



**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*

**Executive Committee Meeting Agenda**  
December 9, 2020      12:30 p.m.      Via Zoom

*Please contact the Program Coordinator, Dana Galloway ([dana.galloway@cjuhsd.net](mailto:dana.galloway@cjuhsd.net); 909-391-5365), for information on providing public comment at this meeting.*

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

- I. Welcome/Introductions
- II. Approval of Agenda\*
- III. Approval of Meeting Minutes from October 14, 2020\*. Member reps present:  
Cindy Gleason, Todd Haag, Matt Morin, Andrew Stager, Rose Bomentre, Carl Hampton
- IV. Public Comment
- V. Member Comment  
Todd: Value of a mid-year postcard mailing or cable TV commercial?  
Cindy: Student success videos (FAS can recommend consultant if WECC/members interested)  
(Dana): CAEP funds (July – Oct.) have been received by fiscal agent
- VI. Consent Items
- VII. Member withdrawal
- VIII. Data question:      WECC 1<sup>st</sup> Quarter Enrollment Comparison Chart (Credit given to Scott Gutman for his help with this.)  
Other: WECC Enrollment trends; DIR Targets

- IX. WestEd Contract renewal\*  
SOW (Scope of Work) document previously emailed to all member reps by Greg Hill Jr.
- X. LMS update  
WECC “pilot” consortium to receive Canvas site licenses from the Chancellor’s Office (Matt)
- XI. Data systems update  
Integration of Canvas with ASAP (Cindy)  
ASAP texting capability fee (Cindy)
- XII. Adult School/Chaffey College partnership update  
Outlook for spring (Matt and Laura)
- XIII. Professional Development  
Data Group met on December 2 & 7 and will continue in the new year  
“Best Practices” Group: Move forward or wait until later?  
ESL teacher event: Plan for spring or wait until 2020-21?
- XIV. Updates from Members  
Reports/Questions from members on enrollment, testing, reporting, instruction, technology needs, CTE courses, or other topics of interest in response to the COVID-19 pandemic.
- XV. Announcements/Reminders  
2020-21 Q1 Expenses. Please submit by Dec. 15. Must be certified by the end of December.
- XVI. Other

***Information Items- Announcements/Calendar of Events:***

Upcoming events:

Nov., Dec., ongoing	EL Civics conference See attachment.
Dec. 10, 9 – 11:30 a.m.	San Bernardino WDB Local planning meeting
Dec. 10, 12 – 1 p.m.	CALPRO Administrator’s Forum (Batista, Rublaitus)
Dec. 10, 1-2 p.m.	WIOA II Networking meeting (new region)
Dec. 17, 8:30 – 10 a.m.	S.B./Riverside WDB Regional planning meeting
Jan. 5, 1 – 2 p.m.	CA Statewide WIOA II networking meeting
Jan. 20, 9 – 11 a.m.	WIOA/ACSA Inland networking meeting (Todd)

**Upcoming Deliverables:**

December 2020

- **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- **Dec 1:** 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)
- **Dec 31:** 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

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

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Next regular meeting:

January 13, 2020

**Materials:** WECC Enrollment Trends in Q1  
WECC DIR Targets  
WECC 1<sup>st</sup> Quarter Enrollment Comparison Chart  
EL Civics Conference Series flyer