



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

September 8, 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 July 28, 2021*. Member reps present:
Cindy Gleason, Todd Haag, Matt Morin, Carl Hampton, Andrew Stager

IV. Public Comment

V. Consent Items

VI. Data
What data do we want to keep track of? Think about for 3-Year Plan. Work with WestEd.
Dana will schedule meetings to meet with adult school principals to discuss their data
(Enrollment; DIR Targets; Demographic & Outcome data; CAEP Summary) A Data Group meeting is
scheduled for Sept. 13.

VII. Fiscal Planning*

Final allocation amounts rounded to the nearest dollar in NOVA (Total = 7,658,660)

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

Consortium-wide carryover as of August 17 (20-21 closeout): \$821,737.98

Per last week's CAEP newsletter, funds should arrive in the 3rd week of September. July/August will arrive together; after that, monthly sums.

- VIII. Approval of 2021-22 Annual Plan*
Hard copies; PDF will be entered in NOVA
- IX. Approval of WestEd proposal*
Task 1: \$80,342 Task 2: \$19,538 (Pending)
- X. WECC website maintenance
The website is up to date. We have purchased GoDaddy periodic backup service.
- XI. Marketing
Spectrum Dashboard (Todd and Dana)
When/Where to record new video
- XII. Library literacy programs coordinator update (Dana)
- XIII. CAEP News
BOY (Beginning of Year) Letter: See CAEP newsletter from Aug. 25 or website.
Carryover bill is dead but according to Neil Kelly will be reintroduced this year
- XIV. Member updates (time permitting)
- XV. WestEd: Greg Hill Jr. and team (2:00 p.m. via Zoom)
WECC Kickoff meeting
- XVI. Other
- 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)



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/>)

Wednesday CAEP webinars regarding 3-Year Plan, through October 6

September 7, 1:00 p.m.	Statewide WIOA II networking meeting, online
September 15, 9:00 a.m.	WIOA/ACSA Regional meeting, online
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	CCAIE Southern/South Coast Conference, Palm Springs

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

Upcoming Deliverables:

● **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) *

NOTE: Be sure Q4/Year End is as accurate as possible before certification. After that, it can't be modified.

- **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)

● **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

Next regular meeting:

October 13, 2021

Documents/Materials:

WECC CAEP Enrollment Data

Revised WECC Bylaws

WECC 2022-25 CAEP Comprehensive Regional Plan Technical Assistance Scope of Work (WestEd) *new*

WECC Annual Plan 2021-22

CAEP Beginning of Year Letter 2021-22