



Executive Committee Meeting Agenda

April 3, 2024 12:30 – 2:30 p.m. Chaffey Adult School

Please contact George Matamala (george.matamala@cjuhsd; 909-391-5365) or Laura Alvarado (LauraM.Alvarado@chaffey.edu; 909-652-8491) for information on providing public comment at this meeting.

* = vote to be taken or action item

1) Welcome/Introductions

2) Approval of Agenda*

3) Approval of Meeting Minutes*

a) Date: February 21, 2024

b) Member representatives present: Cindy Gleason, Heather Post, George Matamala, Laura Alvarado, Andy Stager

4) Public Comment

5) Consent Items

6) Fiscal*

a) **CFAD for 2024-25**

This is due on May 2, so we will be reviewing the *WEC CAEP Allocations worksheet* to determine percentages for the 24-25 Program Year.

7) Three-Year Plan due June 2025

a) Luth and BW—the two companies suggested by other agencies—will present their plan to us.

8) Professional Development

- a) CCAE Conference (see below)
- b) CASAS Summer Institute (see below)

9) Information Items

- a) None

10) Site Reports

- a) Chaffey College
- b) Chaffey Adult School
- c) Chino Valley Adult School
- d) Fontana Adult School
- e) Upland Adult School

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

May 9-11	CCAIE State Conference, Anaheim
June 17-20	CASAS National Summer Institute

WECC Meeting Calendar for 2023-24: April 3, May 1

Upcoming Deliverables

April 2024

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

May 2024

- **May 2:** CFAD for 2024-25 due in NOVA *

June 2024

- **Jun 1:** 22/23 and 23/24 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4

September 2024

- **Sep 1:** 22/23 and 23/24 Member Expense Report due in NOVA (Q4)
- **Sep 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4) *

Materials provided:

CFAD; Allocation history from NOVA

WEC CAEP Allocations Worksheet