



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
May 4, 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 12:40 p.m.

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

Others: Dana Galloway, Program Coordinator; Laura Alvarado, Chaffey College

II. Approval of Agenda*

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

III. Approval of Meeting Minutes from April 6, 2022*. Member reps present:

Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Andrew Stager

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

IV. Public Comment

Laura Alvarado reported on the SB554 dual enrollment program at Chaffey College. The college has increased course offerings for adult students from 4 to 35 since inception. They will hire another part-time counselor to support the program. There is now more of a holistic approach to working with students that includes career guidance and a broader platform of assistance. Students are being advised regarding stackable credentials and careers with growth potential. Laura mentioned that they are working on the issue of students who come with foreign credentials. There is a new Canvas page that contains all resources as a “one stop” concept. She will send out information to members. Laura thanked the staff at member schools for doing such a good job working with the college and students to ensure the success of the program.

V. Consent Items *None.*

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. None at this time. Members will revisit in the next program year.

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.

Amounts were discussed and the following were proposed effective 2022-23: CAS, CVAS and FAS: \$15,000; Chaffey College: \$7,000; UAS: None needed at this time. Cindy made a motion to approve these amounts to be taken from the consortium-wide fund (total \$52,000); this was seconded by Matt. The motion was unanimously approved.

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

Matt made a motion that the Consortium declare its support for the joint CVAS/Chaffey College construction trades program in addition to approving a potentially large carryover balance for CVAS; this was seconded by Cindy. The motion was unanimously approved.

VII. Marketing/outreach*

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

Discussion indicated that the TV/streaming broadcast campaign has not had a significant impact on enrollment, and that social media advertising may be more effective. It is possible to pinpoint the audience using demographic algorithms and geolocation. Matt and Laura will look into how the Chaffey College marketing department can help us in this effort. Dana will contact Spectrum and have them modify our video to remove references to fall/spring registration in favor of a more generic statement.

VIII. Executive Committee Officers for 2022-23*

Chair, Co-Chair, Fiscal Manager

After discussion, Carl moved that the officers remain the same (Matt Morin, Co-Chair; Todd Haag, Co-Chair and Fiscal Manager;) this was seconded by Cindy. The motion was unanimously approved.

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

Greg Hill Jr. or other team members were not present. Dana explained that she met with the WestEd researchers (Blaire Toso and Jessica Keach) in an attempt to understand how the figures in LaunchBoard and TOPSpro relate to one another in the 3-Year Plan. The reality is that the two systems use different definitions and filters, and direction from the state is that the adult schools refer to TE for their numbers. TE will also provide the means to track enrollment and outcomes on a more frequent basis than LB. Dana made individual Zoom appointments with each member rep to determine participant targets in the Plan. There is also a planning meeting scheduled with WestEd this Friday.

Carl commented that he thinks HSD numbers may continue to drop depending on legislation regarding high school graduation credit requirements. Andrew added that if the legislation reverts back to what it was pre-pandemic, we may get an influx of these students.

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.

She has not received a response yet, but mentioned that the state is holding “HSE Convenings” in locations throughout the state this summer and will forward the information to members.


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

Matt commented that we have not been able to generate large numbers of transitions and dual enrollments as expected but this should change. In the fall, Chaffey College will still be greater than 50% online and about 35-40% in person.

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	CCAE State Conference, Hollywood
<i>May 6, 10:00 a.m.-12:00 p.m.</i>	<i>Special meeting scheduled with WestEd for 3-Year Plan collaboration (via Zoom)</i>
May 11, 9:00 a.m.	Regional WIOA II/ACSA Meeting, in-person (TBA)
June 14 - 16	CASAS Summer Institute, San Diego

 Please give Dana information regarding your graduation ceremonies.

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)

*The meeting was adjourned at 2:20 p.m.
Respectfully submitted by Dana Galloway.*