



**WEST END CORRIDOR**  
**CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM**

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*Chaffey Joint Union – Chino Valley Unified – Fontana Unified – Upland Unified  
Chaffey Community College*

**Executive Committee Meeting Minutes**

October 12, 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: Andrew Stager, Todd Haag, Cindy Gleason, Carl Hampton, Laura Alvarado for Matt Morin*

*Others: Dana Galloway, Program Coordinator*

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 September 7, 2022\*. Member reps present:

Cindy Gleason, Todd Haag, Matt Morin, Andrew Stager

*Laura made a motion to approve the September 7 minutes; this was seconded by Andrew. The motion was unanimously approved.*

IV. Public Comment *None.*

V. Consent Items *None.*

VI. Fiscal\*

1. Allocation amendment needed to add PD and one-time funds (October).

**See WECC Allocations for 2022-23**

*Dana will submit the allocation amendment tomorrow and all are asked to approve it as soon as they receive a request from the NOVA system.*

2. Requests for one-time monies.

*None at this time.*

## VII. Three-Year and Annual Plans

**2022-25 Three-Year Plan** is on the WECC website (and in NOVA.) More hard copies are available.

**2022-23 Annual Plan:** In NOVA and should also be on the WECC website soon. Hard copies may be printed from NOVA.

## VIII. Marketing/outreach

Per Matt, the college is still in the process of contracting with a firm to handle all social media marketing. Each member should create their own boosts on FB and pursue other platforms as they see fit.

*Carl commented that he is getting the best results by distributing flyers in the potential students' language in places where they congregate, such as churches. He is also using MLS (real estate) data to determine where immigrant families are locating. The consensus seems to be that each member should market individually as appropriate for the demographics of their region.*

## IX. Group meetings

Library Literacy Coordinators met on September 21.

The Data Group is scheduled for October 17 at FAS.

The Student Acceleration & Transition team is scheduled for October 20 (Zoom.)

HSE teacher training took place on Oct. 5 and is scheduled for the 18<sup>th</sup>.

CAEP Directors' Event took place the week of September 19.

## X. Other

Legislation: AB1491 (Carryover limits) has passed. Refer to the letter sent out by CCAE that was forwarded to you by Dana. The bill is available on this link:

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202120220AB1491](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB1491)

*Dana mentioned that more guidance from CAEP is expected on this issue. It takes effect as of the 2022-23 (current) program year. Todd added that control remains at the consortium level to reallocate a member's excessive carryover funds at the end of the 2-year period. NOVA will be reprogrammed to reflect*

*the yearly target of no more than 20% carryover rather than the current 40%. Spending targets in the new budgets should be as follows: Q1=20%, Q2=40%, Q3=60% and Q4=80%.*

*There was some discussion of the WIOA II RFA process; it is complicated and time-consuming, and often instructions are unclear. There will be a workshop in November for local agencies to get together to ask questions and exchange ideas (see date for the November ACSA/WIOA meeting, now scheduled for November 16.)*

## XI. Site Reports

- Chaffey College

*Laura reported that the college has been able to identify about 1,700 people with college ID numbers (who may or may not have enrolled) who indicated they did not have a HS diploma or GED. She is preparing a mailer to send out to these people inviting them to get in touch if they are interested in completing a secondary credential. She will let the members know what the postcard says. There will be a process to refer these individuals to the adult schools.*

*Spring dual enrollment opens in mid-October. The adult ed team is streamlining forms to reflect different policies at the various school districts. They are getting better at troubleshooting adult student issues now. Hours for the college counselors are planned at CVAS and CAS; in process at FAS. There will be a shared flyer with this information. The new counselor should begin on November 1. Job placement is now available for students who complete the HVAC program.*

- Chaffey Adult School

*Enrollment is fairly strong, with ESL and many CTE classes full. The new HVAC class at Chaffey HS is going well. Todd has plans to coordinate with the Chaffey College program. There is an ESL class at the OMSD Parent Center at Linda Vista. CAS has a full WASC visit in February. The WASC template has been better customized for the adult schools but there is still a lot of work involved. Todd plans to include the WestEd survey and focus group data from the WECC 3-Year Plan in his WASC report.*

- Chino Valley Adult School

*Carl reported that he thinks enrollment may have returned to pre-pandemic levels. He has hired two new teachers. The only online program offered now is for HSD/HSE. The Excel classes are a resource for many CVUSD employees and the EMT class is going well. The Pearson-Vue testing center is open M-W-F and offers all types of certification tests. They will break ground in November on the new construction trades facility. The cost of construction has risen and is approaching \$2 million. Parking may be a problem when construction begins. CVAS has a WASC mid-term review on November 9 of this year.*

- Fontana Adult School

*FAS should have more information regarding the charter school situation on November 1. Cindy is looking for a morning ESL teacher and has been covering some of the classes herself. The sewing workshops have been a big success and they are exploring creating a pathway to the Chaffey College fashion program. They will re-start the culinary program when the campus situation stabilizes. Their WASC visit will take place in May of 2023.*

- Upland Adult School

*Not available.*

### **Information Items/Calendar of Events:**

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

Oct. 19	9:00 a.m.-12:00 p.m.	ACSA/WIOA, RCOE (In person, CASAS virtual option)
Oct. 25-28	Varies	CAEP Summit (Virtual) <a href="https://summit.caladulthood.org/Registration/">https://summit.caladulthood.org/Registration/</a>
Nov. 1	1:00-2:00 p.m.	Statewide WIOA II Networking (Virtual)
Nov. 9 <b>16</b>	9:00 a.m.-12:00 p.m.	CASA/WIOA, RCOE (In person only)
Nov. 18-19		CCAE South Coast & Southern Section Conference, Palm Springs (Registration link below)

[https://docs.google.com/forms/d/e/1FAIpQLSfgJRFgSnnB6px\\_KtsHkB0RWpOVOZ7q\\_B\\_gUQNIFk\\_374rVJA/vi/ewform](https://docs.google.com/forms/d/e/1FAIpQLSfgJRFgSnnB6px_KtsHkB0RWpOVOZ7q_B_gUQNIFk_374rVJA/vi/ewform)

**WECC Meeting Calendar for 2022-23: December 7, (2023) January 18, February 22, April 5, May 3**

### **Upcoming Deliverables:**

## 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)

## 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 \* **Please "Submit Actuals" by November 15.**
- **Dec 1:** 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
- **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

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Next regular meeting:

December 7, 2022

Documents/Materials:  
WECC Allocations for 2022-23

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