



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 (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

The meeting was called to order at 2:40 p.m.

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

Others: Dana Galloway, Program Coordinator

II. Approval of Agenda*

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

III. Approval of Meeting Minutes from February 24, 2021*. Member reps present:

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

Matt made a motion to approve the minutes of the February 24 meeting; this was seconded by Carl. The motion was unanimously approved.

IV. Public Comment *None.*

V. Member Comment *None.*

VI. Consent Items *None.*

VII. Fiscal Planning*

A. COLA (see <https://caladulthood.org/DownloadFile/11110>)

Cindy made a motion to accept and distribute the COLA proportionately among all members per CAEP guidance; this was seconded by Carl. The motion was unanimously approved.

2020-21 Allocations (CFAD due May 2)

Discussion of how to allocate funds in order to support all members commensurate with their size, needs, and progress toward consortium goals. It was decided that the \$150,000 previously allocated to BVROP and currently designated to the consortium-wide fund should be distributed as an ongoing allocation to Chaffey Adult, Chino Valley and Fontana, as follows:

20-21 Pre One-Time		Percentage of the Total Allocation	21-22 COLA Increase 0.01499914069	21-22 Pre Reassignments of Allocations	21-22 New Allocation Levels	Percentage of the Total Allocation
Consortium	\$468,199	6.36%	\$7,023	\$475,222	\$319,002	4.27%
Chaffey Adult	\$3,509,254	47.68%	\$52,636	\$3,561,890	\$3,600,000	48.19%
Chino Valley	\$1,361,052	18.49%	\$20,415	1,381,467	\$1,407,000	18.83%
Fontana	\$1,295,000	17.59%	\$19,424	\$1,314,424	\$1,407,000	18.83%
Upland	\$427,050	5.80%	\$6,405	\$433,455	\$433,455	5.80%
Chaffey College	\$300,000	4.08%	\$4,500	\$304,500	\$304,500	4.08%
Total Amount	\$7,360,555	100.00%	\$110,402	\$7,470,957	\$7,470,957	100.00%

It was agreed that carryover in the consortium-wide account could be used as one-time allocations to members as needed via allocation amendment, and that it would be prudent to wait until later in the year to make these decisions pending any changes in state finances. A motion to approve the 2021-22 CFAD (green column) was made by Cindy; this was seconded by Andrew. The motion was unanimously approved.

B. Other consortium-wide expenses

1. Premium Zoom license for WECC
All agreed that this will be a necessity in the future. The cost for Dana to upgrade her Zoom plan is approximately \$150.00. Andrew made a motion to approve; this was seconded by Carl. The motion was unanimously approved.
2. WestEd to assist with 3-Year Plan
Discussion of contracting with WestEd to help out with the next 3-Year Plan, due in August of 2022. Cindy made a motion to approve funds (exact amount unknown but expected to be in the area of \$75,000;) this was seconded by Todd. The motion was unanimously approved.

3. Other support (new or existing staff) in the areas of technology, data, website, newsletter, fact sheets, logistics, etc., to further consortium goals
Discussion of the need to devote some funding to support the goals of the consortium in the areas mentioned above. Expertise could be found within consortium agencies (as extra hours or overtime) or it would be possible for Chaffey College to hire part-time, temporary staff. Matt made a motion to approve up to \$20,000 to devote to support staff to work with Dana on proposed projects; this was seconded by Cindy. The motion was unanimously approved.
4. Marketing budget: Do we want to move forward with any form of marketing at this time?
Discussion of the need to do more effective marketing in preparation for returning to school in the fall, or at least informing the public that opportunities are available in one form or another. The consensus is that Spectrum would provide the best options to meet our needs. Todd moved that up to \$40,000 be approved as a marketing budget; this was seconded by Matt. The motion was unanimously approved.
5. Program Coordinator contract
Cindy moved that the contract with Dana M. Galloway LLC be approved for the 2021-22 year at the same level of funding as in the past (not to exceed \$80,000). Matt seconded the motion and approval was unanimous. Note: This cost is generally less per STRS income limits and includes coverage of expenses on behalf of the consortium.

C. For PD:

1. Discussion of proposal to give PD funds directly to member institutions rather than invoicing the fiscal agent for expenses
Discussion of this item tabled until the April meeting.
2. Approval of funds from consortium-wide account to attend CASAS SI (\$175/pp)
(April meeting.)
3. Approval of funds from consortium-wide account to attend CCAE State Conf. (\$50/pp, \$200/2-10 staff; \$300/11-30 staff)
Members will cover this expense on their own, depending on how many interested staff they have.

Information Items/Calendar of Events:

Upcoming events: (To register for most state events, go to: <https://caadulthoodtraining.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	CCAЕ Legislative Days (ccaestate.org)
Apr. 21-23	CCAЕ State Conference (ccaestate.org)
Jun. 17/18, 22/23	CASAS Summer Institute (casas.org)

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

