



**WEST END CORRIDOR**  
**CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM**

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

**Executive Committee Meeting Minutes**

April 7, 2021      9:00 a.m.      Chaffey Adult School

*Please contact the Program Coordinator, Dana Galloway ([dana.galloway@cjuhsd.net](mailto: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**

The meeting was called to order at 9:10 a.m.

*Members present: Matt Morin, Cindy Gleason, Todd Haag, Carl Hampton*

*Others: Dana Galloway, Program Coordinator Absent: Andrew Stager*

**II. Approval of Agenda\***

*Matt made a motion to approve the agenda; this was seconded by Cindy. The motion was unanimously approved.*

**III. Approval of Meeting Minutes from March 17, 2021\*. Member reps present:**

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

*Cindy made a motion to approve the minutes of the March 17 Fiscal Planning meeting with one correction (change ??? to etc. on Item VII, B3); this was seconded by Matt. The motion was unanimously approved.*

**IV. Public Comment** *None.*

**V. Member Comment**

*Carl asked the group if the adult schools will offer any online ESL classes in the fall. There was discussion of the pros and cons of online vs. in-person instruction for ESL students.*

*Todd mentioned that the state will be sending updated GAN letters to reflect the increase in funding that is coming to WIOA II agencies. Also, the HSE certification is past due. This is the letter that indicates the results of the state data match as opposed to what the agency reported. There seems to be quite a*

*discrepancy in favor of many schools and members are wondering if there was an error made at the state. Agencies should contact their CDE rep to discuss this.*

VI. Consent Items *None.*

VII. Fiscal Planning\*

A. Approve to continue with fiscal agent model and CJHUSD

*Discussion of fiscal agent responsibilities and if this was a burden on CJUHSD. It was decided that the current system works well and should be continued.*

B. One-time allocations from consortium-wide fund (CWF)

carryover via

allocation amendment

Do we want to allocate at this time?

Member proposals

*Discussion of how much to allocate from consortium-wide carryover. An exact amount was not agreed upon pending analysis of how much of the fund has been spent in recent years and what it has been spent on. The following **one-time allocations** were proposed:*

*FAS: \$100,000 for preparation of the medical pathways and culinary facilities*

*CVAS: \$100,000 for preparation of a welding classroom*

*CAS: \$50,000 for expansion of the masonry facility and possible plumbing classroom*

*Todd made a motion to approve the amounts above to be taken from 2020-21 CWF funds via allocation amendment and to continue with the current fiscal agent model in 2021-22; this was seconded by Carl. The motion was unanimously approved.*

C. Professional development

1. Discussion of proposal to give PD funds directly to member institutions rather than invoicing the fiscal agent for expenses

*After discussion, the group agreed that it would be easier to give lump sums at the beginning of the year based on percentage/size of staff. Todd will look at expenses from previous years and make a recommendation at a future meeting.*

2. Approval of funds from consortium-wide account to attend CASAS SI (\$175/pp)

*Carl made a motion to approve registration fees for up to 10 staff members from each school to attend the CASAS Summer Institute in June; this was seconded by Cindy. The motion was unanimously approved.*

D. Other miscellaneous expenses

1. Website hosting

*Dana explained that since transferring website ownership, there have been monthly bills of approximately \$50/month and some yearly expenses. Todd made a motion to approve up to \$2,000 per year for website domain and hosting (GoDaddy) from the consortium-wide account; Matt seconded the motion. The motion was unanimously approved.*

**Other**

*Todd mentioned that we will need to approve funds for ASAP for the adult schools for 2021-22 in the amount of about \$40,000 from the consortium-wide account. Cindy made a motion to approve the funds; this was seconded by Carl. The motion was unanimously approved.*

- VIII. Update WECC Bylaws to reflect withdrawal of BVROP  
*Dana will work on this and present for a vote when ready.*
- IX. WestEd contract  
Input from members as to needs and interests  
Cindy: How to keep track of our progress (see template)  
*Greg Hill Jr. will provide us with a contract when he has a better idea of what the members would like to accomplish. Dana has sent ideas and Cindy suggested a template that would help us keep better track of our progress toward Plan goals. She also suggested putting some of our current and past data into the Plan. Dana will discuss with Greg the idea of a survey for the members to pinpoint priorities and interests.*
- X. Marketing  
Spectrum advertising project  
*Dana and Todd have a meeting scheduled next week with Lisa Hatch from Spectrum to discuss next steps for our broadcast advertising project.*
- XI. Student Motivation & Retention networking event  
Debrief  
*Dana distributed results of the evaluation and interest form from the Student Retention & Motivation networking event. Most participants gave the highest or second-highest rating and indicated their interest in future topics for consideration. Carl also conducted an informal survey with positive results (included.) Matt expressed an interest in providing training on “integration of soft skills.”*
- XII. Member updates  
Canvas licenses at CAS  
*The Canvas licenses have been transferred to Fontana, as it is problematic for Todd to integrate them into the licenses he already has. Cindy is very pleased.*
- XIII. State issues on the horizon  
Carryover cap  
*There is pending legislation (AB1491) to limit the amount of CAEP funds (15%) that can be carried over from one year to the other.*  
Employment & Earnings survey for CAEP students  
*This will take effect in the 2021-22 program year. Follow up requirements are not as rigid as for WIOA II.*  
Consortia Effectiveness letter (March 3, 2021) *Included in packet.*  
Adult Education Funding letter (March 29, 2021) *Included in packet.*



*Note: Any member who wishes to have some copies of the N&R publication for our region, or needs WECC postcards, please ask for them.*

**Information Items/Calendar of Events:**

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

Apr. 7, 12:00 p.m.	CAEP Webinar: State Priorities
Apr. 14, 9:00 a.m.	Regional WIOA II/ACSA meeting
Apr. 19, 11:30 a.m.	San Bernardino County Economic Recovery Event

[https://zoom.us/webinar/register/WN\\_5PsNMBluTvSUTVPcR2QvFA](https://zoom.us/webinar/register/WN_5PsNMBluTvSUTVPcR2QvFA)

Apr. 19-20  
Apr. 21-23  
Jun. 17/18, 22/23

CCAIE Legislative Days (ccaestate.org)  
CCAIE State Conference (ccaestate.org)  
CASAS Summer Institute (casas.org)

**WECC Meeting Calendar for 2020-21:**

**May 5**

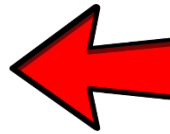
***Upcoming Deliverables:***

**April 2021**

- **Apr 30:** Student Data due in TOPSPro (Q3)

**May 2021**

- **May 2 (April 30):** CFAD for 2021-22 due in NOVA



***Please approve the CFAD as soon as you get the message from NOVA. Thank you!***

**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

**August 2021**

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2021-22 due in NOVA

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**Next regular meeting:**

**May 5, 2021**

**Documents/Materials:**

2021-2022 WECC Fiscal Planning (Excel worksheet)  
Student Motivation & Retention, Evaluation & Interest Survey results  
CAEP Letter: Notice of Targeted Technical Assistance for Consortia Effectiveness  
CDE Letter: Student Funding in Adult Education Programs