



**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**

July 28, 2021      12:30 p.m.      Chaffey Adult School

- \* = Vote to be taken or action item  
\_\_\_ = Materials/documents provided

I. Welcome/Introductions

*The meeting was called to order at 12:40 p.m.*

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

*Others: Dana Galloway, Program Coordinator*

II. Approval of Agenda\*

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

III. Approval of Meeting Minutes from May 5, 2021\*. Member reps present:

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

*Cindy made a motion to approve the minutes from May 5, 2021; this was seconded by Andrew. The motion was unanimously approved.*

IV. Public Comment *None.*

V. Consent Items *None.*

VI. Member Updates

*Chino Valley: Classes started on July 6. Students are returning in larger numbers than anticipated. There will be another influx in August when the K-12 schools start classes. GED testing is taking place. APEX is the new platform being used in the ASE program. A new instructional aide class is underway and computer skills classes are planned (Excel and pivot tables.) A new CTE facility is being discussed with Chaffey college, possibly aviation mechanic (in collaboration with the Chino airport) or plumbing to coordinate with HVAC.*

*Upland: Summer school ESL has been successful. Plans are to start ESL at Upland Elementary school in the fall (August 16) and expand from there. HSD/HSE independent study program is held at the adult school office. Childcare is provided for ESL students, and individuals from other adult schools who need this service may be referred.*

*Chaffey Adult: Registration has been online so far, and students are given an appointment to come in to take a CASAS test. Todd is considering adding some in-person registration opportunities. Classes start on August 9. For ESL, there will be virtual and in-person sections offered. There will be a virtual computer lab in the evenings as well as in-person classes. The CTE program will be similar to pre-pandemic levels with the addition of a plumbing class in collaboration with Option 1 Plumbing.*

*Fontana: Almost all classes will be offered as in-person instruction. Computer-based writing skills and computer basics mini-courses have been successful and will continue. There will be a VESL (vocational ESL) class in conjunction with the interpretation/translation class. Medical pathways and paraprofessional will continue. FAS is piloting an ABE writing class, as this has proven to be an area of need. Classes start on August 9 and sections will be added as needed. In facilities projects, the kitchen and CNA room renovations are underway, but more funds will be needed to complete these projects.*

*Chaffey College: Managers and classified personnel are working 50% onsite at the college. Classes are expected to be 80% online and 20% in person in the fall. This is not necessarily what other community colleges are doing. Chaffey College expects to maintain or increase enrollment, as most students have indicated that the online platform works for them, and students from other colleges will have access to the classes without having to fill out a separate application.*

**VII. Fiscal Planning\***

Latest COLA amounts to be approved as follows. Allocation amendment is due by **Sept. 1**:

	21-22 Allocations	% of total	increase (June 21)	with increase
Consortium	\$ 319,002.00	0.0426989	\$ 8,014.72	\$ 327,016.72
Chaffey Adult	\$ 3,600,000.00	0.481866	\$ 90,447.69	\$ 3,690,447.69
Chino Valley	\$ 1,407,000.00	0.1883293	\$ 35,349.97	\$ 1,442,349.97
Fontana	\$ 1,407,000.00	0.1883293	\$ 35,349.97	\$ 1,442,349.97
Upland	\$ 433,455.00	0.0580187	\$ 10,890.28	\$ 444,345.28
Chaffey College	\$ 304,500.00	0.0407578	\$ 7,650.37	\$ 312,150.37
<b>Total</b>	<b>\$ 7,470,957.00</b>	<b>1</b>	<b>\$ 187,703.00</b>	<b>\$ 7,658,660.00</b>

Final allocation amounts rounded to the nearest dollar:

C/W:	327,017	
CAS:	3,690,448	(CJUHSD total = 4,017,465)
CVAS:	1,442,350	
FAS:	1,442,350	
UAS:	444,345	
College:	312,150	

*Carl made a motion to approve the allocation amendment amounts as listed; this was seconded by Matt. The motion was unanimously approved. Dana will submit the amendment in NOVA within the next few days. Members are asked to approve it as soon as they receive the invitation.*

**VIII. Approval of updated WECC Bylaws\***

*Cindy made a motion to approve the amended Bylaws reflecting the withdrawal of BVR0P; this was seconded by Matt. The motion was unanimously approved. The updated copy will be sent to all members and posted on the WECC website.*

**IX. Approval of WestEd proposal\***

*The SOW (Scope of Work)/proposal submitted by Greg Hill Jr. far exceeds the budget that was approved for this project (\$75,000.) Members feel that the proposal is too comprehensive and ambitious for our purposes, so Greg has been asked to come up with a pared-down proposal that meets the budget. Members agree that WestEd's expertise in data gathering and interpretation, and formatting the final Three-Year Plan, are what will be most useful to us.*

**X. Approval of funds for WECC website maintenance\***

Not to exceed \$2,000. We may need to pay for periodic back-up.

