



### **Executive Committee Meeting Minutes**

October 18, 2023

12:30 – 2:30 p.m.

Chino Valley Adult School

\*= vote to be taken or action item

I. Welcome/Introductions

*The meeting was called to order at 12:45 p.m.*

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

*Others: Dana Galloway, Maria Rodriguez*

*Members absent: Andrew Stager*

II. Approval of Agenda

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

III. Approval of Meeting Minutes from September 6, 2023

Member representatives present: Cindy Gleason, Carl Hampton, Andrew Stager, George Matamala, Laura Alvarado

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

IV. Public Comment None.

V. Consent Items None.

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.

*Cindy explained that she may want to request funds to purchase a van but will wait until she has more information from her district regarding availability and cost. Laura asked if funds to offset the cost of offering childcare would be an appropriate request. No other members made a request.*

2. Vote to cover expenses for consortium-level events, including the recent Directors' Event, September 14-15 in Sacramento attended by George and Dana.

*These expenses already have blanket approval to be paid from the consortium-wide account, but George made a motion to approve this event specifically (as it hasn't taken place in several years.) This was seconded by Carl. The motion passed unanimously.*

3. Vote to cover cost of a WECC table at the Chaffey College Report to the Community, Nov. 9.

*After discussion, it was determined that there would not be enough people to justify reserving a WECC table.*

VII. WECC Program Coordinator position

*Discussion of duties, qualifications, and personal qualities desired of a person in this position. Models of consortium management were considered, and some possible candidates mentioned. As the next step, the group has requested Dana's "job description" and any similar documents she may be able to get from other consortia. She will also provide a list of tasks and other information that may be useful, by next week. The group asked to schedule a special virtual meeting in November to discuss this information.*

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.

*Member reps were encouraged to invite any other staff that might benefit from this information (such as an A.P.)*

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.

*Dana explained that the template in NOVA includes a separate EL Civics category, but this is not found in the NOVA Program Hours report in TE. Per Jay Wright, adult schools that offer EL Civics as part of their ESL program (CAS, CVAS and FAS) need not fill in this box. In other words, EL Civics hours will be counted in with ESL hours. Please contact Dana with any questions.*

#### X. Site Reports

- CVAS: Tour of the Construction Trades facility; Carl's retirement celebration is...?

*Carl reported that his enrollment has surpassed pre-pandemic levels. He has counted as many as 300 students in attendance in recent days. The group took a tour of the mostly-completed construction trades facility, and the discussion continues with Chaffey College as to when classes will begin.*

- FAS

*FAS and CVAS have planned an ESL teacher event. FAS teachers will visit Chino Valley to observe student interaction with each other and the teacher and to share best practices. CVAS teachers will visit FAS if this event proves successful.*

- UAS

*The adult welding class is scheduled to begin on October 23. There is coordination with the college and InTech Center.*

- CAS

*Welding at CAS will resume in the spring semester. The ESL program is virtually full and George is exploring how to expand with existing teachers and bringing others on board as necessary. He is interested in developing career pathways with Chaffey College.*

- Chaffey College

*The college has been holding meetings with adult schools to coordinate dual enrollment with the counselors. A spring counselor schedule will be available soon. With the new workforce division, there is an increased focus on career pathways and certificates so that students have clear goals and a marketable certification as soon as possible.*

## 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**

*It was decided that the December meeting will be held at Chaffey Adult School at 1 p.m. to allow those who will attend the WIOA/ACSA meeting in Corona-Norco time to get there.*

## 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.

*The meeting was adjourned at 2:40 p.m.*

*Minutes respectfully submitted by Dana Galloway.*