



CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

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

Executive Committee Meeting Minutes

February 22, 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: Matt Morin, Carl Hampton, Andrew Stager, Cindy Gleason, Todd Haag

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 January 18, 2023*.

Member reps present:

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

Matt made a motion to approve the January 18 minutes; this was seconded by Andrew. The motion was unanimously approved.

IV. Public Comment *None.*

V. Consent Items *None.*

VI. Fiscal*

1. CFAD for 2023-24

Should current allocation percentages remain the same, or do we wish to make a change?
(See **WECC Allocations for 2022-23**)

Actual amounts on the CFAD can be approved at the April meeting. There is no meeting scheduled for March unless we wish to hold one.

Cindy requested ongoing funding for a counselor, approximately \$150,000/year. Carl made the same request. Discussion of adjusting FAS and CVAS funding by a 2% increase each to be taken from the other members and consortium-wide fund. Dana will work out the figures once the state releases the preliminary consortium allocations for 2023-24 at the end of February.

2. Requests for one-time monies. *None at this time.*

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

| | | |
|----------|-------|---------------------------------------|
| College: | 18.2% | 36.5 |
| CAS: | 11.4 | 25.1* (includes consortium-wide fund) |
| CVAS: | 4.4 | 12.6 |
| FAS: | 9.7 | 23.7 |
| UAS: | 3.7 | 15.3 |

Dana commented that spending levels are well below the Q2 target of 40%. The state will take action at the consortium level after one year, to include a required explanation/plan and possible technical assistance. The consortium itself may take action at the member level the second year per its policy. Consortium policy regarding member carryover will be explained in the CFAD process and specified in the Bylaws. Todd pointed out that the pandemic years have created more carryover than normal.

VII. Marketing

Revision of the WECC postcard. Approximate cost: \$0.12 per postcard based on last printing. (See **Adverttech Invoice dated 9/4/2019.**)

The group discussed the value of the postcard and possibly mailing it to residents. This would incur significant cost depending on the number of households involved. A suggestion was made to simplify and “declutter” the card, possibly with the help of the Chaffey College marketing department. Carl commented that he gets the best results when he markets to students in their native language. This could be incorporated into the postcard via QR codes.

Dana suggested that it might be time to consider contracting with a professional marketing firm. Targeted outreach will give us much more “bang for our buck.” Full Capacity Marketing worked with the Riverside ABout Students consortium and they understand adult education. She will look into this and other possibilities to present to the group.

VIII. Ad-Hoc Group meetings & other events

The Student Acceleration & Transition team meeting was held January 26 at Chaffey College. The Library Literacy Coordinators also joined this meeting. (Debrief)

(See **Student Acceleration & Transition Team, Jan. 26, 2023, Exit Ticket Responses.**)

Per Dana and Laura, this was a highly successful meeting. Overall ratings and participant comments have been included in this packet.

CAEP Accountability event at SBVC on February 15.

It is increasingly evident that documentation of CAEP outcomes is important and may become essential to receiving funding under the new proposed model. (See TopsPRO reports **CAEP Summary 2021-2022**, and **Employment and Earnings Survey Summary PY 2021-2022 p. 7**. Also **WIOA/CAEP Outcome Reference Sheets** and **CASAS Data Dictionary p. 20**.)

Dana explained the importance of student update records as the only means of documenting many CAEP outcomes. An administrator should be in charge of seeing that update records are completed regularly in all CAEP and WIOA programs. She will be glad to meet with member reps and others on their staffs to explain the process.

CAEAA Annual Conference. New funding model. (Debrief)

During the conference, several surveys were conducted to gather information from the field regarding details of the new funding model. It is still in the early planning stages.

IX. WECC Program Coordinator for 2023-24

Terms of Dana's new contract

Discussion of other possibilities

Matt suggested writing up a new contract that is project-based (rather than an hourly rate) that will put Dana closer to the maximum she can earn. (The STRS earnings limit will be \$50,655 in 2023-24.)

Dana has spoken with Mitch Rosen, who works as a consultant to several local consortia as well as director of another and a CASAS contractor. He is extremely experienced and knowledgeable, and can make sure that WECC meets compliance requirements although he would not always be present at in-person meetings. Mitch is interested in working with our consortium. There is also the possibility that Chaffey College could hire someone as the consortium coordinator, as is the case with most consortia. No decision was made and the subject will be revisited. Dana will continue on a more limited basis in the first half of the 2023-24 program year, and is not making a commitment for the new calendar year due to family responsibilities. She indicated her willingness to help facilitate the transition to a new coordinator.

X. Other *Given as information items.*

School Fact Sheets are being updated with 2021-22 data

WECC website modifications:

Spectrum video

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

COABE email re: **Adult Education Needs Updated Reporting Requirements**

XI. Site Reports

- Upland Adult School
- Fontana Adult School

Fontana Adult School is no longer being considered as a potential site for a charter school, although confusion still remains due to poor or inaccurate communication. They will go ahead with infrastructure projects that have been on hold. Everyone was relieved to hear this!

- Chino Valley Adult School

The new CTE Construction Trades facility is underway. The completion date may be later than expected.

- Chaffey Adult School

Todd described preparations for his upcoming WASC visitation. Chino has completed theirs, and Fontana will have one in early April.

- Chaffey College

Laura is now the Director of Workforce Preparation. Responsibilities include overseeing the InTECH Center and adult education partnerships (and more.) Congratulations, Laura!

Information Items/Calendar of Events:

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

| | |
|----------------------------------|--------------------------------------------------------------------------------------------------|
| February 24 (time?) | CCAIE Advocacy Webinar |
| March 2 - 3 | ACCE Spring Conference (virtual) |
| March 7, 1:00 p.m. | Statewide WIOA II Networking (virtual) |
| March 9, 10:00 – 11:30 a.m. | S. Bdo. Cty. MOU Partners (virtual) |
| March 15, 9:00 a.m. | ACSA/WIOA Regional Meeting, RCOE (Zoom at 10 a.m.) |
| March 17, 10:00 a.m. - 3:00 p.m. | WestEd's Adult Education: Gateway to College and Living Wage Employment, Inland Empire (virtual) |
| April 13 - 15 | CCAIE State Conference: Oakland, CA |
| June (12)13 - 15 | CASAS Summer Institute: Hyatt Regency OC (Garden Grove) |

WECC Meeting Calendar for 2022-23:

April 5, May 4

Upcoming Deliverables:

February 2023

- **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.

March 2023

- **Mar 1:** 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)*
- **Mar 31:** 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) *
- **Mar 31:** End of Q3

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

Next regular meeting:

April 5, 2023

Materials/Documents Provided:

WECC Allocations for 2022-23

Adverttech Invoice dated 9/4/2019

Student Acceleration & Transition Team, Jan. 26, 2023, Exit Ticket Responses

CAEP Summary 2021-2022

Employment and Earnings Survey Summary PY 2021-2022 p. 7

WIOA/CAEP Outcome Reference Sheets

CASAS Data Dictionary p. 20

(COABE email) Adult Education Needs Updated Reporting Requirements

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