



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
May 5, 2021 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 12:35 p.m.

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

Others: Laura Alvarado (Chaffey College;) Cindy Prentice (SBCSS;) Dana Galloway, Program Coordinator

II. Approval of Agenda*

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

III. Approval of Meeting Minutes from April 7, 2021*. Member reps present:
Cindy Gleason, Todd Haag, Matt Morin, Carl Hampton

Matt made a motion to approve the minutes from April 7, 2021; this was seconded by Carl. The motion was unanimously approved.

IV. Public Comment *None.*

V. Member Comment/Question

What are graduation plans for this year?

CAS: Ceremony on May 18th, 6:30 p.m. at the Ontario HS stadium. Diploma and GED graduates will be recognized.

CVAS: Ceremony on May 25th, 6:00 p.m. at the school in the quad area. Diploma and GED graduates will be recognized.

FAS: Ceremony on June 10th, 12 p.m. at the San Manuel baseball park (providing the county is in the yellow tier.) HSD and GED graduates.

UAS: No plans for a ceremony this year. (They have not held one in the past.)

Matt described the work that the S. Bdo. COE is doing to create focused articulation agreements between the K-12 system and local community colleges on a select number of career pathways. Cindy Prentice explained that the county is starting with a specific sector and identifying which colleges are strong in that particular area.

They are getting pilot agreements in place. She will forward more information on this project. Cindy also mentioned that the county can help us enhance the employability of our adults by providing computer skills and employment-related programs. She should be contacted directly for more details on how this might work.

Carl thanked Todd for allowing him to visit the welding shop at Chaffey High School (used for the adult school class.) He is planning to locate a welding facility on the CVAS campus.

Summer programs:

CAS: HSD, HSE, computers

CVAS: Fall semester starts July 6. There will be no online options at CVAS.

FAS: ESL, HSD, HSE, para-professional, interpreter/translator, computers

UAS: ESL, HSD, HSE

VI. Consent Items *None.*

VII. Fiscal Planning*

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

Instructions on how to accomplish this in NOVA. CAS, FAS and CVAS will have to revise their 20-21 budgets. Funds have been released by CJUHSD.

Apparently the one-time funds have not yet reached the recipients; Todd will look into this. He has been unable to connect with Neil Kelly for advice on how to proceed in NOVA. Dana will advise members when we know what we need to do.

VIII. Update WECC Bylaws to reflect withdrawal of BVROP *In progress.*

Dana will make corrections and send them out for member review. A vote will be taken at the next meeting.

IX. WestEd contract *Pending.*

No information yet from Greg Hill Jr., although Dana has been in contact with him.

X. Marketing

Spectrum Reach advertising project proposal (attached)

Possible locations for filming

Dana reviewed the project proposal sent by Lisa Hatch. Members had some questions that Dana was unable to answer, such as, how much it would cost to cover all cable TV zones at once. Dana will arrange another Zoom meeting as soon as possible with Lisa and the members so Lisa can address these issues in more detail.

Filming on location may be difficult with few students on campus, but Andrew pointed out that this can be arranged in advance with his ESL students. There are some CTE students on campus at Chaffey, Chino Valley and Fontana. Having the participation release form provided in advance would help to expedite matters.

See Addendum.

XI. Other

- Please forward WIOA II Continuous Improvement Plans (CIP) to Dana. These should be analyzed and possibly incorporated into our 3-Year planning process.

These have not yet been accepted or approved so should only be shared after that takes place. Todd mentioned that he found the template problematic.

- NuroRetention platform contact

Dana described a conversation she had with Mark Hemmings from the NuroRetention company. They provide software that integrates existing student data systems to allow for agencies to track students better and thereby improve outcomes. Members are not interested in taking on such a financial burden at this time without more information and feedback from other consortia. So far, the platform is used by colleges and one California consortium, although conversations are being conducted with others.

- Pictures/other for WECC website

Dana said that she may ask for pictures or other items for the WECC website.

Please let Dana know if you will be unavailable for any period this summer so she won't try to contact you.

Laura reported that there are many changes taking place regarding the CCCApply state-wide application. The SSN question is being removed from the non-credit application. Language capabilities are being expanded to include options other than English and Spanish. The application is becoming much more adult-school student "friendly" and will open more doors for students at the college level.



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)

May 5, 1 p.m.	CAEP Webinar: Three-year Consortium Planning Using the AEP Dashboard
May 7, 12 p.m.	CAEP Webinar, Utilizing SB 554...
May 19, 9 a.m.	ACSA/WIOA Networking
Jun. 17/18, 22/23	CASAS Summer Institute (casas.org)

WECC Meeting Calendar for 2021-22: July 28, September 8, October 13, December 8, (2022) January 12, February 23, April 6, May 4

Upcoming Deliverables:

June 2021



- **Jun 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q3)

Dana reminded members that these are cumulative amounts and there is some flexibility in this date but let her know if you will be late. Pending legislation regarding the carryover cap is AB1491 and if passed, would become effective in the coming program year.

- **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

September 2021

- **Sep 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA
- **Sep 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4)
- **Sep 30:** 21/20 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

Next regular meeting (in person at CAS): **July 28, 2021**

Documents/Materials:

Spectrum Reach PPT

The meeting was adjourned at 2:17 p.m.

Minutes respectfully submitted by Dana Galloway.

Addendum

X. Marketing

*A virtual meeting was held on May 19 with Lisa Hatch from Spectrum Reach to clarify members' questions. When preparing to present the expense to the CJUHSD board for approval (as fiscal agent,) Todd Haag requested that members vote by email on the following motion: **To approve a "Not to exceed" amount for the advertising project of \$55,000 for the 2021-22 year.** A budget of up to \$40,000 for broadcast marketing had already been approved in the March 17 meeting. The motion was seconded by Matt Morin and email votes were submitted by all members on June 7, with unanimous approval. Copies of the emails are on file with the Program Coordinator.*