



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

September 7, 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, Cindy Gleason, Todd Haag, Matt Morin

Absent: Carl Hampton

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 Andrew. The motion was unanimously approved.

III. Approval of Meeting Minutes from July 27, 2022*. Member reps present:

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

Andrew made a motion to approve the July 27 Minutes; this was seconded by Matt. The motion was unanimously approved.

IV. Public Comment *None.*

V. Consent Items *None.*

VI. Fiscal*

1. PD funds agreed upon in the 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. This should be completed before working on 2022-23 Budgets & Work Plans (September.)

See **WECC Allocations for 2022-23**

Amounts were already voted on and approved. The group verified the accuracy of the figures presented.

2. Requests for one-time monies.

Chaffey College requested \$50,000 in one-time funds for a part-time ESL counselor. They are now offering off-site classes at Amazon facilities in the county. Chaffey is the only community college working with Amazon in the state. The counselors they have working with adults are at capacity, so increased counseling hours would help ease the current situation and allow for anticipated growth. Chaffey College is also planning to expand ESL Conversation/Pronunciation classes into more of the local libraries (already underway at Fontana Library.) Andrew made a motion that \$50,000 be taken from Consortium-Wide Fund carryover for Chaffey College; this was seconded by Todd. The motion was unanimously approved. This will be included in the upcoming allocation amendment and Dana will send out the figures in advance.

The adult schools are having difficulty finding staff to hire, and are losing staff due to the Ed. Code provision that adult school teachers can only work part time. This is being circumvented by some schools (such as Riverside Adult) but most districts are hesitant to give any leeway. Todd suggested contacting Rachel Bramlett at Riverside to see how she is giving teachers full-time hours. It was requested that the topic of one-time funds for the adult schools be carried over to the October agenda.

VII. Three-Year and Annual Plans*

2022-25 Three-Year Plan will be posted on the website shortly.

2022-23 Annual Plan: Approval needed, due September 14 in NOVA.

Dana displayed the Annual Plan in NOVA and pointed out some recent additions to the “Accomplishments” listed in Section I. Todd suggested some additional language for the “Carryover” section of the Plan. All agreed the Plan was complete and accurate. Matt made a motion to approve the Plan; this was seconded by Andrew. The motion was unanimously approved. Dana will submit it within the next day or so with the final modifications. All members are asked to approve it when they receive the message from NOVA, as it is due next Wednesday, September 14.

VIII. Marketing/outreach*

Social media and leveraging Chaffey College marketing department (Matt and Laura)

Matt is in the process of checking with the college to see how the Consortium could tap into its marketing resources. He has shared some information on how to use Meta to market on social media. Per Laura, it is not very expensive and you can target specific populations. Todd asked if it would be better to market as a group or individually. This would depend on the program, where it is offered, and its connection with the College.

IX. Data Review

1. WECC Outcomes over Time (Dana)

Dana reviewed adult school data regarding enrollment, pre-/post-testing, EFL attainment, and HSD/HSE earned, since 2018-19. In line with statewide trends, growth has been seen since the worst of

the pandemic (2020-21) although that same year saw a significant increase in the number of diplomas and GED's awarded.

2. Dual Enrollment report (Laura)

Laura reported the following figures for the Dual Enrollment and Partnership Programs:

<i>2020-21:</i>	<i>145</i>
<i>2021-22</i>	<i>166, includes summer session</i>
<i>Fall 2022 so far:</i>	<i>78 and growing</i>

She commented that indications are that enrollment this year will surpass that of previous years. Adult students seem to find that the virtual platform works well for them. Most of these are Chaffey Adult School students, possibly because of the dedicated counselor support the school is able to offer. Laura explained that Partnership students have access to a pre-determined, limited number of course offerings; Dual Enrollment students may enroll in any class but are more on their own as far as navigating the system (although assistance is always available.) Both programs fall under SB 554. Additional counselors will help not only with the ESL program, but to create awareness of the SB 554 opportunities. ATB (Ability to Benefit) may be another source of aid for students who do not have a diploma or equivalent. ATB provides access to Pell grants for qualifying students, which would provide living expenses for the student.

Laura added that there are about 1,700 students in the system since 2018-19 who indicated that they did not have a HS diploma. Laura will meet with the college Director of Enrollment to determine how to contact these students and help them get into the proper program with the appropriate assistance, including adult school enrollment.

Finally, the college is shifting its emphasis to include more career-focused, shorter-term programs.

The Data Group will convene in October.

X. Other

CAEP Beginning-of-Year letter has been sent out. (See caladulthood.org)

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.

HSE teacher training with Debi Faucette, GED Testing Service. Planned for October.

Dana has been in contact with Debi recently. The virtual training will consist of "GED 101" and a second, more detailed session. They will be held on separate weeks from 4:30-5:45. Dana will send out more information when available.

Information Items/Calendar of Events:

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

Sept. 6	1:00 – 2:00 p.m.	Statewide WIOA II Networking (Zoom)
Sept. 19-23	Varies	CAEP Directors' Event (Virtual) https://register.caladulthood.org/
Sept. 21	9:00 a.m.-12:00 p.m.	WIOA/ASCA at AJCC in San Bernardino
Oct. 3	2:00 – 3:00 p.m.	Community College data networking, virtual
Oct. 4	1:00 – 2:00 p.m.	Statewide WIOA II Networking (Zoom)
Oct. 25-28	Varies	CAEP Summit (Virtual) https://summit.caladulthood.org/Registration/

WECC Meeting Calendar for 2022-23: October 12, December 7, (2023) January 18, February 22, April 5, May 3

Upcoming 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 *

Make sure your figures are accurate! Once certified, corrections cannot be made. This is what your carryover for 2022-23 will be based on.

- **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)

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)
- **Dec 31:** 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) *
- **Dec 31:** End of Q2

Next regular meeting:

October 12, 2022

Documents/Materials:

WECC Allocations for 2022-23
WECC Outcomes over Time

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