



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

July 29, 2020, 12:30 p.m. Via Zoom

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

I. Welcome/Introductions

*Members present: Matt Morin, Rose Bomentre, Andrew Stager, Cindy Gleason, Todd Haag, Carl Hampton.
Others: Laura Alvarado, Greg Hill Jr., Cindy Prentice, Dana Galloway.*

II. Approval of Agenda*

Matt moved to approve the agenda with no changes; seconded by Rose. The motion was unanimously approved.

III. Approval of Meeting Minutes from May 6, 2020*. Member reps present:

Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Rose Bomentre, Andrew Stager
Matt moved to approve the minutes as written; seconded by Andrew. The motion was unanimously approved.

IV. Public Comment *None.*

V. Member Comment *None.*

VI. Consent Items *None.*

VII. Annual Plan due August 15*. Please review draft and send suggestions by August 3. When asked to approve the Plan in NOVA, please do so immediately.

Dana explained the requirements of the new Annual Plan. We have been asked to address how we are adjusting our services during the COVID-19 pandemic, how we plan to handle budget cuts, and what we are doing to identify and eliminate systemic racial injustice. This information is included in the narrative of the Executive Summary.

The 2020-21 Annual Plan reflects the results and comments of the survey that was distributed to members in the last month, as well as data that Greg Hill Jr. at WestEd has compiled. Members indicated that under the circumstances, it may be more reasonable to focus on student retention and

outcomes rather than increasing overall numbers, although it was agreed that it is important to maintain enrollment in response to community needs. Some strategies that were not highly rated as essential or practical for the coming year were de-emphasized in the Plan. These include: Enhanced partnerships with workforce agencies; Increased PD; and Additional focus groups. "Establish academic and career pathways" was consolidated under Student Acceleration; "Make better use of enrollment and outcome data to drive PD" was consolidated under Professional Development; and "Pursue a closer relationship with the local WDB/AJCC" was consolidated under Leveraging of Resources.

As Fiscal Manager, Todd is working on the **Fiscal Management** section of the plan. Once the plan is submitted, members will have approximately a week to approve.

- VIII. Report on Chaffey College co-located classes and dual enrollment. SB554. (Laura Alvarado)
Chaffey Adult: The Business class (part of IELCE pathway) is full, although more space may be made available.
Fontana: There are 17 students enrolled so far in the ESL Level 4 class at Fontana.
All: Spaces have been opened in the following classes for ASE students: Psychology, Business, Child Development, Guidance 3. These students may benefit from enrollment under SB554.
Chino Valley: 20 HVAC students graduated last week, and recruitment has begun for the fall (24 students.) EMT is entirely online for now.
The LMS being used by the college is Canvas. There is a community hub. Cranium Café is being used for counseling. Courses are being designed so that they can revert seamlessly back to classroom instruction as conditions warrant.
- IX. Fiscal Planning*. An allocation amendment is needed by August 14 to restore funding to 2019-20 levels. Discussion of allocation of carryover from consortium-wide fund.
See WECC Allocation Revision Worksheet.
**2019-20 Budget Revision for BVR0P. Does anyone else need to do this?
Dana explained that an allocation amendment is necessary to restore funded members to 2019-20 levels. There is also enough carryover in the consortium-wide account, approximately \$800,000, to consider one-time contributions to members. Cindy requested \$85,000 to cover the costs of additional laptops, tech assistance and outreach. Todd also indicated a need for additional funds. Carl said that he would probably need more but suggested waiting until after the WIOA grants are released. Todd moved that \$85,000 be given to FAS, and \$50,000 to both CAS and CVAS, as one-time contributions from consortium-wide carryover. Carl seconded the motion. It was unanimously approved. All members agreed that more budget changes are likely, so the remaining carryover in the consortium-wide fund should be re-examined later in the year when the state budget has stabilized.
- Todd mentioned that we need to approve a new contract (2020-21) with ASAP at a cost of approximately \$30,000. This was moved by Carl and seconded by Andrew. The motion was unanimously approved.*
- X. WestEd Data Review #2; Data Systems Improvement Project deliverables. (Greg Hill Jr.)
Greg explained how he arrived at the lists of schools similar to the adult schools in the Consortium. He briefly explained information regarding underserved groups in the region and some demographic inconsistencies (e.g., women enroll in higher percentages than men.) He showed maps indicating the technology level of households in the region (Fontana and Montclair are low.) The complete report, as well as other project deliverables such as the Data Dictionary, will be sent to members ASAP in August.

Dana stressed that member reps should be informed of what the Data Group is doing and what it has produced.

XI. Announcements/Reminders

--WECC Bylaws in NOVA: *WECC Bylaws are found in NOVA under Consortia & Members > Supporting Documents > Governance*

--Timely invoicing for conference expenses: *Per Todd, CJUHSD has received some invoices for mileage from 6-7 months ago from member districts. The expenses are minimal. If you see these invoices, it may be easier for everyone to cover them yourself. Please see that staff turn in paperwork in a timely manner, and that all expenses for a given event are submitted together.*

--Get-well card for Neil Kelly: *Dana asked if everyone was in favor of sending a get-well card to Neil Kelly. All agreed. Dana will purchase the card and mail it.*

--CDE/WIOA region change: Letter on behalf of the consortium? *Dana will discuss this later with WIOA agencies.*

XII. Other

Information Items- Announcements/Calendar of Events:

Upcoming events: *Dana recommended PD for staff at SBCSS and Inland Consortium.*

August 3: PD Day for CTE teachers offered by SBCSS (online)

August 6: PD Day at Inland Consortium (online)

October 5: CAEP Director's Event (also open to member reps) (online; registration now open)

October 26-29: CAEP Summit (online) Call for presenters now open

Next Meeting: (Format TBD)

September 9, 2020

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

Upcoming Deliverables:

August 2020

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 14:** Allocation Amendment due in NOVA
- **Aug 15:** Annual Plan for 2020-21 due in NOVA

September 2020

- **Sep 1:** 18/19 and 19/20 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA
- **Sep 30:** 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4)
- **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)

Materials:

WECC Fiscal Allocation Worksheet
Provided by Greg Hill Jr., WestEd

Meeting adjourned at 3:10 p.m.

Minutes respectfully submitted by Dana Galloway.