



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

February 23, 2022 12:30 - 2:30 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. to allow participants time to eat.

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

Others: Dana Galloway, Program Coordinator; Laura Alvarado, Asst. Director of Adult Education Pathways for Chaffey College; Greg Hill Jr., Phyllis Pistorino, and Lisa Lefevre, WestEd (second half of the meeting)

Absent: Andrew Stager

II. Approval of Agenda*

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

III. Approval of Meeting Minutes from January 12, 2022*. Member reps present:

Cindy Gleason, Todd Haag, Carl Hampton, Andrew Stager, Laura Alvarado for Matt Morin

Carl made a motion to approve the minutes from January 12; this was seconded by Matt. The motion was unanimously approved.

IV. Public Comment *None.*

V. Consent Items *None.*

VI. Fiscal*

CFAD 2022-23

There was discussion of fiscal agent vs. direct funding. The group wishes to remain with CJUHSD as fiscal agent as long as Todd Haag is willing to continue to serve as the fiscal manager. A motion was made by Cindy Gleason; this was seconded by Matt Morin. The motion was unanimously approved.

The COLA will be distributed proportionately per state guidelines as follows:

MEMBER	BASE 21-22	% of TOTAL	INCREASE	22-23 CFAD
Consortium-wide	327,017	4.27	17,430.40	344,447
CAS	3,690,448	48.19	196,714.47	3,887,163
CVAS	1,442,350	18.83	76,865.19	1,519,215
FAS	1,442,350	18.83	76,865.19	1,519,215
UAS	444,345	5.80	23,675.95	468,021
College	312,150	4.08	16,654.80	328,805
TOTAL	7,658,660	100	408,206	8,066,866

The total for CJUHSD (as fiscal agent and holder of the consortium-wide fund) will be 4,231,610.

Cindy made a motion to approve the amounts listed, as well as the updated Bylaws that must be submitted with the CFAD (see below.) This was seconded by Matt. The motion was unanimously approved.

Bylaws of the West End Corridor, July 2021 *These were revised and adopted last year to reflect the withdrawal of BVROP. Members should review and propose any corrections or changes soon, as Dana proposes to submit the CFAD early in order to be able to proceed with the 3-Year Plan.*

Requests for one-time monies. (FAS request for CNA supplies; other.) *No requests at this time but the topic will remain on the agenda for the next meeting.*

CCAIE State Conference (Hollywood.) Registration is \$650 for members. *There was discussion of who plans to attend or send staff to this event. Todd made a motion to approve the use of consortium-wide funds for CCAIE conference expenses per the usual guidelines; this was seconded by Matt. The motion was unanimously approved.*

Revisit conference reimbursement for member districts.

There was continuing discussion on this topic. Consensus is that it would be easiest to distribute a lump sum to each district at the beginning of the program year. Exact amounts would be based on prior PD spending patterns. Todd will look into this and a decision will be made at a future meeting.

VII. Data reporting
Data Group met on February 15

CAEP Outcomes Summary report. Documenting student outcomes (See WIOA/CAEP Outcomes Reference Sheet.)

Dana discussed the importance of documenting student outcomes accurately. Practices within the consortium vary widely. She will meet with principals individually to discuss how to implement the guidelines that have been agreed upon in the Data Group and reviewed by CASAS.

VIII. Three-Year Planning*

Selection of mandatory metrics (barriers) for consortia. See 3-Year Planning (Student Barriers)

The most prevalent student barrier consortium-wide is Low Literacy, and the group agreed that this will be the one addressed in the 3-Year Plan.

Discussion of optional metrics for members (Dana)

Dana discussed the 3-Year Plan template and optional metrics for members. Members should decide if they wish to select a metric to track although it is not necessary and they may already be tracking data for other programs or grants. Members may want to consider WIOA II CIP goals in this field. Dana will follow up on this with each member representative.

WestEd: Greg Hill Jr. and team

Comments on the WECC Student Focus Group Protocol (Draft)

Members were satisfied with the draft protocol provided by WestEd. There was discussion of the schedule for the meetings and how to invite students. The group agreed that the focus groups should be held next week as planned. WestEd will send sample language and a link that principals can include in the message they send to students.

IX. CAEP News

New CAEP data sheets based on 2020 data per email sent by TAP last week. See CAEP website.

New legislation: EC 84906, effective January 1, 2022 Job market study required to establish new CTE courses AND required approval by local or consortium board. See attached PPT, slides 11 & 12.

When adding a new CTE class, the adult school or consortium must conduct a labor market study to determine if there is justification for this program in the region, (there are jobs and is there a demand for the training.) The new program must be approved by the consortium and/or the local school board. It is unclear how this will be monitored and enforced. Community college classes and programs on the ETPL are by definition approved by virtue of the process they must already go through.

X. Focused Comment

See WECC Enrollment Data by Quarter. We are well above the state average growth for Q1. What is everyone doing to find students and encourage them to enroll?

Not discussed due to time limitations.

XI. Other*

In future, should all WECC Executive meetings include lunch?

This will help those who have tight schedules and encourage attendance. Food and supplies will be reimbursed from the consortium-wide fund. Matt made a motion to include lunch in all regularly-scheduled, midday meetings; this was seconded by Cindy. The motion was unanimously approved.

Information Items/Calendar of Events:

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

March 1, 1:00 p.m.	California Statewide WIOA II Network Meeting (virtual)
March 10, 9:00 a.m.	National TE Network Meeting (virtual)
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. *Dana encouraged members to consider nominating a student for this recognition.*

- 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: April 6, May 4
Special meetings may be scheduled for fiscal planning (March) and 3-Year Plan collaboration.

Upcoming Deliverables:

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.

Members were reminded of this upcoming deliverable and to please let Dana know if they need to revise their budgets. Amounts are YTD cumulative and there may be no negative entries.

- **Mar 31:** 19/20 and 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q2) *
- **Mar 31:** End of Q3

April 2022

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

May 2022

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

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

Next regular meeting:

April 6, 2022

Documents/Materials:

WECC Allocations 2022-23
WIOA/CAEP Outcomes Reference Sheet
3-Year Planning (Student Barriers)
CAEP PPT: Three-Year Plan in NOVA Part II
WECC Student Focus Group Protocol (WestEd)
WECC Enrollment by Quarter
Bylaws of the West End Corridor, July 2021