*Cindy made a motion to approve \$2,000 for WECC website maintenance for 2021-22; this was seconded by Matt. The motion was unanimously approved. All are impressed with the new website. Dana explained that the cost of maintenance will probably not even reach half this amount, but we want to have the necessary safeguards in place to avoid what happened with the previous website.*

**XI. Marketing**

Update on the Spectrum Reach marketing project

New video to be recorded in the fall

*Members are pleased with the video and some have seen it broadcast already. Dana and Todd will communicate with Lisa Hatch and send out more information on when and where it can be viewed. Todd suggested looking into local channels that run PSA's (Public Service Announcements.) There were also other suggestions to investigate having the video run at the Toyota Arena, AJCC, DMV, movie theaters, and libraries.*

**XII. Annual Plan: Approved in NOVA by August 15.**

Please review strategies to be included. These will form the basis of your Budget & Work Plan.

*Dana distributed the updated Annual Plan strategies. Per the survey that members completed recently, all previous strategies will remain in place. No other ones were suggested at this time. Dana will continue to work on the other parts of the Plan (Executive Summary, Regional Gaps, Fiscal Management) and send the document to members for review. It must be approved by all members in NOVA by August 15. A formal vote of approval, if necessary, can take place at the September 8 meeting.*

**XIII. Library literacy programs; possible partnership**

*Dana met recently with the library literacy coordinators at Upland, Ontario, and Rancho Cucamonga libraries. The coordinators have been directed to reach out to their local adult education consortia to discuss collaboration opportunities. Members believe that collaboration should take the form of information-sharing and student referrals to programs offered by one another, such as basic literacy offered by the libraries but not the adult schools. A suggestion was made to share our promotional video with the libraries. Dana will contact the Fontana and Chino library literacy coordinators. FAS already works with their library.*

XIV. CAEP News

Member effectiveness guidance (see memo)

*Dana explained that the state seems to be getting more involved with monitoring member and consortium deliverables. Guidance can be found on the CAEP website.*

Carryover bill is dead; original carryover limits still in place.

XV. Other

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

*Dana has received these from FAS and CAS; others will send them.*

- Sign up to be included in the MoveAheadWithAdultEd campaign:

<https://coabe.org/moveahead-with-adult-ed/> (sign up for toolkit; check the box to indicate you want to be included in the directory)

*FAS and CAS are already in the directory. Others are encouraged to sign up. There are many resources available that can be used by members for marketing purposes.*



*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://caadulthoodtraining.org/>)

August 3, 1:00 p.m.	Statewide WIOA II Meeting (virtual)
August 20, 12:00 p.m.	CAEP Webinar: New! NOVA Consortium Monitoring Dashboard and Reports
August 31, 9:00 a.m.	WIOA/ACSA Regional Network meeting at Corona-Norco
September (20-)24	CAEP Directors' Event (Directors and Chairs only) (virtual)
October 26-28	CAEP Summit (virtual)
November 3-5	ACSA State Summit in San Francisco
November 18-20	CCAE Southern/South Coast Conference, Palm Springs

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

**Upcoming Deliverables:**

- **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 1:** 21/22 Certification of Allocation Amendment due in NOVA (new)
- **Sep 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4) \*
- **Sep 30:** 21/22 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

- **October 2021**

- **Oct 30:** 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
- **Oct 31:** Student data due in TOPSPro (Q1)

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Next regular meeting:

September 8, 2021

Documents/Materials:

Revised WECC Bylaws

WestEd Proposal: Adult Education Professional Services and Comprehensive Regional Plan

WECC Annual Plan Strategies 2021-22

Memo (June 30, 2021): Reminder on Member Effectiveness Guidance

*The meeting was adjourned at 2:45 p.m.*

*Respectfully submitted by Dana Galloway.*