



**WEST END CORRIDOR**  
**CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM**

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

**Executive Committee Meeting Minutes**

January 12, 2022      12:30 - 2:30 p.m.      Via Zoom

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

I. Welcome/Introductions

*The meeting was called to order at 12:40 p.m.*

*Members present: Cindy Gleason, Andrew Stager, Todd Haag, Carl Hampton, Laura Alvarado for Matt Morin*

*Others: Dana Galloway, Program Coordinator; Greg Hill Jr., Lisa LeFevre, Phyllis Pistorino, Marisa Castellano (WestEd); Cindy Prentice, SBCSS*

II. Approval of Agenda\*

*Carl made a motion to approve the Agenda; this was seconded by Todd. The motion was unanimously approved.*

III. Approval of Meeting Minutes from December 8, 2021\*. Member reps present:

Cindy Gleason, Todd Haag, Carl Hampton, Laura Alvarado for Matt Morin

*Carl made a motion to approve the minutes from December 8; this was seconded by Laura. The motion was unanimously approved.*

IV. Public Comment *None.*

V. Consent Items *None.*

VI. Fiscal\*

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ASAP texting capability has been requested for FAS and CVAS.

*Todd explained that he and Cindy Gleason are in communication with ASAP to determine how the texts were sent from FAS without payment or an agreement in place. FAS and CVAS are interested in acquiring this capability and Todd will follow through with ASAP.*

Cindy Gleason: Request for funds for CNA equipment/facilities (Chaffey College co-located class)

*Laura explained that CNA is heavily regulated; there are a number of guidelines that go along with offering the class. She mentioned that the college budget can be used to supplement if necessary, and that the county WDB is helping students with drug testing and other requirements. Cindy shared that the CNA class is a mix of community, adult school, and high school students. It is unique in that students receive a range of support services in order to successfully complete the program. Cindy is not sure of the funding she will need and will reintroduce this request once she has a concrete list of supplies/facilities needs and related costs.*

WestEd contract will be extended and modified to include Task 2

*The original contract is already approved and Task 2 will provide the extra time and flexibility to complete projects. Approval of the contract modification will not be as extensive as the original approval process.*

## VII. Marketing

Report on Spectrum adjustments to programming (Dana)

*Dana has been in communication with Spectrum regarding changes we requested to the video before the holidays: Change "fall" to "spring" registration, and modify programming to run on more sports channels during playoffs and important games within the existing budget. The change has been made to the video, and the Spectrum rep has yet to confirm any modifications made to programming. Carl made a suggestion to avoid using educational terms such as "fall" and "spring" semester in favor of statements such as: "Call us now for enrollment information." A more generic message may be less confusing. Dana suggested that we take all of this into account if/when we decide to record a video using our own schools and students.*

Report on social media advertising inquiries (Todd)

*Todd is looking into this. Laura showed an example of a Chaffey College flyer she has running on Instagram. The cost is relatively low and she is seeing results. People are sharing the flyer with one another. You can specify the demographics you want to target. Laura offered to share the marketing team at the college for any school who needs a flyer made for a joint adult ed-college program. Contact her if you would like to take advantage of this.*

## VIII. Professional Development

Upcoming conferences

*See below. CAEAA and CASAS Summer Institute have already been approved. There was discussion of continuing the current practice of invoicing CJUHSD after each event or waiting until the end of the year and invoicing for all approved conference reimbursement. This topic was tabled until the next meeting.*

Data Group (See WIOA/CAEP Outcomes Reference Sheet.)

