



**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*

**MINUTES**  
**Executive Committee Meeting**  
February 26, 2020, 12:30 p.m. Chaffey Adult School

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

- I. Welcome/Introductions
- II. Approval of Agenda\*  
*Moved to approve with no changes: Matt; Seconded: Cindy. Motion approved.*
- III. Approval of Meeting Minutes from January 15, 2020\*. Member reps present: Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Rose Bomentre, Andrew Stager  
*Moved to approve with no changes: Matt; Seconded: Andy. Motion approved.*
- IV. Public Comment  
*None.*
- V. Member Comment  
*Cindy Gleason made a request for \$50,000 in one-time funds to upgrade the FAS kitchen so that it can be approved by the County to be used in a Cottage Industry (Foods) pilot program. The program would involve approximately 15 students per session and include entrepreneurship skills (production, sales, and marketing.) Motion to approve funds: Matt; Seconded: Todd. Motion not approved. (While the group felt the project had merit, it was suggested that consideration be delayed pending the upcoming 20-21 fiscal planning process.)*
- VI. Consent Items  
*None.*
- VII. Professional Development Future Events\*

GED Teacher training: April 30 p.m./May 1 a.m., Location: InTECH Center Chaffey College will cover the cost of any incidentals such as supplies, water, snacks. Dana distributed a **Save the Date** flyer

*and registration information will be sent out by Debi Faucette at GED Testing Service. Please speak with your HSE teachers and pass along any specific requests for training content to Dana. Determine date for ESL teacher event in the fall. Create an ESL work group to plan? The group agreed that an ESL work group would be helpful; Dana will coordinate this.*

- VIII. Amendment to Annual Plan\*: Addition of Fee Schedule as required by law  
*Several corrections were made to the draft of the WECC Fee Schedule. No vote yet pending further additions; these should be forwarded to Dana by March 6.*
  
- IX. Review of Governance document and updating of Bylaws  
*Members were given hard copies and sent electronic documents to review and provide input for approval at the March 18 meeting. Suggestions should be forwarded to Dana by March 10.*
  
- X. Approval/Clarification of consortium-wide funds\*:
  - GED teacher training, April 30/May 1 *See VII above.*
  - Leg Day *Already approved; Todd plans to attend with a teacher and students.*
  - CASAS SI (clarification re: expenses, labs) *Already approved. Essentially the same guidelines as in the past. Todd provided a document that members may refer to or distribute to staff, CCAE State Conference Information & Travel Guidelines.*
  
- XI. Data System Quality Improvement (WestEd, Greg Hill Jr.)  
**Mid-year data review**  
*Greg Hill Jr. provided reports and conducted a data review/inquiry that revolved around the following questions: What data do you look at and use on a regular basis? What data do you need that you don't have access to? What data is important to you and/or the consortium? (This may not coincide with what the State requires.) It was agreed to continue the discussion on March 11, 12:30 – 2:30, location TBD.*
  
- XII. Other

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

Upcoming events:

February 26:	Side by Side PD, CVAS
February 28:	MIS Data Training, SBVC
March 6:	CAEP Fiscal Webinar (12 – 1:30)
April 21-22:	Legislative Day, Sacramento <i>Cancelled</i>
April 23-25:	CCAЕ State Conference, Sacramento <i>Cancelled</i>
April 30/May 1:	GED Teacher training, InTech Center
June 23-25:	CASAS Summer Institute, Garden Grove

**Upcoming Deliverables:**

*Dana recommended that members attend the CAEP Fiscal Webinar on March 6. She reminded all members that Q2 Expenses are now due in NOVA. Remember that expenses must always be equal to or greater than Q1. Also, if you get **!**, it means you have spent more than you projected in that object code. In this case, the State recommends you do a budget revision, so please discuss this with Dana. Along with the Q2 expenses, you will also certify that you have spent all 17-18 funds. Dana and Todd have verified that all members have liquidated these funds, so when asked, you should check the box.*

## February 2020

- **Feb 28:** Preliminary allocations for 2020-21 and 2021-22 released by this date

## March 2020



- **Mar 1:** 17/18 and 18/19 and 19/20 Member Expense Report due in NOVA (Q2)
- **Mar 1:** Close out of 17/18 Member Funds due in NOVA
- **Mar 31:** 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia by NOVA (Q2)
- **Mar 31:** Close out of 17/18 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3

## 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 special meeting (fiscal planning): Chaffey Adult School  
Next regular meeting:

March 18, 2020  
April 8, 2020

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**Materials:**

WECC Fee Schedule (draft)  
WECC Governance Document  
WECC Bylaws (draft)  
Data Reports as determined by Greg Hill Jr.