



**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**

September 9, 2020      12:30 p.m.      Via Zoom

*Please contact the Program Coordinator, Dana Galloway (dana.galloway@cjuhsd.net), for information on making 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 July 29, 2020\*. Member reps present:  
Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Rose Bomentre, Andrew Stager
- IV. Public Comment
- V. Member Comment
- VI. Consent Items
- VII. Annual Plan\*  
Approval of final version. PDF will be uploaded into NOVA under "Supporting Documents."

- VIII. Fiscal Planning\*  
Approval of Career Cruising for 2020-21.  
Allocation amendment needed (possibly in 2019-20) to add one-time funds from CWF carryover. Dana will provide instructions once we have determined the best way to do this.
- IX. Chaffey College dual enrollment update; SB554 (Matt and Laura)
- X. Professional Development  
Opportunities so far this year  
Possible training in collaboration with Chaffey College: ESL event; Canvas training for teachers  
Possible focus group at AP level
- XI. WestEd  
Data Systems Improvement Project deliverables  
Current data requests & projects; recommendations for 2020-21  
Discussion of future collaboration with WestEd
- XII. Announcements/Reminders  
See CAEP Beginning of Year (BOY) letter: <https://caladulthood.org/DownloadFile/1047>  
Congratulations to Upland on their successful WIOA application!
- XIII. Other

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

Upcoming events:

September 25: LARAEC Conference (online)

October 5: CAEP Director's Event (open also to member reps) (*online; registration still available*)  
<https://register.caladulthood.org/index.cfm?fuseaction=detail&id=427>

October 26-29: CAEP Summit (*online; registration open*) **Submit proposals through September 10.**  
<https://caepsummit2020.vfairs.com/en/registration>

**WECC Meeting Calendar for 2020-21:**

October 14, December 9, January 13 (2021), February 24, April 7, May 5

## ***Upcoming Deliverables:***

### September 2020

- **Sep 1:** 18/19 and 19/20 Member Expense Report due in NOVA (Q4)

*Per CAEP: Please ensure that expenses are accurate. Once certified, 19/20 cannot be reopened to make corrections.*

- **Sep 1:** July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA

*Program Area Reporting guidance: <https://caladulthood.org/DownloadFile/1049>*

- **Sep 30:** 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4)

*We should try to certify before September 30. Members cannot submit Budgets and Work Plans until this is done because carryover must be calculated into the 20/21 budgets.*

- **Sep 30:** 20/21 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

### October 2020

- **Oct 30:** 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- **Oct 31:** Student data due in TOPSPRO (Q1)

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Next regular meeting:

October 14, 2020

**Materials:** Provided by Greg Hill Jr., WestEd  
WECC 2020-21 Annual Plan