



WEST END CORRIDOR
CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

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

Executive Committee Meeting Minutes

September 8, 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 12:40 p.m.

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

Absent: Carl Hampton

Others: Laura Alvarado (Chaffey College), Cindy Prentice (SBCSS), Dana Galloway, Program Coordinator

II. Approval of Agenda*

Andrew made a motion to approve the agenda; this was seconded by Matt. The motion was unanimously approved.

III. Approval of Meeting Minutes from July 28, 2021*. Member reps present:
Cindy Gleason, Todd Haag, Matt Morin, Carl Hampton, 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 *None.*

V. Consent Items *None.*

VI. Data

Dana has been working on CAEP data (WECC CAEP Enrollment Data, DIR Targets, Demographic & Outcome Data; CAEP Summary) and will discuss these in the Data Group meeting on Sept. 13. She shared the latest enrollment data that indicate WECC adult schools are down from 2019-20 by about 24

– 45%, still less than the state average of about 48%. Dana will make individual appointments to visit the principals to review their data.

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	

Dana reported that improvements have been made at the state to expedite getting CAEP funds to recipients in a timely manner. July/August funds should arrive soon, and funds will come monthly after that. The amount of carryover in the consortium-wide fund after the closeout of 2020-21 is \$821,737.98. No fiscal decisions were made at this time.

Dana reminded members that that total CAEP expenditures in 2020-21 Program Area Estimates and Q4/Year End reports should be the same figure.

VIII. Approval of 2021-22 Annual Plan

Cindy made a motion to approve the 2021-22 Annual Plan; this was seconded by Andrew. The motion was unanimously approved. The updated copy was given to all members and will be posted on the WECC website.

IX. Approval of WestEd proposal*

The revised WestEd SOW (Scope of Work) includes Tasks 1 & 2 for a total of \$99,881. Task 1 was originally approved for \$80,343, with the remainder pending further discussion. Matt made a motion to approve up to \$100,000 for the entire project; this was seconded by Andrew. The motion was unanimously approved. The group understands that some adjustment to activities may be necessary within the proposal description to meet the needs of the Three-Year Plan template/requirements, but this should not involve any extra cost.

X. WECC website maintenance www.westendcorridor.org

A plan that provides for periodic back-up of the website has been purchased from GoDaddy. Dana will get details of frequency and cost. Funds have already been approved to cover this expense.

XI. Marketing

Spectrum Reach dashboard

Todd and Dana have access to the dashboard that indicates when the WECC video is scheduled to be aired and when it has aired. Members report that few students or staff have seen the video. Dana and Todd will follow up with Lisa Hatch regarding airing the video during Dodger games and Monday Night Football.

New video to be recorded in the fall

Members discussed waiting to film a new video until there is more data regarding the effectiveness of the current video.

XII. Library literacy coordinator update (Dana)

Dana described the communication she has had with the local city libraries (Ontario, Upland and Rancho Cucamonga.) A meeting was held at CAS on August 18, with Laura Alvarado present to discuss opportunities for adult students at Chaffey College. Dana met separately with the coordinator at the Fontana county library branch. Chino was contacted and invited to the meeting, but they did not respond. The literacy coordinators are excited to collaborate through sharing information and resources. Dana will pass along information she receives to the appropriate consortium member(s). Another meeting will be planned for later in the fall.

XIII. CAEP News

Dana provided copies of the 2021-22 BOY (Beginning of Year) Letter. She reported that the carryover limit bill may be reintroduced this year.

XIV. Member Updates

Chaffey College: Laura Alvarado reported adult student dual enrollment (SB554) program numbers. Figures represent enrollments, not completions:

Fall 2020:	42
Spring 2021:	70
Summer 2021:	31
Fall 2021:	58

There will be an in-person section of ESL 642 (Level 4) offered at FAS in the spring. There is now a new non-credit application for ESL students; in the future, the application will also be used for other programs. Laura is working on revising the (credit) CCCApply application as an advisor at the state level; she is the only person representing adult education. Laura is also co-facilitator of an Adult Ed/Noncredit/Guided Pathways statewide leadership group. Laura and Matt will give a presentation on ATB (Ability to Benefit) and SB554 at the upcoming CAEP summit in October.

XV. WestEd

WECC Kickoff Meeting

Greg Hill Jr. introduced his associates who will be working with WECC on the Three-Year Plan: Alexandria Wright, Lisa Le Fevre and Phyllis Pistorino. Members and others in attendance at the WECC meeting introduced themselves. Greg explained that in addition to analyzing data from the adult schools and the college, the team will also incorporate a qualitative component described in the SOW and agreed upon by members. A draft of a student survey will be sent for review the week of Sept. 20, to be administered in the first week of October. Preliminary results should be available by the end of October. Faculty/Staff surveys will take place at the end of November. Student focus groups will be planned by the third week of January.

Greg will need information regarding WECC programs and will also rely on the Data Group for information. Dana will provide whatever she has access to and will work closely with Greg and

members to facilitate the process. WestEd may be an item on the agenda for most WECC meetings this year. Greg and/or others were invited to attend (virtually) the upcoming Data Meeting on September 13.

Information Items/Calendar of Events:

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

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

September 7, 1:00 p.m.	Statewide WIOA II networking meeting, online
September 22, 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
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Next regular meeting:

October 13, 2021

The meeting was adjourned at 2:50 p.m.

Respectfully submitted by Dana Galloway.