



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

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

**Executive Committee Meeting Agenda**

October 13, 2021      12:30 p.m.      Chaffey Adult School

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

- I. Welcome/Introductions
- II. Approval of Agenda\*
- III. Approval of Meeting Minutes from September 8, 2021\*. Member reps present:  
Cindy Gleason, Todd Haag, Matt Morin, Andrew Stager
- IV. Public Comment
- V. Consent Items
- VI. Data Review  
Objectives
- VII. Fiscal\*  
Approval of funds to attend CCAE conference  
Other conference approvals?
- VIII. Member comment: School updates, questions, concerns

- IX. Three-Year Planning (WestEd: Greg Hill Jr. and team)  
CAEP Self-Assessment Tool
- X. Other

**Information Items/Calendar of Events:**

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

October 20, 9 a.m.	WIOA/ACSA, Zoom
October 26-28	CAEP Summit (virtual)
November 2, 1 p.m.	Statewide WIOA II (virtual)
November 3-5	ACSA State Summit in San Francisco
November 17, 9 a.m.	WIOA/ACSA, Corona-Norco or TBA based on conditions
November 19-20	CCAIE Southern/South Coast Conference, Palm Springs
December 7, 1 p.m.	Statewide WIOA II (virtual)
December 8, 9 a.m.	WIOA/ACSA, Corona-Norco or TBA based on conditions
December 8, 12 p.m.	CAEP Webinar: 3-Year Plan in NOVA

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

**Upcoming Deliverables:**

## October 2021

- **Oct 30:** 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*

*Due now. Please let Dana know when this will be completed, if not already done. Budgets can always be modified any time during the year.*

- **Oct 31:** Student data due in TOPSPro (Q1)

## 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 \*

*Please check over your estimates. Consider adding “In-Kind Contribution” and “Fees” categories if you have not already done so. Then submit actuals when satisfied with your figures.*

- **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.

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Next regular meeting:

December 8, 2021

Documents/Materials:

Data Review Objectives  
CAEP Self-Assessment Tool