



WEST END CORRIDOR
CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

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

Executive Committee Meeting Agenda

July 26, 2023 12:30 – 2:30 p.m. Chaffey Adult School

Please contact George Matamala (george.matamala@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 May 4, 2023*.

Member reps present:

Cindy Gleason, Todd Haag, Matt Morin, Andrew Stager, Carl Hampton
(George Matamala, Laura Alvarado)

IV. Public Comment

V. Consent Items

VI. WECC business*

1. Nomination and vote on officers: Chair/Co-Chairs; Fiscal Manager

2. Discussion/Approval of new CTE classes proposed by members (see Dana’s email dated May 11.) Please note: Effective 2023-24, CTE courses must be entered into the current state system (via OTAN.) You must specify the date that you conducted your labor market study.

(Chaffey College) - N/A
 Chaffey Adult School --
 Chino Valley Adult School --
 Fontana Adult School --
 Upland Adult School --

VII. Fiscal*

1. CFAD for 2023-24 was approved, but there are additional funds due to the May revise (\$7,353). An allocation amendment has been initiated in NOVA to account for the extra. See Dana's email dated July 12. The amendment will be submitted after the group has had a chance to review it, and is due by September 1.
2. Requests for one-time monies.
 Carl: Have funds been received? (\$400,000 for new facility.)
 Chaffey College *previously approved* one-time funds (\$100,000) An allocation amendment will be submitted in September to move the funds from consortium-wide carryover.
3. Q3 spending % of total 22-23 budget (Information item):

	Q1	Q2	Q3	Q4/EOY
Target:	20%	40%	60%	80%
College:	18.2%	36.5	57.6	
CAS:	11.4	26.6	40.2	(includes CWF)
CVAS:	4.4	11.3	22.0	
FAS:	9.7	23.8	37.8	
UAS:	3.7	15.3	30.5	

See Dana's email dated June 9 regarding spending and carryover. Q4 reporting is due on September 1st. NOW is the time to do a 2022-23 budget revision if you anticipate over-spending in a given category. No negative numbers are allowed! Please let Dana know after she returns to work on August 7.

4. Carryover legislation takes effect in 2023-24. Consortium-level actions happen after one year; member-level after two. Funds stay within the consortium but may be allocated to another member if the group votes to do so.

5. Capital outlay projects

We are to inform the state of all spending in the 6000 object code. (See Dana's email dated May 11.) Once you are done with the new Budgets & Work Plans in September, if you have funds budgeted in this category, Dana will ask for a list of anticipated expenses.

VIII. Annual Plan

The 2023-24 Annual Plan is in NOVA. There may be a few minor corrections or sections to complete based on data submitted on July 15. Please email Dana regarding any suggestions. The Plan will need to be submitted the week of August 7, and **approved by all members by the 15th.**

IX. 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)

Do you want to pursue any of the above? Virtual meetings can be arranged.

X. WECC Program Coordinator for 2023-24

A virtual meeting can be arranged with Mitch Rosen if the group is interested.

XI. Ad-Hoc Group meetings & other events

Data Group and Student Acceleration & Transition team meetings will be scheduled for the fall.

XII. Professional Development

- CASAS Summer Institute
 - Debrief. Dana attended the CA Consortium meeting and presented for the group. She also accepted the Promising Practice award for FAS. Congratulations!
- Inland AE Consortium: August 1, SBVC
 - Please contact organizer Emma Diaz with any questions. ediaz@valleycollege.edu
- HSE Summer Convenings are coming up in August for GED prep teachers and others connected with the program. See below for information and registration link.
- Registration is now open for the CAEP summit. See below for information and registration link.

XIII. Site Reports

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

XV. Other

Information Items/Calendar of Events:

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

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| Aug. 1, 9:00 a.m. - 2:00 p.m. | Super-Consortia Regional Professional Dev. Day, SBVC |
| Aug. 1, 1:00 – 2:00 p.m. | Statewide WIOA II networking webinar |
| Aug. 9, 12:00 – 1:30 p.m. | CAEP Consortium Management 101 webinar |
| Aug. 10, 10:00 – 11:30 a.m. | San Bernardino County WDB MOU Partners’ meeting via Zoom |
| Aug. 16, 17, or 18 | HSE Summer Convenings (through CDE) |
| | Aug. 16: Pomona; Aug. 17: Riverside; Aug. 18: San Diego |

https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=375&ef_sel_menu=5&eventID=3

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| Aug. 18, 12:00 – 1:30 p.m. | CAEP Budget & Work Plan webinar |
| Sept. 14 - 15 | CAEP Directors’ Event 2023, Sacramento |
| Oct. 24 – 26 | CAEP Summit, Hilton Universal City |
- <https://summit.caladulted.org/Registration/>
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| Nov. 17-18 | CCAIE Southern/South Coast section conference, Palm Springs |
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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:

August 2023

- **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:** 23/24 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1
- *(Sep. 30: Allocation amendment for Chaffey College)*

October 2023

- **Oct 30:** 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

December 2023

- **Dec 1:** July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 1:** 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

Next regular meeting:

September 6, 2023

Materials Included:

CAEP Allocation Memo and Schedule:

<https://caladulted.org/DownloadFile/1318>

<https://caladulted.org/DownloadFile/1319>

Inland Consortium Super-Consortia PD Event Registration flyer