



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
May 4, 2022 12:30 - 2:30 p.m. Via Zoom

Please contact Dana Galloway, Program Coordinator (dana.galloway@cjuhsd.net; 909-391-5365) for information on providing public comment at this meeting.

<https://us02web.zoom.us/j/9722626089?pwd=MUxZUNHRjBpZFBnMGlydWEzYTNTZz09>

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

- I. Welcome/Introductions

- II. Approval of Agenda*

- III. Approval of Meeting Minutes from February 23, 2022*. Member reps present: Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Andrew Stager

- IV. Public Comment

- V. Consent Items

- VI. Fiscal*
 1. CFAD
Has been approved and updated Bylaws are attached in NOVA. Bylaws may also be found on the WECC website.

2. Requests for one-time monies.

3. Revisit conference reimbursement for member districts.

We will need to do an allocation amendment in order to give lump sums to districts for PD from the consortium-wide account.

4. Approval for CVAS to maintain a large carryover going into 2022-23 for the construction trades facility.

VII. Marketing/outreach*

Decision to be made regarding continuing the contract with Spectrum Reach. Should we try working with a marketing firm?

VIII. Executive Committee Officers for 2022-23*

Chair, Co-Chair, Fiscal Manager

IX. **Three-Year Planning***

Consortium metrics (# of adults served overall and Low Literacy adults served)

Figures currently in NOVA have not been updated; stay tuned.

Member metrics (adults who became participants and member spending targets) Dana will meet individually via Zoom in May with each member rep to determine targets.

WestEd: Greg Hill Jr. and team

- Update on progress
- Performance analysis (LaunchBoard)
- Next steps

X. Other

PD: Training for HSE teachers. Dana has contacted Debi Faucette to follow up on the training that was planned just prior to the outbreak of the pandemic.

Chaffey College transition data match. Reports have been sent to WestEd and member reps. The Data Group discussed the reports in its last meeting.

Information Items/Calendar of Events:

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

May 3, 1:00 p.m.

Statewide WIOA II Networking Meeting (virtual)

May 5 – 7

CCAIE State Conference, Hollywood

May 6, 10:00 a.m.-12:00 p.m.

Special meeting scheduled with WestEd for 3-Year Plan collaboration

May 11, 9:00 a.m.
June 14 - 16

(via Zoom)
Regional WIOA II/ACSA Meeting, in-person (TBA)
CASAS Summer Institute, San Diego

 *Please give Dana information regarding your graduation ceremonies.*

WECC Meeting Calendar for 2022-23: July 27, September 7, October 12, December 7, (2023) January 18, February 22, April 5, May 3

Upcoming Deliverables:

June 2022

- **Jun 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q3)
- **Jun 20:** 2022-25 Three-Year Plan due in NOVA

It is imperative that all member reps approve the 3-Year Plan by June 20. Please let Dana know if you will be unavailable at any time in late May or June.

- **Jun 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4

July 2022

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL

This date has been moved up from August 1 to coincide with the WIOA II submission date.

August 2022

- **Aug 1:** Employment and Earnings Follow-up Survey

September 2022

- **Sep 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA *
- **Sep 14:** Annual Plan for 2022-23 due in NOVA * (Extended for 2022)

- **Sep 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** End of Q1

October 2022

- **Oct 30:** 22/23 Member Program Year Budget and Work Plan due in NOVA (Extended for 2022)
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

November 2022

- **Nov 30:** 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA * (Extended for 2022)

Next regular meeting:

July 27, 2022

Documents/Materials:

Chaffey College Data Match reports (Ariel Sales)