



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

December 7, 2022 12:30 - 2:30 p.m. Chaffey Adult School, Main Campus

- * = 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: Todd Haag, Cindy Gleason, Andrew Stager, Carl Hampton, Laura Alvarado for Matt Morin
Others: Dana Galloway, Program Coordinator

- II. Approval of Agenda*
Andrew made a motion to approve the agenda; this was seconded by Laura. The motion was unanimously approved.

- III. Approval of Meeting Minutes from October 12, 2022*.
Member reps present: Cindy Gleason, Todd Haag, Laura Alvarado for Matt Morin, Andrew Stager, Carl Hampton
Andrew made a motion to approve the October 12 minutes; this was seconded by Cindy. The motion was unanimously approved.

- IV. Public Comment *None.*

- V. Consent Items *None.*

- VI. Fiscal*
 - 1. Certification of PA and Budgets/Workplans is now complete. Next task is to enter Q1 Expenses.

Dana commented that the state changed the workplan template without informing the field, and it is more involved than in previous years. Members must provide basic (not detailed) explanations of how they will implement strategies in identified program areas.

2. PD funds and one-time monies (college) should be arriving in installments.

Todd explained that these funds will come in an initial chunk, reflecting the normal lag in disbursement from the state, then they will be added onto the monthly pass-through amount for each member who is due to receive them.

3. Requests for one-time monies.

Carl explained that his Construction Trades facility has increased in cost and is now projected close to 3 million rather than the expected 2 million. He would be grateful for any extra funds the consortium could contribute. After discussion, the group decided it would be best to wait until the project is farther along and perhaps see if the Chino Valley district would be willing to match a WECC contribution. Ground was broken last week and completion is expected by the fall of 2023.

Dana commented that we must now be more mindful of the amount of carryover in the consortium-wide fund due to the new 20% limit. She explained that the limit will apply to 2022-23 funds but operates on two levels. At the member level, the group may discuss re-allocation of funds after two years. At the consortium level, the state will request corrective action after one year.

VII. Ad-Hoc Group meetings & other events

The Data Group met on Dec. 5 at CAS.

The group exchanged ideas and discussed challenges they are having with data reporting. It was discovered that the 2021-22 data provided by the adult schools for the college transition data match project is inconsistent, so Ariel will communicate with the schools to correct the problem.

The Student Acceleration & Transition team is scheduled for January 26 at Chaffey College. The Library Literacy Coordinators will join this meeting.

Debrief: HSE teacher training on Oct. 5th and 18th.

Dana will re-send the recordings and related materials. They will also be posted on the WECC website.

Debrief: CCAE South Coast/Southern Conference, Palm Springs.

Todd and some of his staff attended this event. It is a combination of specific-interest sessions and social activities, including awards ceremonies for classified, certificated, and administrative staff. Adult education students are also honored. While it does not have the variety offered by the state event, it is a valuable training and local networking opportunity.

VIII. Other

Legislation: AB1491 (Carryover limits) has passed. NOVA will be modified to reflect the carryover limit and spending targets are now 20/40/60/80% by quarter.

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB1491

The field is awaiting specific guidance from the CAEP office regarding this legislation.

CCAIE and CAEAA letters regarding CDE/CCCCO collaboration concerns. See CCAIE website (also emailed to members.)

<https://www.ccaestate.org/advocacy.html>

Todd announced that the CAEAA Annual Conference will be virtual again this year on February 3, 2023.

Cindy and Carl suggested a consortium-wide PD event where teachers can share best practices. Regional events have been organized by the Inland and Riverside consortia, and all teachers are invited. This topic may be revisited at the next meeting.

IX. Site Reports

For adult school programs, see **WECC CAEP Adult School Programs 2022**

- Chaffey Adult School

CAS enrollment is rebounding and Todd has added an HVAC class to his CTE offerings. He will discuss with Chaffey College how this class could relate to the HVAC sequence they offer.

- Chino Valley Adult School

The Construction Trades program in conjunction with Chaffey College will include carpentry/framing, plumbing, electrical, welding and masonry. Carl asked why CTE is not a program area funded by WIOA, as it specifically prepares individuals for jobs.

- Fontana Adult School

The FUSD charter school location has yet to be determined and FAS is apparently still under consideration. Cindy mentioned that the neighborhood surrounding the adult school is increasingly being replaced by warehouses.

Cindy described a study that their school district is undertaking to conduct research at each school and identify practices that result in student success. They have contracted with a research group to conduct focus groups, surveys, and analyze outcome data. This could be considered for WECC schools; she will get more information and send it to members.

- Upland Adult School

Upland is rebuilding its ESL program with morning classes at Citrus and Baldy View elementary schools, and Upland HS in the evening. They are discussing collaboration with Chaffey College to offer more ESL classes, and will offer welding at the high school in the spring.

- Chaffey College

Laura has requested a report from the IR division regarding the success of adult dual enrollment students. She will make a list of best practices from each adult school that have a positive correlation with student success. The college is now able to correct certain errors on student applications without having to go back and forth with the student. This saves a lot of time and facilitates the application process. Next fall, there will be one application and one overall program, the Dual Enrollment Program. Currently there are two slightly different programs (Partnership and Dual Enrollment.) This will help to avoid confusion for staff and students.

Information Items/Calendar of Events:

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

December 6	1:00 p.m.	Statewide WIOA II Network Meeting (virtual)
<i>December 13</i>	<i>2:00 p.m.</i>	<i>CALPRO Admin. Forum: Recruiting and Retaining Talented Staff... (Dana will forward registration information.)</i>
January 10	1:00 p.m.	Statewide WIOA II Network Meeting (virtual)
<i>February 3</i>	<i>10:00 a.m.</i>	<i>CAEAA State Conference (virtual)</i>
February 15	9:00 a.m.	CAEP Accountability for 2022-23: San Bernardino Valley College

WECC Meeting Calendar for 2022-23: (2023) January 18, February 22, April 5, May 3

Upcoming Deliverables:

December 2022

- **Dec 1:** July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 1:** 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1) **NOW DUE**
- **Dec 31:** 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) *
- **Dec 31:** End of Q2

January 2023

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

February 2023

- **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.

March 2023

- **Mar 1:** 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)*
- **Mar 31:** 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) *
- **Mar 31:** End of Q3

Next regular meeting: January 18, 2023

Documents/Materials:
WECC CAEP Adult School Programs 2022
CCAEE/CAEAA Letter dated November 16, 2022

*The meeting was adjourned at 2:30 p.m.
Minutes respectfully submitted by Dana Galloway.*