



**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*

**Executive Committee Meeting Minutes**  
March 18, 2020, 12:30 p.m. Chaffey Adult School

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

*Due to the recent coronavirus outbreak and related school closures, two members were in attendance virtually and one of them had other emergency meetings to attend at the same time. Members did not feel that they had enough time to review documents and make informed decisions. It was decided that this meeting would serve for discussion purposes but no votes would be taken.*

- I. Welcome/Introductions  
*The meeting was called to order at 1 p.m. due to the need to set up a virtual platform.*
- II. Approval of Agenda\* *No vote.*
- III. Approval of Meeting Minutes from February 26, 2020\*. Member reps present: Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Rose Bomentre, Andrew Stager  
*No vote.*
- IV. Public Comment *None.*
- V. Member Comment *None.*
- VI. Consent Items *None.*
- VII. Amendment to Annual Plan\*: Addition of Fee Schedule as required by law  
*Discussion of what classes or services should be included in the schedule, especially as related to some of the community workshops and training offered by BVROP. No vote taken.*

VIII. Adoption of updated WECC Bylaws as revised March 2020\*  
*No significant discussion; draft copies of the proposed Bylaws have been provided to all members based on requested input. No vote taken.*

IX. **Fiscal planning for CFAD, due May 2**

Approval of 2020-21 CFAD\*

*Discussion. CFAD certification deadline is still May 2. The state expects all members to take their share of the COLA for 2020-21 and 2021-22; if a member wishes to refuse their share, this will be adjusted via an allocation amendment after the fact. Increases or decreases in member base funding should be reflected in the CFAD. Dana provided the documents listed below under **Materials** to guide the group in making fiscal decisions. No vote taken.*

X. Other

*Meeting adjourned at 2:30 p.m.*

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

Upcoming events:

April 23:	Legislative Day, Sacramento <b>CANCELLED</b>
April 23-25:	CCAIE State Conference, Sacramento <b>CANCELLED</b>
April 30/May 1:	GED Teacher training, InTECH center <b>POSTPONED</b>
June 23-25:	CASAS Summer Institute, Garden Grove

WECC Leadership Meeting Calendar 2019-20: April 8, May 6

**Upcoming Deliverables:**

## March 2020



- **NOW DUE:** 17/18 and 18/19 and 19/20 Member Expense Report due in NOVA (Q2)
- **NOW DUE:** 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

*All March deliverables have been submitted and certified.*

## 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

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Next regular meeting: Via Zoom

April 8, 2020

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### **Materials:**

WECC Fee Schedule (draft)  
WECC Bylaws (draft)  
WECC Fiscal Planning Worksheet  
WECC Fiscal Information 2016-Present  
WECC DIR & Summary Data

*Respectfully submitted by Dana Galloway.*