



**CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM**

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

**Executive Committee Meeting Minutes**

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

\* = Vote to be taken or action item  
\_\_\_ = Materials/documents provided

I. Welcome/Introductions

*The meeting was called to order at 12:30 p.m.*

*Members present: Laura Alvarado, George Matamala, Carl Hampton*

*Absent: Cindy Gleason, Andrew Stager*

II. Approval of Agenda\*

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

III. Approval of Meeting Minutes from May 4, 2023\*.

Member reps present:

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

Others: George Matamala, Laura Alvarado

*Carl made a motion to approve the May 4, 2023, minutes; this was seconded by George. The motion was unanimously approved.*

IV. Public Comment *None.*

V. Consent Items *None.*

VI. WECC business\*

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

*Carl made a motion that Laura and George serve as WECC Co-Chairs; this was seconded by George. The motion was unanimously approved.*

*Laura made a motion that George serve as Fiscal Manager; this was seconded by Carl. The motion was unanimously approved.*

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 --

*Report from CVAS: They will start the Chaffey College construction trades class pending the curriculum development process; possible start date is January 2024. There are no other pending CTE classes.*

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.

*Carl made a motion to approve the allocation amendment to account for the additional \$7,353 from the May revise; this was seconded by Laura. The motion was unanimously approved.*

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

Carl: Have funds been received? (\$400,000 for new facility.) *Yes.*

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):

	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4/EOY</b>
<b>Target:</b>	<b>15%</b>	<b>30%</b>	<b>45%</b>	<b>60%</b>
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.

*The members present reported that no new capital outlay projects are planned for the coming year.*

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 15<sup>th</sup>.**

*Laura made a motion to approve the Annual Plan draft found in NOVA; this was seconded by Carl. The motion was unanimously approved. Dana will submit the Plan for all to approve in NOVA.*

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.

*Discussion of the need for assistance with marketing our programs. Do we really need it if numbers are good? This may not be true of all members and programs. Rather than a marketing firm, should we get someone who can analyze enrollment to determine what classes are needed in what specific market, and what resources are available? We should have an updated consortium-wide chart of all CTE classes offered so that we can refer students to other members. [This already exists, and Dana will update and distribute it.] We should also keep in mind that skill-builder classes are important even though they may not lead directly to a degree or certificate.*

X. WECC Program Coordinator for 2023-24

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

*Continuing discussion of what the group is looking for in a Program Coordinator.*

XI. Ad-Hoc Group meetings & other events

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

*Duly noted.*

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](mailto: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.

*Duly noted.*

XIII. Site Reports

- Chaffey College
- Chaffey Adult School *None.*
- Chino Valley Adult School *None.*
- Fontana Adult School
- Upland Adult School

*Chaffey College. Laura is officially Interim Director of Workforce Development. She will oversee the InTech Center. Her responsibilities include:*

*Runs pre-apprenticeships/apprenticeships*

*Partners with industry to provide training*

*Works with agencies to connect students with employment*

*Focuses on thriving wage jobs (approx. \$24/hr.)*

*InTech is grant-driven*

*Not-for-credit programs*

*Employment embedded in different colleges/courses*

XV. Other *None.*

### **Information Items/Calendar of Events:**

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

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

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
<a href="https://summit.caladulthood.org/Registration/">https://summit.caladulthood.org/Registration/</a>	
Nov. 17-18	CCAIE Southern/South Coast section conference, Palm Springs

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 \*~~ *Estimates no longer required; see December 1 deliverable.*
- **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://caladulthood.org/DownloadFile/1318>

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

Inland Consortium Super-Consortia PD Event Registration flyer

*The meeting was adjourned at 2:30 p.m. Minutes respectfully submitted by Dana Galloway.*