



CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

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

Executive Committee Meeting Agenda

April 5, 2023 12:30 – 2:30 p.m. Chaffey Adult School, Main Campus

Please contact Dana Galloway, Program Coordinator (dana.galloway@cjuhsd.net; 909-391-5365) for information on providing public comment at this meeting.

* = Vote to be taken or action item
___ = Materials/documents provided

I. Welcome/Introductions

II. Approval of Agenda*

III. Approval of Meeting Minutes from February 22, 2023*.

Member reps present:

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

IV. Public Comment

V. Consent Items

VI. Fiscal*

1. CFAD for 2023-24

- Fiscal Agent or Direct Funded?
- CJUHSD will continue, or other proposed?
- George Matamala will take on the role of Fiscal Manager?
- Finalize % for each member allocation.
- Agree on responses for carryover sections (Governance, #16 and 17).

- Approve changes to WECC Bylaws regarding carryover.

2. Requests for one-time monies.

An allocation amendment is required to transfer \$400,000 from CWF carryover to CVAS. Please approve promptly.

3. Q2 spending % of total 22-23 budget (Information item):

Note for future: Corrective action plan is required if you are not within 5% of your proposed target spending. Be sure to fill in the box if it is **RED** before you submit.

College:	18.2%	36.5
CAS:	11.4	25.1 (includes CWF)
CVAS:	4.4	12.6
FAS:	9.7	23.7
UAS:	3.7	15.3

VII. Marketing

Revision of the WECC postcard. (Agenda item carried over from February.)

VIII. Ad-Hoc Group meetings & other events

Data Group will meet in spring.

Student Acceleration team virtual meeting?

IX. WECC Program Coordinator for 2023-24*

Terms of Dana's new contract (hourly rate)

Discussion of other possibilities: College employee? Mitch Rosen? Other?

X. Information Items

School Fact Sheets updated with 2021-22 data

WECC website modifications:

Spectrum video on home page

New tabs under "Resources:" Data Group, Transition Team, Professional Development

Golden State Education and Training Grant Program. Adult school programs will be included.

CDE Letter dated February 24, 2023, regarding collection of SSN for adult education programs

Proposed meeting calendar for 2023-24: July 26 (reschedule? Dana can't attend.), September 6, October 11, December 6, (2024) January 17, February 21, April 3, May 1

XI. Site Reports

- Upland Adult School
- Fontana Adult School
- Chino Valley Adult School
- Chaffey Adult School
- Chaffey College

XII. Other

Information Items/Calendar of Events:

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

April 10, 2:00 – 3:00 p.m.	Community College Networking Meeting with Jay W. (virtual)
April 11, 1:00 – 2:00 p.m.	Statewide WIOA II webinar
April 12, 12:00 – 1:30 p.m.	CAEP Annual Plan webinar
April 13 - 15	CCAIE State Conference: Oakland, CA
May 3, 9:00 a.m. - 2:00 p.m.	WestEd: Using Data to Explore and Improve Equity and Impact in Adult Education. (Chaffey Adult School)
May 11, 12:00 – 1:30 p.m.	CAEP Budget & Work Plan webinar
June 8, 12:00 – 1:30 p.m.	CAEP Quarterly Expenditure Reports for 2023-24 webinar
June (12)13 - 15	CASAS Summer Institute: Hyatt Regency OC (Garden Grove)

WECC Meeting Calendar for 2022-23: May 4 (rescheduled from May 3)

Upcoming Deliverables:

April 2023

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

May 2023

- **May 2:** CFAD for 2023-24 due in NOVA *

June 2023

- **Jun 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) *

- **Jun 30:** End of Q4

July 2023

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL

August 2023

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2023-24 due in NOVA *

Next regular meeting:

May 4, 2023

Materials Included:

Excel Worksheet (for 2023-24 Allocations)

NOVA Governance Section (questions 16 & 17) from CFAD

WECC School Fact Sheets

Golden State Education and Training Grant Program

Proposed meeting calendar for 2023-24

CDE Letter: [Requirement For and Use of Adult Student Social Security Numbers](#)