



CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

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

Executive Committee Meeting Minutes

February 24, 2021 12:30 p.m. Via Zoom

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

- I. Welcome/Introductions
The meeting was called to order at 12:35 p.m.
Members present: Matt Morin, Carl Hampton, Cindy Gleason, Andrew Stager, Todd Haag
Others: Dana Galloway (Program Coordinator); Laura Alvarado (Chaffey College)

- II. Approval of Agenda*
Andrew made a motion to approve the agenda; this was seconded by Matt. The motion was unanimously approved.

- III. Approval of Meeting Minutes from January 13, 2021*. Member reps present:
Cindy Gleason, Todd Haag, Matt Morin, Andrew Stager, Carl Hampton
Matt made a motion to approve the minutes of the January 13 meeting; this was seconded by Andrew. The motion was unanimously approved.

- IV. Public Comment *None.*

- V. Member Comment *None.*

- VI. Consent Items *None.*

- VII. Professional Development
Teacher Networking Event, February 25.
Dana confirmed who would represent each school and how many presenters they would have. AP's or principals should manage their school's time so we remain on schedule. Andrew will help out with the management of Zoom and breakout rooms.

VIII. LMS update*

Purchasing Canvas site licenses (Matt)

Request for information from CAEP (email dated Feb. 19)

The state has offered Canvas licenses to all consortia, but it is unclear how many are really available. Matt hopes that adult schools will take advantage of this offer so it will be included in future funding. CAS and FAS are in a position to pursue this; the platform will not be supported by CVAS and UAS districts for now. Matt reminded the group that curriculum could be shared among schools and with the college via Canvas.

IX. Enrollment Data Report

Update with data from Q1, Q2 (S1)

Dana shared the S1 enrollment report with credit given to Scott Gutman at FAS for his help. Enrollment at most adult schools is down by 42 – 56%; the state average is about 50% fewer students. There was discussion of how district mandates to return to in-person instruction will affect the adult schools. It may not make sense for some adult school programs/students to return to campus for a variety of reasons.

School fact sheets

Dana will need a few pieces of additional information to complete the school fact sheets and will follow up with the individual schools. She intends to have these available to members by CCAE Lege Day (April 19/20).

Data Group meeting March 8 (M. Teske, CASAS re: WIOA II E & E survey)

*The Data Group continues to be a useful resource for its members. Any member rep who would like to hear Margaret Teske answer questions regarding the WIOA II Employment & Earnings survey **which will soon be administered to CAEP students as well** is welcome to attend the meeting.*

X. PR/Marketing*

Does the group want to move forward with either Spectrum or N&R Publications?

The group is in “wait and see” mode and will revisit the topic at a later meeting. There is still a feeling that the state should undertake a broadcast campaign to inform the public that adult schools are local, state-supported, high-quality, accredited and free for most programs.

XI. Fiscal Planning*

Approval of funds from consortium-wide account to attend CASAS SI (\$175/pp)

Approval of funds from consortium-wide account to attend CCAE State Conf. (\$50/pp, \$200/2-10 staff; \$300/11-30 staff)

Discussion of COLA (see <https://caladulthood.org/DownloadFile/11110>) and 2020-21 CFAD, due May 2.

There was a suggestion that it may be easier to give PD funds to the individual members to manage themselves than to process reimbursements through the fiscal agent. Members were asked to determine how many staff would attend the CCAE and CASAS events. It was decided to schedule a fiscal planning meeting in March in order to vote on these items and determine member allocations for 2021-22. The meeting will be held on March 17 at 2 p.m., either in person or via Zoom.

XII. Other/Updates

WECC website rebuild

Dana reported that Kimberly Randall has been approved to start working on rebuilding the WECC website at a cost not to exceed \$3,500.00. She will be asking the member reps to forward items needed for the website.

Educational Opportunity Centers (EOC) Grant; letters of participation/support from members
Summer Steele at CSUSB has requested that each school who wishes to support the grant write a letter of Intent to Participate. She has provided a template that can be adapted.

Lege Day: Student stories, videos

Todd mentioned that CCAE may want to collect student stories and videos for use at Lege Day, although no specific request has been sent out yet.

XIII. Announcements/Reminders



Q2 expense reporting and closeout of 2018-19 funds due **March 1**. Check your FIFO report in the Fiscal Reporting section of NOVA. Figures should represent cumulative expenses (YTD).

Dana reminded member reps that the State is seriously discussing limiting carryover funds to 15%. It was agreed the reports would be submitted by March 5. Please contact her with any questions.

Information Items/Calendar of Events:

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

(All meetings virtual)

Feb. 26, 5 p.m.	CCAIE So. Section Awards
Mar. 2, 1-2 p.m.	CA Statewide WIOA II networking meeting
Mar. 3-5	OTAN TDLS (Technology and Dist. Learning Symposium)
Mar. 17, 9 a.m.	WIOA II/ACSA (Todd)
Apr. 19-20	CCAIE Legislative Days
Apr. 21-23	CCAIE State Conference

EL Civics “Conference” (CASAS) is ongoing on Fridays. See: [playlist at the CASAS YouTube Channel](#)

WECC Meeting Calendar for 2020-21: April 7, May 5

Upcoming Deliverables:

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

April 2021

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

May 2021

- **May 2:** CFAD for 2021-22 due in NOVA

June 2021

- **Jun 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)
- **Jun 30:** End of Q4

Fiscal Planning meeting:

March 17, 2021

Next regular meeting:

April 7, 2021

Documents/Materials:

CAEP COLA 20/21 and 21/22: <https://caladulthood.org/DownloadFile/1110>

Fiscal Planning Worksheet 2021

WECC Allocation Revision Worksheet

Consortium Allocations Planning History