



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

July 27, 2022 1:30 - 3:30 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 1:40 p.m.

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

Others: Dana Galloway, Program Coordinator

II. Approval of Agenda*

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

III. Approval of Meeting Minutes from May 4, 2022*. Member reps present:

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

Matt made a motion to approve the May 4 minutes; this was seconded by Andrew. The motion was unanimously approved.

IV. Public Comment *None.*

V. Consent Items *None.*

VI. Fiscal*

1. Approval of allocation amendment by September 1. Please see: 2022-23 CAEP Allocation Memo; 2022-23 CAEP Final Allocation Amounts; Excel spreadsheet WECC Allocations for 2022-23.

Additional COLA has been distributed to all member allocations proportionately per state direction.

Matt made a motion to approve the amounts; this was seconded by Andrew. The motion was

unanimously approved. Dana advised members that the figures are already in NOVA and she will

submit the amendment. Members are asked to approve it as soon as they receive notification from NOVA.

Final amounts as follows:

<i>CJUHSD</i>	<i>4,281,013</i>
<i>CVUSD</i>	<i>1,536,969</i>
<i>FUSD</i>	<i>1,536,969</i>
<i>UUSD</i>	<i>473,494</i>
<i>Chaffey College</i>	<i>332,627</i>
<i>TOTAL WECC</i>	<i>8,161,072</i>

3. PD funds agreed upon in May meeting. Per CAEP guidance, we will need to do another allocation amendment in order to give lump sums to districts for PD from the consortium-wide account *after* the first allocation amendment is approved (See VI 1.)

Information only; no action needed.

3. Approval of Dana's new hourly rate (\$53.00).

Carl made a motion to approve the rate, roughly based on the COLA. This was seconded by Matt. The motion was unanimously approved.

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

5. Pending legislation: AB 1491 Carryover Bill (20%). In hearings now but expected to be approved. Any significant anticipated carryover is explained in our Plans.

It remains to be seen how the bill will be worded to allow for any exceptions. Dana emphasized that large amounts of carryover such as that at CVAS have been approved by the group and are explained in the plans we have written. Carl added that the construction trades building project is progressing well and expected to be completed in June 2023.

VII. Three-Year and Annual Plans

Three-Year Plan: Hard copies; in NOVA; will be on WECC website. Hard copies are a "snapshot" of what is in the system and figures will change.

The 2022-25 Three-Year Plan has already been approved by members in NOVA. Dana provided a bound, published copy, including the WestEd studies. The Plan will also be posted on the WECC website soon. Todd made a motion that the printed version of the plan be officially approved; this was seconded by Andrew. The motion was unanimously approved.

Annual Plan: Due September 14. We will approve this at our September 7 meeting.

Need group input. Please see *2022-23 Annual Plan Notes*.

The group discussed and agreed upon strategies from the Three-Year Plan to be included in the 2022-23 Annual Plan. These are also based on the prior Annual Plan and analysis of last year's strategies, accomplishments, ongoing needs/gaps, and member capabilities.

VIII. Marketing/outreach*

Contract with Spectrum Reach ended in June.

Who is sending out catalogs or postcards in their area? Are there any other strategies being used?

Todd publishes and mails a catalog every summer. Andrew has sent out notices in the Upland water bill (there is no charge for this). Carl publicizes his programs at Chinese and Korean churches. He commented that marketing in English is not reaching a lot of potential students.

DMV advertising. *Information from Motor Vehicle Network company.*

Dana distributed information regarding video (no audio) marketing at the Rancho Cucamonga and two DMV offices in Fontana. The cost would be about \$1,500/mo. with a year-long contract. This was discussed but the group did not make a decision. There was discussion of concentrating on local outreach at community locations such as school districts, community centers, churches, shopping malls, movie theaters, etc.

Social media and leveraging Chaffey College marketing department.

Matt will request information. He and Laura will report at the next meeting. Cindy mentioned that Facebook posts by students have been effective for referrals.

IX. Data Review (if available)

The Data Group will convene in the fall.

Dana presented the updated WECC Enrollment Trends based on what was submitted in TOPSpro on July 15. A modest recovery over last year has been reported by CVAS and UAS; Chaffey Adult is up by 20% and FAS is slightly down over last year.

X. Other *Information items were reviewed:*

The new SBCSS ROP/CTE representative is Terri Giamarino.

AB 2573 Teacher Permanency. In hearings this summer.

Thank-you note to WestEd team. Dana will write on behalf of the group.

Library Literacy Coordinator meeting is scheduled for September 21.

Dana and Laura will schedule a meeting of the Student Acceleration & Transition group. Please indicate who you would like to attend from your school.

Information Items/Calendar of Events:

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

August 1	9:00 a.m. - 2:00 p.m.	Inland A.E. Consortium Regional PD Day, SBVC
August 9	1:00 – 2:00 p.m.	Statewide WIOA II Networking (Zoom)
August 11	10:00 a.m.	S. Bdo. County WIOA I/II Quarterly MOU Meeting (Zoom)
Sept. 6	1:00 – 2:00 p.m.	Statewide WIOA II Networking (Zoom)
Sept. 19-23	TBD	CAEP Directors' Event (Virtual)
Oct. 25-28	TBD	CAEP Summit (Virtual) https://summit.caladulted.org/Registration/

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:

August 2022

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

Dana reminded members of the September 1 deliverables.

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:

September 7, 2022

Documents/Materials:

2022-23 CAEP Allocation Memo <https://caladulthood.org/DownloadFile/1267>

2022-23 CAEP Final Allocation Amounts <https://caladulthood.org/DownloadFile/1265>

WECC Allocations for 2022-23

Information from Motor Vehicle Network

2022-23 Annual Plan Notes

WECC Enrollment Trends

*The meeting was adjourned at 3:25 p.m.
Minutes respectfully submitted by Dana Galloway.*