p.m.

Materials:

2018-19 Annual Plan

Consortium Conference and Travel, General Guidelines

Respectfully submitted by Dana Galloway