*Dana reported that the Data Group continues to meet and is going strong. She discussed the need to keep better track of outcomes through student updates (for both CAEP and WIOA.) The ...Outcomes Reference Sheet*

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*explains all updates possible for adult school students, the criteria, who is responsible, and what programs they apply to. Jay Wright (CASAS) has reviewed the information and given it his blessing. Dana is finalizing this document with the Data Group and will meet with member reps individually to go over its use.*

Other *Not discussed.*

## VIII. Three-Year Planning

Selection of mandatory metrics (barriers) for consortia. See 3-Year Planning (Student Barriers)  
Discussion of optional metrics for members (Dana)

*Dana displayed a portion of the 2022 3-Year Plan Template from the CAEP website. The consortium must address some mandatory metrics and members may choose optional ones. Within the Student Barriers category, the group must select from ELL, Low Literacy, Low Income or Long-Term Unemployed. Dana analyzed the members' barriers over the last four years and Low Literacy emerges as number one far more times than the others. In the interest of time, this topic will be revisited at the next meeting, discussion opportunity, or via electronic communication.*

WestEd: Greg Hill Jr. and team

Update on student surveys and focus groups. Schedule the final staff focus group.

Future planning sessions with members (probably 2.) Other means of getting input from stakeholders.

- 1. The final "y'all come" staff focus group has been scheduled for Friday, January 28, noon – 1:30 p.m. Greg will send us the revised link by next Tuesday. Alternatively, members can email him the names and email addresses of participants.*
- 2. Scheduling of student focus groups has yet to be determined. WestEd will contact students who indicated interest on the student survey.*
- 3. Facilitated conversations with member reps (Task 2) will be scheduled in the next few months. These will most likely be virtual.*
- 4. Project status and sharing findings: Quantitative is done (student survey) and in good shape. Qualitative is awaiting the last staff focus group and student focus groups. WestEd is planning to send out an updated report next week.*

*Lisa shared a report on the student survey findings so far:*

***Question regarding adult school experience:*** *85% of survey participants responded to this question, which is a very high percentage. 50% of those gave explicit feedback. Responses were overwhelmingly positive.*

***Question regarding meeting goals:*** *98% of those who responded said that the school had helped them move toward their goals.*

***Question regarding supportive services:*** *Some students did respond with specific services they were using or what they would like to have available, but it is clear that others may not understand the meaning of the term.*

**Question regarding addressing challenges:** *Interesting responses. The terminology used in the question may be influencing responses; i.e., students may not understand it or use these terms to describe their experience.*

IX. Member comment: School updates, questions, concerns  
*Carl and Todd commented that they both have COVID testing sites on or near their campuses. Home testing kits are slowly being distributed to staff and students in districts but may take longer to get to adult students (if at all.) Carl reported that he has enrolled 80 new students since the start of the semester.*

X. Other *None.*

**Information Items/Calendar of Events:**

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

January 19, 9:00 a.m.	WIOA/ACSA, Chaffey Adult School, on Zoom
February 1, 1:00 p.m.	Statewide WIOA II (virtual)
February 3	CAEAA State Conference (virtual) See <a href="#">registration flyer</a> .
February 3, 4	ACCE Conference (virtual)
February 11	TE in California (virtual)
May 5 – 7	CCAIE State Conference, Hollywood
June 14 - 16	CASAS Summer Institute, San Diego

**WECC Meeting Calendar for 2021-22:** (2022) February 23, April 6, May 4  
*Special meetings may be scheduled for fiscal planning (March) and 3-Year Plan collaboration.*

**Upcoming Deliverables:**

**January 2022**

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

**February 2022**

- **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.

**March 2022**

- **Mar 1:** Member expense report is due in NOVA.

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- **Mar 31:** 19/20 and 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q2) \*
  - **Mar 31:** End of Q3

## April 2022

- **Apr 30:** Student Data due in TOPSPro (Q3)

## May 2022

- **May 2:** CFAD for 2022-23 due in NOVA \*

## June 2022

- **Jun 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3) \*
- **Jun 30:** End of Q4

Next regular meeting:

February 23

Documents/Materials:

CAEP Three-Year Plan Template  
WIOA/CAEP Outcomes Reference Sheet  
3-Year Planning (Student Barriers)

*The meeting was adjourned at 2:50 p.m.  
Minutes respectfully submitted by Dana Galloway.*