



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

September 9, 2020 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 2:40 p.m.

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

II. Approval of Agenda*

Matt moved that the agenda be approved as written; this was seconded by Andrew. The motion was unanimously approved.

III. Approval of Meeting Minutes from July 29, 2020*. Member reps present:

Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Rose Bomentre, Andrew Stager

Matt moved that the July 29 meeting minutes be approved as written; this was seconded by Cindy. The motion was unanimously approved.

IV. Public Comment

Cindy Prentice: Indicated that the CTE teacher training was held on August 3 and SBCSS will schedule more opportunities in the future.

V. Member Comment

Todd: WIOA II allocations have not yet been released but you can contact your CDE consultant and he/she will tell you the amount you will receive.

VI. Consent Items *None.*

VII. Annual Plan*

Approval of final version. PDF will be uploaded into NOVA under "Supporting Documents."

Cindy made a motion that the final version of the 2020-21 Annual Plan be approved; this was seconded by Matt. The motion was unanimously approved. Dana reminded members that this version is much easier to read than what was loaded into the template in NOVA, and that they will select from these strategies when creating their Budget & Work Plan for 2020-21.

VIII. Fiscal Planning*

Approval of Career Cruising for 2020-21 to be paid from consortium-wide funds.

Todd estimates the cost at about \$3,000 per school. It is used by CAS, CVAS, BVROP and not currently at Upland. FAS does not have approval from their district. Andrew moved to approve the expense; this was seconded by Matt. The motion was unanimously approved.

Update: This approval is not needed, as a three-year contract with Career Cruising was already negotiated for CAS, CVAS, UAS and BVROP through 2022. Message sent by Todd to all members on Sept. 11.

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.

Dana and Todd have been in contact with the CAEP office to request guidance on how to add the one-time approved funds to CAS, FAS and CVAS. Dana will advise the group if an allocation amendment is necessary. All are asked to approve this as soon as they receive the request from NOVA.

IX. Chaffey College dual enrollment update; SB554 (Matt and Laura)

Laura Alvarado reported that there are currently 82 adult school students dual-enrolled in Chaffey College credit and non-credit classes this semester. More classes are scheduled for the spring: ESL Level 5; Business: Interviewing Skills & Bookkeeping; Child Development; Psychology; non-credit Gerontology; and possibly a Guidance class. CTE classes (HVAC, EMT) continue to be held at CVAS and are going strong.

X. Professional Development

Opportunities so far this year

Dana reminded members of the online PD opportunities offered so far by SBCSS and through the Inland Consortium. Upcoming events are listed below.

Possible training in collaboration with Chaffey College: ESL event; Canvas training for teachers
Dana suggested that it would be wise to capitalize on the momentum and enthusiasm created by the ESL Curriculum Institute held last December. Matt commented that this collaboration created a shift in mindset among the ESL faculty at the college and created the environment necessary to move forward with curriculum alignment and dual enrollment opportunities at the adult schools. It was decided that an ESL event will be planned for next spring. Regarding Canvas training, Matt and Laura will consider opportunities for sharing between college and adult school faculty.

Possible focus group at AP level

Dana asked members to consider the creation of a focus/work group at the AP or program director level, as there is a great deal of knowledge and skill that is not being tapped for the benefit of the consortium. Greg Hill Jr. could also collaborate with this group. She will prepare a proposal for the next meeting.

XI. WestEd

Data Systems Improvement Project deliverables

Greg Hill Jr. showed a preview of the Data Manual he has been working on. The manual will be useful for all staff who collect, verify and report data. It will serve as a resource and “roadmap” of common definitions and procedures in our consortium. The manual will be sent to all members soon.

Current data requests & projects; recommendations for 2020-21

Greg explained recent data projects he has been working on, including a graph of how COVID-19 has impacted adult school enrollment. The data match project with Chaffey College is continuing.

Discussion of future collaboration with WestEd

Not discussed. Dana reported that there was a Data Group meeting the first week of September, and that she continues to work with Greg although the contract officially ended on August 31. Per Greg, projects will have to be wrapped up soon, so a decision should be made on renewal of the contract at the next meeting.

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

Greg Hill Jr. asked if members had considered the information he sent regarding the CARES Act grant application. Educational institutions, including consortia, could get up to 1.5 million dollars, to be used for expenses related to meeting the needs of students during the pandemic. Dana does not have the time to either write or monitor the grant; Matt says that the college is overwhelmed with grants. Greg offered to help write the grant if there is interest. No decision was made.

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>

Matt Morin and Laura Alvarado will submit a proposal regarding implementation of SB554.

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.

Dana asked members to submit Q4 by September 15, and to contact her if they have questions or need to do a budget revision.

- **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)

Meeting adjourned at 3:00 p.m.

Next regular meeting:

October 14, 2020

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

Minutes respectfully submitted by Dana Galloway.