



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

December 8, 2021 12:30 - 2:30 p.m. Via Zoom

Please contact co-chair Todd Haag (todd.haag@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 October 13, 2021*. Member reps present:
Cindy Gleason, Todd Haag, Matt Morin, Andrew Stager, Carl Hampton

- IV. Public Comment
C.O.E. (Centers of Excellence) Career Map project. This is a database of regional labor market information connected to career training pathways/providers and employers. We are working with C.O.E. on including adult education providers. Cindy Prentice can explain more.

- V. Consent Items

- VI. Fiscal*
Cindy Gleason: FAS is interested in acquiring the texting feature in ASAP. Has this already been paid for by the fiscal agent? Is a vote of approval necessary?

Approval of WestEd contract, Task 2 “Support for Strategic Planning” in Three-Year Plan development. Cost: \$19,538. These funds have already been approved (up to \$100,000 for the entire project) but this is technically a separate contract that would run from January – June 2022. See WestEd SOW (Scope of Work) dated August 2021.

VII. Marketing

Spectrum is running the maximum WECC videos in November, December and January. The recording is being modified to say “spring” instead of “fall” registration. Spectrum is looking into adjusting the programming to include some high-visibility sports events at the original cost (as of Dec. 2.)

VIII. Three-Year Planning

WestEd: Greg Hill Jr. and team

Update on student surveys and focus groups. Next steps.

CAEP Self-Assessment Tool: Completed by all member reps and Dana, Laura. Dana emailed results on December 2. Cindy Gleason followed up with additional analysis.

IX. Member comment: School updates, questions, concerns

X. Other

Information Items/Calendar of Events:

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

December 8, 9 a.m.	WIOA/ACSA, Corona-Norco Parent Center
December 8, 12 p.m.	CAEP Webinar: 3-Year Plan in NOVA
December 15, 1 p.m. (2022)	California WIOA, Title II: AEFLA Network Meeting - End of Year - All Counties
January 19, 9 a.m.	WIOA/ACSA, Chaffey Adult School, 7 th St. campus
February 2	CAEAA State Conference (virtual)
May 5 – 7	CCAIE State Conference, Hollywood
June 14 - 16	CASAS Summer Institute, San Diego

WECC Meeting Calendar for 2021-22: (2022) January 12, February 23, April 6, May 4

Upcoming Deliverables:

December 2021

- **Dec 1:** July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 1:** 19/20, 20/21 & 21/22 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 19/20, 20/21 & 21/22 Member Expense Report certified by Consortia in NOVA (Q1) *
- **Dec 31:** End of Q2

January 2022

- **Jan 31:** Student Data due in TOPSPro (Q2)

February 2022

- **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.

March 2022

- **Mar 1:** Member expense report is due in NOVA.
- **Mar 31:** 19/20 and 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q2) *
- **Mar 31:** End of Q3

Next regular meeting:

January 12, 2022

Documents/Materials:

WestEd Scope of Work, August 2021