



**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 Minutes**

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

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

I. Welcome/Introductions

*The meeting was called to order at 12:45 p.m.*

*Members present: Carl Hampton, Cindy Gleason, Todd Haag, Laura Alvarado for Matt Morin*

*Absent: Andrew Stager*

*Others: WestEd (Greg Hill Jr., Phyllis Pistorino, Lisa LeFevre, Alexandra Wright)*

II. Approval of Agenda\*

*Cindy made a motion to approve the agenda with the addition of consideration of compensation for Focus Group participation and for CCAE So. Section Conference expenses under VI. Fiscal; this was seconded by Laura. The motion was unanimously approved.*

III. Approval of Meeting Minutes from October 13, 2021\*. Member reps present:

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

*Cindy made a motion to approve the October 2021 minutes; this was seconded by Carl. The motion was unanimously approved.*

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.

*Ms. Prentice was unable to attend due to a conflict with another meeting at 1:00 pm. Todd and Laura provided a brief explanation of the Career Map project and its benefit to consortium-related planning and potential adult education students in the region.*

V. Consent Items

*None*

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?

*Todd provided a bit of history regarding this matter, beginning with an invoice received from ASAP at the start of the year for what turned out to be based on an inquiry and not a request for this service from Fontana. There was communication with Fontana regarding the issue and the invoice was never processed. Cindy made a motion to approve the expense, (varies by school size, with the largest at about \$1800/year;) this was seconded by Carl. Funds will come from the consortium-wide account. The motion was unanimously approved. Todd and Dana will follow-up regarding the purchase of this service for member agencies desiring this capability.*

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.

*Following discussion, Laura made a motion to approve the Task 2 contract (and related expense, previously approved;) this was seconded by Cindy. The motion was unanimously approved. The expectation is that this component includes, to the extent possible, the actual writing and formatting of the Plan in NOVA.*

WestEd Faculty Focus Groups: Compensation for participants, and CCAE So. Section Conference, November 2021: Compensation for attendees

*Carl made a motion to use consortium-wide funds to compensate focus group participants based on their hourly rate and CCAE attendees per agency guidelines; this was seconded by Cindy. The motion was unanimously approved. There was a discussion of the documentation that should be provided by CCAE attendees and forwarded to CJHUSD.*

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.)

*Todd provided an update, including options as we enter the start of second semester and beyond. The broadcast advertising campaign will be reevaluated in February or March of 2022. The group also inquired as to other social media avenues for outreach, specifically Facebook and Instagram advertising. Laura Alvarado provided some insight as to the college’s approach to utilizing these platforms and mentioned access to the promotional department for simple promotional flyer spots and will provide contact information for these two platforms. The group agreed that social media marketing is worth a try. Cindy made a motion that up to \$5,000 be approved from the consortium-wide fund for this purpose; this was seconded by Carl. The motion was unanimously approved.*

VIII. Three-Year Planning

WestEd: Greg Hill Jr. and team

Update on student surveys and focus groups. Next steps.

*Greg Hill Jr and the WestEd team gave a report on what they have found so far through the student surveys and faculty focus groups. There were a limited number of participants in the focus groups (13) so generalizations cannot be made but there were some interesting takeaways. This may not warrant additional attempts to get input, but one more focus group may be planned. Student survey response numbers were much more robust, so able to draw more conclusions. See attached report summary.*

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  
*Discussion of possible meeting/training for classified staff to include customer service, cultural awareness, and common concerns. Consortium members may have more details.*
- 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 <sup>th</sup> St. campus
February 2	CAEAA State Conference (virtual)
May 5 – 7	CCA 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

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Next regular meeting:

January 12, 2022

Documents/Materials:

WestEd Scope of Work, August 2021

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

*Minutes respectfully submitted by Dana Galloway.*