



### **Executive Committee Meeting Agenda**

July 24, 2024      12:30 – 2:30 p.m.      Chaffey College InTech Center

*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: May 1, 2024

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

**4) Public Comment**

**5) Consent Items**

a) None

**6) WECC Business**

a) Upland Adult School voting member change

## 7) Fiscal\*

### a) Amended CFAD for 2024-25\*

As a result of the amended CAEP allocation for the 24-25 SY, the consortium has an additional \$27,389 to distribute. Please refer to the CFAD Worksheet to look at options.

### b) Q3 Spending Update

Please refer to the Q3 spending report. We need to work toward spending down the budget to ensure a <20% carryover.

### c) Consortium-Wide Carryover Amount Update\*

Please refer to the Consortium-Wide Carryover Report. We have some choices to bring this amount down to ensure a <20% carryover.

## 8) Three-Year Plan Follow Up

- a) We will need to contact BW before the end of this month to determine the exact services we need from them and establish a timeline for data collection and analysis.

## 9) Annual Plan Update

- a) The 24-25 Annual Plan is in NOVA. There may be a few minor corrections or sections to complete based on today's discussion. Please email George 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> of August.

## 10) Information Items

- a) None

## 11) Professional Development

- a) 7<sup>th</sup> Annual Super-Consortia Regional Professional Development Day  
*Thursday, August 1, 9 AM – 1:00 PM, San Bernardino Valley College, B100.*  
Registration: <http://bit.ly/super-consortia-2024>

## 12) Site Reports

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

## 13) Other

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

August 1	Super-Consortia Regional PD Day, SBVC
September 26-27	CAEP Consortium Directors' Event 2024
October 28-30	CAEP Summit 2024
November 21-23	CCAIE Fall Conference

**WECC Meeting Calendar for 2024-25**

2024: *September 4, October 9, & December 4*

2025: *January 15, February 19, April 2, & May 7*

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**Upcoming Deliverables**

**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

Q3 Spending Report

Carryover Amount Update

**Next Meeting: September 4 from 12:30-2:30 PM at Chaffey Adult School**