



CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

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

Executive Committee Meeting Minutes

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

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

I. Welcome/Introductions

The meeting was called to order at 12:45 p.m.

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

Others: Laura Alvarado, Chaffey College; Dana Galloway, Program Coordinator

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 February 22, 2023*.

Member reps present:

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

Andrew made a motion to approve the Feb. 22 minutes; this was seconded by Matt. The motion was unanimously approved.

IV. Public Comment *None.*

V. Consent Items *None.*

VI. Fiscal*

1. CFAD for 2023-24

- Fiscal Agent or Direct Funded?

Carl made a motion to continue with the fiscal agent model; this was seconded by Matt. The motion was unanimously approved.

- CJUHSD will continue, or other proposed?
- George Matamala will take on the role of Fiscal Manager?

Carl made a motion that CJUHSD continue as the fiscal agent and that incoming CAS principal George Matamala serve as the fiscal manager; this was seconded by Andrew. The motion was unanimously approved. Thank you, George!

- Finalize % for each member allocation.

Cindy made a motion that the allocation percentages and amounts in Proposal 1 (see highlighted figures below) on the Excel worksheet be adopted for the 2023-24 CFAD; this was seconded by Andrew. The motion was unanimously approved. As CJUHSD is giving up a small percentage, all agreed that it would be appropriate for them to ask for one-time funds from the consortium-wide account as needed.

2023-2024 Proposal #1 (Increasing CVAS & FAS per Discussion)						
Member Agency	Base %	Total \$	Δ Prev Yr	Δ Raw %	Δ Proportional %	Δ Original \$
Consortium-Wide	3.45%	304,447.46	-44,022.54	-0.82%	-19.20%	-72,361.42
Chaffey CCD	4.10%	361,807.12	29,180.12	0.02%	0.49%	1,764.91
Chaffey Joint Union High	47.65%	4,204,904.75	272,361.75	-0.54%	-1.12%	-47,652.65
Chino Valley Unified	19.50%	1,720,789.98	183,820.98	0.67%	3.56%	59,124.58
Fontana Unified	19.50%	1,720,789.98	183,820.98	0.67%	3.56%	59,124.58
Upland Unified	5.80%	511,824.71	38,330.71	0.00%	0.00%	0.00
Total Allocated to Members	100.00%	8,824,564.00	663,492.00	0.00%	0.00%	0.00

- Agree on responses for carryover sections (Governance, #16 and 17).
- Approve changes to WECC Bylaws regarding carryover.

Cindy made a motion that the proposed responses to questions 16 & 17 (carryover) on the CFAD be approved with a minor change in wording, as well as proposed changes to the carryover section in the WECC Bylaws. This was seconded by Carl. The motion was unanimously approved. Dana will make the correction.

2. Requests for one-time monies.

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

Matt made a request for additional funds to maintain counseling services to the adult schools in the coming year. Laura commented that the college counselors are now “specializing” in certain programs or working more exclusively with a given school. Carl made a motion that a one-time contribution of \$100,000 be given to Chaffey College from consortium-wide carryover in the 2023-2024 program year. This was seconded by Andrew. The motion was unanimously approved.

Other approvals of consortium expenses included:

Career Cruising. Fontana will be added to the account. Carl made a motion that the entire renewal expense be approved; this was seconded by Andrew. The motion was unanimously approved.

Laptop computer for the Program Coordinator. Although approved in the past, Cindy made a motion to approve up to \$3,000 for this expense; this was seconded by Andrew. The motion was unanimously approved.

Renewal of the ASAP platform for adult schools. Carl made a motion to approve the expense; this was seconded by Cindy. The motion was unanimously approved.

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

Note for future: A 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.

<u>Q1</u>	<u>Q2</u>	
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

Andrew explained that UAS spending is low so far, but they will catch up. The district has flown an Adult Education Director position that will be CAEP-financed. They are also using CAEP funds to get the welding facility up to standard.

Carl commented that the funds earmarked for the Construction Trades facility should be expended by October. Expenses reported in categories other than Capital Outlay are close to projected targets.

VII. Marketing

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

There was no discussion on this item.

VIII. Ad-Hoc Group meetings & other events

Data Group will meet in spring.

Student Acceleration team virtual meeting?

Dana and Laura will coordinate these group meetings.

- IX. WECC Program Coordinator for 2023-24*
- Terms of Dana’s new contract (hourly rate)
 - Discussion of other possibilities: College employee? Mitch Rosen? Other?

Dana will work with Todd and George to come up with a new contract to present at the May CJUHSD board meeting.

The group wishes to create a job description for when the time comes to find a new Program Coordinator. Dana will ask other consortia in the region what they have used. WECC also has the original job description.

- X. Information Items (See documents provided in the meeting packet.)

School Fact Sheets updated with 2021-22 data

Fact sheets, including past versions, will be posted on the WECC website.

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

The group will hold the July 26 meeting in Dana’s absence, although she will be able to prepare documents for the meeting.

- 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. <i>Rescheduled for April 17</i>	Community College Networking Meeting with Jay W. (virtual)
April 11, 1:00 – 2:00 p.m. <i>Rescheduled for April 18</i>	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**

The meeting was adjourned at 2:30 p.m.

Minutes respectfully submitted by Dana Galloway.