



WEST END CORRIDOR
CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

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

Executive Committee Meeting Agenda (Fiscal Planning)
March 17, 2021 2:00 p.m. Chaffey Adult School

Please contact the Program Coordinator, Dana Galloway (dana.galloway@cjuhsd.net; 909-391-5365), for information on providing public comment at this meeting.

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

- I. Welcome/Introductions
- II. Approval of Agenda*
- III.** Approval of Meeting Minutes from February 24, 2021*. Member reps present: Cindy Gleason, Todd Haag, Matt Morin, Andrew Stager, Carl Hampton
- IV. Public Comment
- V. Member Comment
- VI. Consent Items
- VII. Fiscal Planning*
 - A. COLA (see <https://caladulthood.org/DownloadFile/1110>)
2020-21 Allocations (CFAD due May 2)

B. Other consortium-wide expenses

1. Premium Zoom license for WECC
2. WestEd to assist with 3-Year Plan
3. Other support (new or existing staff) in the areas of technology, data, website, newsletter, fact sheets, logistics, ??? to further consortium goals
4. Marketing budget: Do we want to move forward with any form of marketing at this time?
5. Program Coordinator contract

C. For PD:

1. Discussion of proposal to give PD funds directly to member institutions rather than invoicing the fiscal agent for expenses
2. Approval of funds from consortium-wide account to attend CASAS SI (\$175/pp)
3. Approval of funds from consortium-wide account to attend CCAE State Conf. (\$50/pp, \$200/2-10 staff; \$300/11-30 staff)

Information Items/Calendar of Events:

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

(All meetings virtual)

Apr. 6, 1:00 p.m.	Statewide WIOA II meeting
Apr. 14, 9:00 a.m.	Regional WIOA II/ACSA meeting
Apr. 19-20	CCAE Legislative Days (ccaestate.org)
Apr. 21-23	CCAE State Conference (ccaestate.org)
Jun. 17/18, 22/23	CASAS Summer Institute (casas.org)

WECC Meeting Calendar for 2020-21:

April 7, May 5

Upcoming Deliverables:

March 2021

- **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

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
WECC Enrollment Trends
First Semester Enrollment Comparison
CAEP Summary Tables



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