



### **Executive Committee Meeting Agenda**

February 21, 2024

12:30 – 2:30 p.m.

Chaffey Adult School

*Please contact George Matamala ([george.matamala@cjuhsd](mailto:george.matamala@cjuhsd); 909-391-5365) or Laura Alvarado ([LauraM.Alvarado@chaffey.edu](mailto: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: January 17, 2024

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

**4) Public Comment**

**5) Consent Items**

**6) Fiscal\***

**a) Requests for one-time funds**

Fontana Adult School was voted \$100,000 (from CWF carryover) at the December meeting to defray the costs of front office modifications and improvements to healthcare program facilities. FAS has now received approval from the district to go forward with the project. An allocation amendment will be needed to reflect this in NOVA.

**b) CFAD for 2024-25**

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

c) **Carryover compliance**

Spending was low in Q1. Please plan on attending one of the webinars scheduled for February 22 and 29 (see below) or review recorded webinar to assist in developing the spending plan.

**7) Three-Year Plan due June 2025**

- a) Report regarding other firms recommended by regional consortia.

**8) Professional Development**

- a) OTAN Distance Learning Symposium (see below)  
b) CCAE Conference (see below)  
c) Data Group and Transition Team. How do we continue these groups?

**9) Information Items**

- a) CAEL Consortium-wide membership (<https://www.cael.org/>)

**10) Site Reports**

- a) Chaffey College  
i) Status of transition data match project  
ii) CAEP Adult Dual Enrollment report  
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>)

February 28, 9:00 a.m. - 12:30 p.m.	First in-person meeting "Supporting Student Transitions" at FAS
March 1-2	OTAN Distance Learning Symposium <a href="https://tdls.otan.us/Registration">https://tdls.otan.us/Registration</a>
March 6 - 8	ACCE Spring Conference, San Diego
May 9 – 11	CCAE State Conference, Anaheim

**WECC Meeting Calendar for 2023-24:** February 21, April 3, May 1

Do we want to reschedule the April 3 meeting due to Upland's spring break?

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## Upcoming Deliverables

### 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)\*
- **March 14:** San Bernardino County WIOA I/II MOU Quarterly Partner Mtg.
- **Somewhere between March 25-29:** Regional Design Sessions for Career Education Master Plan
- **Mar 31:** 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) \*
- **Mar 31:** End of Q3

### 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

## Materials provided:

CFAD; Allocation history from NOVA

WEC CAEP Allocations Worksheet