



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

September 6, 2023 12:30 – 2:30 p.m. Chaffey 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
___ = Materials/documents provided

I. Welcome/Introductions

II. Approval of Agenda*

III. Approval of Meeting Minutes from July 26, 2023*.

Member reps present:
Carl Hampton, George Matamala, Laura Alvarado

IV. Public Comment

V. Consent Items

VI. Fiscal*

1. Total consortium allocation is \$8,831,917. See 2023-24 Allocation section in NOVA (*not CFAD*) for breakdown of what goes to each member. (Copy of Allocations page from NOVA.)

2. Q4 fiscal reports. Once Q4 is certified, no changes can be made. Carryover will be calculated based on what has been submitted. Does anyone wish to take another look at their figures? If not, the report will be certified.

3. One-time monies.

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.

(George and Laura, if you wait until this is approved, you won't have to do your budgets twice.)

4. Q4 spending % of total 22-23 budget. We have excessive total consortium carryover (>20%.)

	Q1	Q2	Q3	Q4/EOY
Target:	15%	30%	45%	60% (next year, 20-40-60-80%)
College:	18.2%	36.5	57.6	66.9
CAS:	11.4	26.6	40.2	59.2 (includes CWF)
CVAS:	4.4	11.3	22.0	65.6
FAS:	9.7	23.8	37.8	70.0
UAS:	3.7	15.3	30.5	45.8

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. If anyone feels they cannot spend their funds, the group may discuss redistribution to another member.

5. Capital outlay projects

We are to inform the state of all spending in the 6000 object code. 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. Reported so far:

College:	None.
CJUHSD:	None.
Chino Valley:	Construction Trades Facility, continued
Fontana:	CNA, Culinary facilities. (Plumbing or electrical??)
Upland:	??

VII. Consortium*

2023-24 Annual Plan: Budgets and Work Plans will be based on this. Please look in NOVA or refer to paper copy.

ELL Healthcare Pathways Grant. (Cindy Gleason) FAS is preparing the application in NOVA, due Sept. 8. Vote to approve the plan, designate George Matamala as Consortium Lead, and support FAS in this endeavor.

VIII. Marketing

Consensus seems to be that each member will pursue their own path. George and Dana are happy to arrange virtual meetings with a given vendor for the group.

IX. Ad-Hoc Group meetings & other events
Data Group is scheduled for October 2 at Chaffey Adult School.
Student Acceleration & Transition Team: TBA

X. Professional Development

- Inland AE Consortium: August 1, SBVC, debrief
- HSE Summer Convenings, debrief
- CAEP Directors' Event, September 14-15. George and Laura.
- Registration is now open for the CAEP summit. See below for information and registration link.

XI. Site Reports

- Chaffey College
 - New adult education manager: Maria Rodriguez
 - Dual Enrollment program
- Chaffey Adult School
- Chino Valley Adult School
 - Carl's retirement
- Fontana Adult School
 - CALPRO C-o-P: Postsecondary Transitions, TBA
- Upland Adult School

XII. Other

WECC website updates.

Data reviews: Dana will schedule with adult school principals.

Information Items/Calendar of Events:

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

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|---------------------------------|--|
| Sept. 5, 1:00 - 2:30 p.m. | Statewide WIOA II Networking (virtual) |
| Sept. 14 - 15 | CAEP Directors' Event 2023, Sacramento (for co-chairs) |
| Oct. 18, 9:00 a.m. - 12:00 p.m. | Regional ACSA/WIOA meeting, Chino Valley Adult School |
| Oct. 24 - 26 | CAEP Summit, Hilton Universal City |

<https://summit.caladulted.org/Registration/>

WECC Meeting Calendar for 2023-24: October 11, December 6, (2024) January 17, February 21, April 3, May 1

Upcoming Deliverables:

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

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

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.

March 2024

- **Mar 1:** 21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)*

- **Mar 31:** 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) *
- **Mar 31:** End of Q3

Next regular meeting:

October 11,2023

Materials Included:

WECC Allocations page in NOVA

WECC 2023-24 Annual Plan

WECC CAEP Adult School Programs 2023-24