



CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

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

Executive Committee Meeting Minutes

September 6, 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 12:45 p.m.
Members present: Laura Alvarado, Andrew Stager, Cindy Gleason, George Matamala, Carl Hampton
Others: Maria Rodriguez (Chaffey College); Dana Galloway (Program Coordinator)
No members absent.*

- 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 July 26, 2023*.
Member reps present:
Carl Hampton, George Matamala, Laura Alvarado
George made a motion to approve the July 26, 2023, minutes; this was seconded by Carl. The motion was approved; members not in attendance abstained.

- IV. Public Comment
Ms. Angela Olivas expressed an interest in learning more about how the Consortium works and thanked the group for welcoming her.

- V. Consent Items *None.*

- 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.)
The group requested a report on how much is currently in the consortium-wide fund.

2. Q4 fiscal reports. Once Q4 is certified, no changes can be made. Carryover will be calculated based on what has been submitted.
All members confirmed that their figures are accurate, and the report may 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.
All members agreed that the amendment should be submitted, and they will approve it in a timely manner.

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.

All members are aware of this legislation and the need to expend most funds in the year they were allocated. Dana mentioned that if consortium carryover is greater than 20% next fall, the group must provide an explanation of how they intend to rectify the situation in the following year.

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, *expected to be paid off by December*
- Fontana: CNA *only for now*
- Upland: *Possible expenses include preparation of HVAC, Healthcare Pathways, and welding facilities*

VII. Consortium*

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

Dana reminded members that all plans are available in NOVA and posted on the WECC website.

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.

The group viewed the application in NOVA and Cindy Gleason described how FAS would use the funds to support and expand the Medical Assistant and Pharmacy Tech programs. Carl made a motion to approve the application/plan and designate George Matamala as the consortium lead for the project. The motion was seconded by Andrew and unanimously approved. Dana noted that FAS has done an impressive job on the plan, including enlisting support from community and regional entities. The plan was submitted and approved in NOVA.

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.

George described how working with two companies to ensure production of a good product AND effective, targeted marketing, may be necessary. Dana will continue efforts to talk with John Russell of the Citrus College consortium to get his feedback their experience with MadMen.

IX. Ad-Hoc Group meetings & other events

Data Group is scheduled for October 2 at Chaffey Adult School.

Student Acceleration & Transition Team: TBA *To be planned by Dana and Laura Alvarado.*

X. Professional Development

- Inland AE Consortium: August 1, SBVC *No one from WECC attended.*
- HSE Summer Convenings, debrief *Per George, there was much discussion regarding other HSE exams besides the GED.*
- CAEP Directors' Event, September 14-15. *George and Dana will attend.*
- 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

Laura introduced Maria Rodriguez, who will continue to attend WECC meetings. Maria will work with the following programs: ESL, community ESL, ATB, and Dual Enrollment.

- Dual Enrollment program

Laura explained that the college is phasing out the Partnership program in favor of the Dual Enrollment program. There were slight differences, but the bottom line is that most of the application and enrollment work was done by others (counselors), so the students didn't know how to navigate the system themselves. The Dual Enrollment program will facilitate more participation in this process, and students will be better able to manage their education. All fees continue to be waived per SB554 and books are free. Laura reported that this semester, there are 29 students in Partnership and 68 in Dual Enrollment.

- Chaffey Adult School

George reported that in order to expand his program, he is in need of teachers, especially ESL. There is also a high demand for CTE classes.

- Chino Valley Adult School
 - Carl's retirement

Congratulations to Carl on his upcoming retirement. His last official act will be at the December 14 CVUSD board meeting. The position has been flown and he is hoping it will be filled by November 1.

- Fontana Adult School
 - CALPRO C-o-P: Postsecondary Transitions, TBA

Fontana will host the CALPRO blended training (virtual and in-person). The in-person sessions are scheduled for Feb. 28 and April 17 at FAS. More information will be provided once a flyer is available. Our consortium is expected to support this effort by providing a team at the training.

- Upland Adult School

A new program specialist has been hired to oversee the adult education program at Upland. He will be approved at their board meeting on Sept. 13. Upland is planning three adult programs in conjunction with Chaffey College: Welding (soon to enroll adults,) HVAC, and Healthcare Pathways. All ESL is now being taught by Chaffey College instructors. ESL is currently offered at UHS, Upland Elementary, and Citrus Elementary. There are plans to provide childcare soon. The HSD and HSE programs continue to be based at Hillside Continuation School.

XII. Other

WECC website updates.

George and Laura have been added to the Leadership page.

Agendas and minutes are up to date through the 2022-23 program year.

Data reviews: *Dana will schedule with adult school principals.*

Carl commented that the 19-hour/week limit that most districts impose on adult school teachers is hampering our ability to recruit permanent, quality teachers, and therefore affecting the effectiveness of programs. He feels that a strong message should come from the state to the school districts that this limit should not be imposed.

Information Items/Calendar of Events:

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

- | | |
|---------------------------------|--|
| Sept. 14 - 15 | CAEP Directors' Event 2023, Sacramento (for co-chairs) |
| Oct. 3, 1:00 – 2:30 p.m. | Statewide WIOA II Networking (virtual) |
| 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/>
- | | |
|-----------------------------|--|
| Nov. 14, 10:00 – 11:30 a.m. | San Bernardino County MOU (WIOA) Partners (virtual) |
| Nov. 17 - 18 | CCAЕ Southern/South Coast section conference, Palm Springs |
- <https://ccaesouthernsection.regfox.com/2023-ccae-southern-south-coast-fall-conference>

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](#)

The meeting was adjourned at 2:25 p.m. Minutes respectfully submitted by Dana Galloway.