



**CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM**

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

**Executive Committee Meeting Minutes**

May 4, 2023      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 12:40 p.m.*

*Members present: Laura Alvarado for Matt Morin, Todd Haag, Cindy Gleason, Carl Hampton*

*Others: George Matamala, CAS incoming member rep; Dana Galloway, Program Coordinator*

*Absent: Andrew Stager*

II. Approval of Agenda\*

*Carl made a motion to approve the agenda; this was seconded by Todd. The motion was unanimously approved.*

III. Approval of Meeting Minutes from April 5, 2023\*.

Member reps present:

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

*Carl made a motion to approve the April 5, 2023 minutes; this was seconded by Todd. The motion was unanimously approved.*

IV. Public Comment *None.*

V. Consent Items *None.*

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.

*Dana asked that the college rep remind her to do this.*

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

*Dana commented that spending as of Q2 is still far below the 40% target, except in the case of Chaffey College. It appears that the Corrective Action box is activated if spending is more than 5% below the target. If this is the case, and the box is red, members must enter an explanation before submitting. Q3 expense reporting is due for members on June 1.*

*Todd asked how the WIOA awards will be calculated. It is very complicated this year. CDE has assured grantees that they will not receive less than 70% of their current award. The value of payment points has been raised by about 4%, and some one-time rewards for Employment & Earnings Survey responses have been added. Cindy recommends lowballing the amount, then adjusting the budget later as needed.*

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.*

*Dana explained that in lieu of a meeting, she will request feedback via a survey, email, or phone call. Members are asked to please respond promptly with the required information.*

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) (There is no website. Talk to Mitch directly.)

*Dana and George described their virtual meeting with MadMen marketing. The company focuses on maximizing enrollment and income from CTE programs in the Citrus College consortium, but that could be adjusted for WECC, perhaps to focus on programs such as ESL, HSE and HSD. The company can pinpoint potential students from many social media sources. Laura spoke highly of the firm used by the InTECH Center: **Strategies 360**. They are very equity-minded and good at targeting underrepresented populations. No decision was made, and this item will be carried over to the July agenda.*

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.

*It will be difficult to get the Acceleration & Transition team together at this time of year, so Dana and Laura have decided to wait until the fall.*

X. WECC Program Coordinator for 2023-24

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

*There was discussion of possible models for consortium management. The group would like information such as: Which consortia are high-functioning and how are they managed? Dana will see what she can find out. There is some concern that a college-based director would not understand K-12 adult education. Todd asked if the person could also be responsible for some work in the area of transitions to post-secondary and workforce, such as the role navigators play in other consortia and colleges.*

XI. Professional Development

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

*CAS and FAS are sending staff to the CASAS Summer Institute.*

XII. Information Items

WECC website modifications:

Spectrum video

Updated school fact sheets

CAEP Outcomes Reference Sheets

Group agendas & notes

PD Resources

*Dana gave a demonstration of updates to the WECC website.*

XIII. Site Reports; graduation dates

- Chaffey Adult School *May 23 at 6:30 p.m., Gardiner Spring Aud., Chaffey HS campus*
- Chaffey College

*Laura is the new Director of Economic Development; after June 30, she will be the Director of Workforce Development. Matt Morin is the Interim Dean of Workforce Innovations. The college has just flown the position for the Adult Education Pathways Manager who will work under Laura.*

*Laura explained that the college CTE programs are now more career-oriented and focused on outcomes. They should result in a certificate or milestone within a career pathway. The Construction Trades program at CVAS is more of a “light” version offering introductory skills in framing, masonry, electrical, plumbing, etc. This coordinates with home or apartment*

*maintenance certification and may lead to a property management degree at the college. The college is being mindful of not saturating the region with the same programs. There is already a strong construction program at RCC, so Chaffey's focus should be a different one. Dana suggested that we develop career pathway maps for the programs in our consortium. All agreed this was a good idea.*

- Chino Valley Adult School *May 25 at 6:30 p.m., CVAS campus*  
*Carl showed pictures of progress on the new Construction Trades facility.*
- Fontana Adult School *May 23 at noon, Ontario Convention Center*  
*FAS is looking into offering a construction CTE class at the school next door. Dana mentioned that new legislation mandates that all new CTE classes offered by CAEP members must be justified as needed in the region via a labor market study. This is already done by the community colleges.*  
*The culinary program at FAS is moving ahead but still awaiting final approval of the facility.*
- 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>

*Members are interested in this platform but would like to hear from others in the region who use it or are thinking of using it. Dana will see what she can find out.*

**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.	<del>CAEP Budget &amp; Work Plan webinar</del> CAEP Office Hours
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. 18, 12:00 – 1:30 p.m.	CAEP Budget & Work Plan 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

*The meeting was adjourned at 2:27 p.m.  
Minutes respectfully submitted by Dana Galloway.*