



Executive Committee Meeting Agenda

October 18, 2023

12:30 – 2:30 p.m.

Chino Valley Adult School

Please contact Dana Galloway, (dana.galloway@cjuhsd.net; 909-391-5365) for information on providing public comment at this meeting.

*= vote to be taken or action item

- I. Welcome/Introductions
- II. Approval of Agenda
- III. Approval of Meeting Minutes from September 6, 2023
Member representatives present: Cindy Gleason, Carl Hampton, Andrew Stager, George Matamala, Laura Alvarado
- IV. Public Comment
- V. Consent Items
- VI. Fiscal*
 1. Requests for one-time funds. The amount in the consortium-wide fund is currently just under \$800,000, including about \$500,000 in carryover.

2. Vote to cover expenses for consortium-level events, including the recent Directors' Event, September 14-15 in Sacramento attended by George and Dana.
3. Vote to cover cost of a WECC table at the Chaffey College Report to the Community, Nov. 9.

VII. WECC Program Coordinator position

VIII. Data Reviews

Please schedule a date with Dana to review CAEP consortium & member data as a follow up to the recent Data Group meeting.

IX. Information Items

- CALPRO Supporting Student Transitions... online and in-person training will be hosted by Fontana Adult School. Please consider sending staff to this training as required by CALPRO. See attached flyer.
- **2023-24 Member Budget & Work Plan** is due in NOVA by October 20. Please see Dana's recent emails. Recommended spending targets are 20, 40, 60 and 80%; as long as Q4 is 80%, Q1-3 may vary. Also, if you budget anything in 6000 (Capital Outlay,) please be prepared to provide a list of planned expenses/projects.
- The Student Acceleration & Transition Team will meet on Nov. 2 at Chaffey Adult School. Please let Dana know if you have any topics you would like discussed.
- Please start working on **Program Area** reporting. Hours are found in the TE NOVA Program Hours report; you supply expense figures from applicable funding sources. This submission must be *certified by December 1*; please complete it before Thanksgiving break. Contact Dana with any questions.

X. Site Reports

- CVAS: Tour of the Construction Trades facility; Carl's retirement celebration is...?
- FAS
- UAS
- CAS
- Chaffey College

Calendar of Events

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

Oct. 18, 9 a.m. – 12 p.m.	Regional ACSA/WIOA meeting, Chino Valley Adult School
Oct. 24-25	CAEP Summit, Hilton Universal City
Nov. 7, 1 – 2:30 p.m.	Statewide WIOA II Networking (virtual)
Nov. 14, 10 a.m.	San Bernardino County WIOA I/II MOU meeting (virtual)
Nov. 16, 9 a.m. – 12 p.m.	CAEP Regional Training, San Bernardino Valley College
Nov. 17-18	CCAIE Southern/South Coast Section Conference, Palm Springs

WECC Meeting Calendar for 2023-24: December 6, January 17, February 21, April 3, May 1

Upcoming Deliverables

October 2023

- **Oct 20:** 23/24 Member Program Year Budget and Work Plan due in NOVA
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

November 2023

- **Nov 17:** 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA
**Consortium deliverable*

December 2023

- **Dec 1:** Program Area Report: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 1:** 21/22, 22/23 & 23/24 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

January 2024

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

February 2024

- **Feb 28:** Preliminary allocations for 2024-25 and 2025-26 released by this date.

