



WEST END CORRIDOR
CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

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

Executive Committee Meeting Minutes

April 8, 2020, 12:30 p.m. Via Zoom

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

I. Welcome/Introductions

The meeting was called to order at 12:40 to allow for all to get connected to the Zoom platform. Dana requested that everyone stick to the agenda and that she would take note of any other topics for discussion at a later date when more time is available.

II. Approval of Agenda*

Andrew moved to approve with no changes; seconded by Matt. Motion unanimously approved.

III. Approval of Meeting Minutes from February 26 and March 18*. Member reps

present: Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Rose Bomentre, Andrew Stager
Rose moved to approve February 26 minutes; seconded by Andrew. Motion unanimously approved. Matt moved to approve March 18 minutes; seconded by Rose. Motion unanimously approved.

IV. Public Comment *None.*

V. Member Comment *None.*

VI. Consent Items *None.*

VII. Amendment to Annual Plan*: Addition of 2019-20 Fee Schedule as required by law

Dana mentioned that the latest draft of the 2019-20 Fee Schedule had removed Logistics and added CPR to BVROP for 2019-20. Matt moved to approve 2019-20 Fee Schedule; seconded by Andrew. Motion unanimously approved. Dana will add this document to the others in NOVA and from now on it will be updated yearly and submitted with the Annual Plan.

VIII. Adoption of updated WECC Bylaws as revised March 2020*

No further changes were proposed for the WECC Bylaws. Todd moved to approve the latest version (March 2020); seconded by Rose. Motion unanimously approved.

IX. Fiscal planning for CFAD, due May 2
Approval of 2020-21 CFAD*

Dana reviewed the discussion from March 18 regarding the Chancellor’s Office guidance around COLA distribution, which indicated that all member institutions shall receive COLA proportional to their allocation. During the March 18 discussion, Chaffey College indicated an interest in devoting their portion of the COLA to the consortium-wide fund (CWF) after receiving it. If the COLA does not come through due to the public health/economic crisis, consortia will be directed to do an allocation amendment. Also, those member institutions not wishing to take their portion of the COLA will be adjusted via allocation amendment. Chaffey College and Upland Unified School District both indicated that they will be surrendering their COLA to the CWF because they are not currently at staffing capacity so a 2020-21 COLA is not necessary and can be better spent supporting other members and projects..

Matt expressed concern that the current yearly allocation structure for BVROP has not yielded the results expected by the members or described in the 3-Year and Annual Plans. He stated that the commentary is not intended as a negative reflection on the current member rep but is the result of a situation that has developed over a period of 3-4 years, in which numerous representatives of the organization have cycled through the Executive Committee. He stated that the original allocation amounts to BVROP were intended to support consortium-wide marketing efforts that have not come to fruition. The consortium increased BVROP’s 2019-20 funding through a one-time \$50,000 disbursement to implement a logistics training program in coordination with UPS that was planned to launch in October 2019. This program has yet to launch, with the monies having been diverted to support high-cost adult health care programs. This is in opposition to the philosophy of the Consortium and the California Adult Education Program. Attempts to work with BVROP to align use of funds with Consortium objectives have not been successful. In light of these concerns, Matt suggested that BVROP’s 2020-21 allocation be reallocated due to member ineffectiveness based on Ca. Ed. Code 84914 (b)(1)(C), WECC Governance Document (in NOVA) and WECC Bylaws. In lieu of a regular allocation, he proposed a new model in which the consortium may provide funding to BVROP for programs of interest to the consortium members in line with the goals and objectives stated in the 3-Year Plan. One possible method he proposed for this model would be for BVROP to invoice the Consortium for programs and/or services or fund pilot projects as approved by the members. The details of this model will be discussed, documented and approved by all members. Funding for approved expenses will be taken from the consortium-wide fund. Rose moved to approve 2020-21 allocations as described below; seconded by Matt. Motion unanimously approved.

BVROP	Chaffey College	CJUHSD	CVUSD	FUSD	UUSD
0	300,000	3,589,537 495,656 cwf 4,085,193	1,392,218	1,324,649	427,050

Total = 7,529,110

Todd Haag requested additional funding. The group was reminded that CJUHSD has never taken a COLA or requested any other funding increase. When planning for 2019-20, Todd told the group that he might request 50,000 at some point during the year but he wouldn’t take it unless he needed it. This was approved at the time. The group agreed that it would be wise to allocate the funds in 2019-20, as it is unknown how 2020-21 funding will be affected due to the pandemic. Carl moved to approve 50,000 in 19-20 funds from consortium-wide carryover for CJUHSD; seconded by Rose. Motion unanimously approved.

X. Other

Information Items- Announcements/Calendar of Events:

Dana recommended attending the CAEP Office Hours and Webinar; she will email members the link to sign up for them. Other in-person events this month have been cancelled, and the GED training scheduled for later in the month will be rescheduled, probably in the fall. The CASAS Summer Institute is still planned for late June.

Upcoming events:

April 10	CAEP Office Hours
April 15	Data Group Meeting; Tentative CAEP webinar
April 17	CAEP Webinar re: CFAD
April 23:	Legislative Day, Sacramento CANCELLED
April 23-25:	CCAE State Conference, Sacramento CANCELLED; planned for 2021
April 30/May 1:	GED Teacher training, InTECH center POSTPONED; reschedule in fall
June 23-25:	CASAS Summer Institute, Garden Grove

WECC Leadership Meeting Calendar 2019-20: May 6 *(It is assumed that this meeting will be conducted via Zoom.)*

WECC Tentative Meeting Calendar for 2020-21: July 29, September 9, October 14, December 9, January 13 (2021), February 24, April 7, May 5

Upcoming Deliverables:

April 2020

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

May 2020

- **May 2:** CFADs for 2020-21 due in NOVA

June 2020

- **Jun 1:** 18/19 and 19/20 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3)
- **Jun 30:** End of Q4

Next regular meeting: May 6, 2020

Materials:

WECC Fee Schedule (draft)

WECC Bylaws (draft)

WECC Fiscal Planning Worksheet

WECC Fiscal Information 2016-Present

WECC DIR & Summary Data

The meeting was adjourned at 2:30. Dana thanked everyone for their patience, understanding and efforts to get consortium business accomplished via a virtual platform.

Respectfully submitted by Dana Galloway.