



**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**

October 13, 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 12:45 p.m.*

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

*Others: Laura Alvarado (Chaffey College), Cindy Prentice (SBCSS), 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 September 8, 2021\*. Member reps present:

Cindy Gleason, Todd Haag, Matt Morin, Andrew Stager

*Matt made a motion to approve the minutes from July 28, 2021; this was seconded by Andrew. The motion was unanimously approved.*

IV. Public Comment

*Laura Alvarado announced that the Chaffey College Adult Education Pathways Team has received the Chaffey College Above & Beyond award. She stressed that everyone involved in the Dual Enrollment program is to be given credit. Matt Morin has also received a Pather Pride award. Congratulations!*

V. Consent Items *None.*

VI. Data Review

*Dana has now met with all member reps to review key data reports from TOPSpro Enterprise and other sources. Everyone has a copy of these reports reflecting consortium-wide data as well as agency-level*

*data for all the adult schools. She explained that we will need to analyze these reports in the 3-Year Planning process, but this should already be taking place on a regular basis. Dana distributed a document that lists the objectives of the data review and explains the most frequently-used reports and their significance. This is a work in progress and will be updated as appropriate. Dana encouraged members to contact her any time they may want to have a conversation regarding their data. Data Team members are also familiar with the reports.*

*There was a discussion of consortium goal-setting related to 3-Year Planning. We should look at the goals we have set individually and determine what we have in common. These could be school, district, WASC or WIOA goals. We should examine our priorities as a consortium and set goals that are SMART and that do not contain too many variables we don't have control over.*

#### **Fiscal\***

##### **Approval of funds to attend CCAE conference**

*Carl made a motion to approve consortium-wide funds to attend the CCAE Southern/South Coast sections conference in Palm Springs. Guidelines include coverage of registration, up to 2 nights in the hotel, travel to/from, but no food or other expenses. The motion was seconded by Matt and unanimously approved.*

##### **Other conference approvals**

*Carl made a motion to approve coverage of expenses for the CASAS Summer Institute in June, 2022, San Diego, and the CAEAA conference (virtual, administrators only) using the same guidelines that have been used in the past. The motion was seconded by Matt and unanimously approved.*

#### **VIII. Member comment: School updates, questions, concerns**

*Not discussed due to time constraints.*

#### **IX. 3-Year Planning (WestEd)**

*Greg Hill Jr. and team joined the meeting. Greg mentioned that the CAEP fact sheets on the website do not use updated census data so are essentially the same as the ones we used 3-4 years ago, although they are more interactive. He said that new labor market data was scheduled to be released tomorrow.*

*There was a discussion of the student survey draft. Dana will forward the electronic copy to everyone; please send suggestions to Greg within the next few days. Greg shared a timeline of surveys and focus groups. There is a two-week period planned to survey students (Oct. 25 – Nov. 5) and the faculty focus groups should be completed by before Thanksgiving. A virtual meeting with WECC reps was planned to review the focus group protocol: November 3, 1 p.m. Greg will send out an invitation and other necessary information.*

*Finally, Greg mentioned that he would like enrollment figures for CTE courses at each school, but members pointed out that there is no efficient way to get this information. Greg will provide more information on exactly what he needs and how to get it. He added that when examining labor market data, we should pay attention to growth trends and middle-skill occupations with opportunities for advancement. IET and IELCE programs can help to fill gaps in this area.*

X. Other

**Information Items/Calendar of Events:**

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

October <del>20</del> 18, 9 a.m.	WIOA/ACSA, CNAS Parent Center
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.

Next regular meeting:

December 8, 2021

Documents/Materials:

Data Review Objectives  
CAEP Self-Assessment Tool

*The meeting was adjourned at 2:55 p.m.*

*Respectfully submitted by Dana Galloway.*