



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

April 6, 2022 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 12:35 p.m.

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

Others: Laura Alvarado, Chaffey College; Cindy Prentice, SBCSS; Dana Galloway, Program Coordinator; Greg Hill Jr., WestEd

II. Approval of Agenda*

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

III. Approval of Meeting Minutes from February 23, 2022*. Member reps present:

Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin

Todd made a motion to approve the minutes; this was seconded by Carl. Todd said that he would like to follow up with CJUHSD regarding Item XI, providing lunch at future meetings using consortium-wide funds. The motion was unanimously approved.

IV. Public Comment

Cindy Prentice announced that she will retire in the next few months. All wished her well!

V. Consent Items *None.*

VI. Fiscal*

1. CFAD

- a) 2022-23 allocations have been recalculated based on the total amount given to the Consortium and member percent to 6 decimal points. See attached [WECC Allocations for 2022-23](#).

Governance questions on the CFAD. Please review and comment.

Bylaws of the West End Corridor (July 2021) are to be submitted with the CFAD this year. Proposed changes include the addition of *Meeting Norms (under Article III)* and *Carryover (under Article I, Sec. 4 Funding.)*

Dana explained that the revised amounts in the CFAD are very close to the previous figures. Carl made a motion to approve the allocations; this was seconded by Cindy. Approval was unanimous. Dana has shared the Governance responses with members. Please make comments, as the CFAD will be submitted soon. Changes to the WECC Bylaws have been made and shared. Carl made a motion to approve the revised Bylaws (April 2022); this was seconded by Todd. The motion was unanimously approved.

2. Requests for one-time monies. *None at this time.*

3. Revisit conference reimbursement for member districts.

Discussion continued on this topic. Members will research how much they spent on PD in past years and bring this information to the next meeting. Todd will also consult with his district accounting person.

VII. 2022-23 Meeting schedule*

See dates below. Do we want to keep the same days and time?

The group decided that the meeting schedule should remain as is and adjustments can always be made, if necessary.

VIII. Program Coordinator

Please consider some limitations Dana may have in the coming year. The contract may be voted on at the next meeting.

Dana explained that she may need to take time off for family reasons and wanted the group to know this for future planning. The coming year would be a good time to start looking for a replacement. Todd suggested that it would be best to vote on the contract now to allow time for board approval. Cindy made a motion to approve the contract with Dana M. Galloway LLC for 2022-23, with a 5.3% COLA (resulting in a new rate of \$52.66); this was seconded by Andrew. The motion was unanimously approved.

IX. **Three-Year Planning***

WestEd: Greg Hill Jr. and team

- Update on progress
- Report on Student Focus Groups
- Performance analysis (LaunchBoard)
- Next steps
- Meeting with member reps: April 20, 21 or 22?

Greg Hill Jr. Shared findings from the student focus group meetings. There were approximately 15 students who participated, with all the adult schools represented. Greg pointed out that among the many positive comments, students reported that they didn't know what opportunities were available at their schools in other program areas. Greg is planning a meeting to discuss decisions to be made on consortium and member metrics in the 3-Year Plan. The group agreed to meet virtually on April 22 from 10:00 a.m. to 12:00 p.m. Greg will send out the invitation and Zoom link.

X. Other

PD: Training for HSE teachers (Cindy)

Cindy asked about following up on the training we had planned for GED teachers when the pandemic started. She envisions a virtual event with a GED representative where teachers could also share best practices. Dana will look into this.

ASAP texting feature: How is this going for FAS and CVAS? *Not discussed.*

CAEP/WestEd request for information on CTE programs: College, CAS, FAS (other?)

Dana has been in contact with Blaire Toso at WestEd. The only members who need to provide this information are CAS and FAS. Blaire will accept a catalog, list, or other document that describes CTE courses in lieu of the Google document that was sent out.

Information Items/Calendar of Events:

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

April 20, 9:00 a.m.	ACSA/WIOA, Chaffey Adult School
April 29, 12 noon	CAEP/WestEd webinar: AEP 2022 is LIVE: New Features and Updates to the Adult Education Pipeline Dashboard
May 5 – 7	CCAIE State Conference, Hollywood
June 14 - 16	CASAS Summer Institute, San Diego

Nomination of outstanding adult education student (OTAN) by April 15. See below.

- The nomination period for the **2022 Adult Education Students Succeed Program** is now open! OTAN invites nominations of adult education learners who are successful as a result of the education received at California adult education agencies. Learn more about the program and how to nominate a student: <https://bit.ly/CAESS2022>

WECC Meeting Calendar for 2021-22: **May 4**
Special meetings will be scheduled for 3-Year Plan collaboration in April and/or May.

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:

April 2022

- **Apr 30:** Student Data due in TOPSPRO (Q3)

May 2022

- **May 2:** CFAD for 2022-23 due in NOVA *

Dana mentioned that she will provide final answers to Governance questions and attach Bylaws when all the revisions have been made. She plans to submit the CFAD next week, and members should be on the lookout for a message from NOVA to approve.

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
- **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

August 2022

- **Aug 1:** Employment and Earnings Follow-up Survey
- **Aug 15:** Annual Plan for 2022-23 due in NOVA *

Next regular meeting:

May 4, 2022

Documents/Materials:

WECC Allocations for 2022-23
Bylaws of the West End Corridor, July 2021

*The meeting was adjourned at 2:25 p.m.
Respectfully submitted by Dana Galloway.*