



**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 Agenda**

May 4, 2023      12:30 – 2:30 p.m.      Via Zoom

*Please contact Dana Galloway, Program Coordinator ([dana.galloway@cjuhsd.net](mailto: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 April 5, 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 is approved.
  
  - 2. Requests for one-time monies.  
Allocation amendment for CVAS has been approved.  
Allocation amendment for Chaffey College one-time funds (\$100,000) will be submitted after July 1.
  
  - 3. Q2 spending % of total 22-23 budget (Information item):

(Red updates after transfer of \$400,000 to CVAS)

College:	18.2%	36.5
CAS:	11.4	26.6 (includes CWF)
CVAS:	4.4	11.3
FAS:	9.7	23.8
UAS:	3.7	15.3

VII. Annual Plan

The format has not changed.

*Dana will need your input in the next few months via email.* The Plan is due by August 15, but it will need to be completed by **July 15** due to Dana's schedule.

VIII. Marketing

MadMen (referral from John Russell)

<http://www.madmenmarketingconsultants.com/>

Celina Shands, Full Capacity Marketing (Inland, ABout Students, Feather River/Mitch)

<https://www.fullcapacitymarketing.com/about-us/>

Phoenix Designs (Mitch Rosin)

IX. Ad-Hoc Group meetings & other events

Data Group will meet virtually on May 8.

Student Acceleration & Transition team meeting will be scheduled for the fall.

X. WECC Program Coordinator for 2023-24

Job descriptions from WECC, Copper Mountain, and PAC (Pasadena Area Consortium.)

XI. Professional Development

- CASAS Summer Institute
- Inland AE Consortium: August 1, SBVC
- CATESOL (catesol.org)
- CALPRO, OTAN (ongoing opportunities)

XII. Information Items

WECC website modifications:

Spectrum video

Updated school fact sheets

CAEP Outcomes Reference Sheets

Group agendas & notes

PD Resources

- XIII. Site Reports; graduation dates
- Chaffey Adult School
  - Chaffey College
  - Chino Valley Adult School
  - Fontana Adult School
  - Upland Adult School

XIV. Other

Student information system: One Flow <https://www.myoneflow.com/> (Suzanne Luttinen, [sluttinen@empyra.com](mailto:sluttinen@empyra.com))

You may schedule a demonstration here: <https://meetings.hubspot.com/suzanne-luttinen/click-to-schedule-a-60-minute-discussiondemo>

**Information Items/Calendar of Events:**

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

May 2, 1:00 – 2:30 p.m.	Statewide WIOA II Networking meeting
May 11, 12:00 – 1:30 p.m.	CAEP Budget & Work Plan webinar
May 16, 10:00 – 11:30 a.m.	San Bernardino County WIOA MOU meeting (virtual)
May 18, 9:00 a.m.	TE Networking, Corona-Norco Adult School
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)
Aug. 9, 12:00 – 1:30 p.m.	CAEP Consortium Management 101 webinar
Aug. ??	HSE Summer Convenings (through CDE) Details TBA
Oct. 24 – 26	CAEP Summit, Hilton Universal City

**WECC Meeting Calendar for 2023-24:** July 26, September 6, October 11, December 6, (2024) January 17, February 21, April 3, May 1

**Upcoming Deliverables:**

**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 \*

## September 2023

- **Sep 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA \*
- **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) \*
- **Sep 30:** 22/23 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

Next regular meeting:

July 26,2023

Materials Included:

Job descriptions