



Executive Committee Meeting Minutes

April 3, 2024, 12:30 – 2:30 p.m. & April 16, 2024, 12:30 – 1:30 p.m. (cont.) 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 ° = from the April 16 continuation meeting

1) Welcome/Introductions

The 4/3 meeting was called to order at 12:30 p.m.

Members present: Laura Alvarado, Cindy Gleason, George Matamala, and Heather Post

°The 4/16 continuation was called to order at 12:30 p.m.

Members present: Laura Alvarado, Cindy Gleason, George Matamala, Heather Post, Andy Stager

2) Approval of Agenda*

Motion: Cindy; 2nd: Heather; All in favor? Yes

3) Approval of Meeting Minutes*

a) Date: February 21, 2024

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

c) Discussion: *Cindy: Will we continue to explore CAEL? Laura: Not at this time; different focus than what we do.*

Motion: Heather; 2nd: Laura; All in favor? Yes

4) Public Comment *None*

5) Consent Items *None*

6) Fiscal*

a) Requests for one-time funds

- °CVAS is requesting \$110,000 to help transition from pencil and paper CASAS testing to online CASAS testing.

◦ *Motion: Cindy; 2nd: Heather; All in favor? Yes*

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.

- *The group looked at the allocation worksheet and decided to follow up at the April 16 continuation of the April 3 meeting.*
- °*The group decided to move the allocation discussion to the May 1st meeting.*

7) Three-Year Plan due June 2025*

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

- *BW presented their plan at the April 3 meeting and followed up with a more detailed proposal via email (attached).*
- *°Luth presented their proposal at the April 16 meeting.*
- **Selection of Research Consultant for 3-Year Plan*
 - *WECC selected BW to serve as the research consultant for the upcoming three-year plan.*
 - *Motion: Cindy; 2nd: Heather; All in favor? Yes*
- *°Follow Up Meetings*
 - *The group discussed having a follow up meeting to better understand the three-year plan process.*
 - *Chaffey College offered to host sometime at the end of June*

8) Professional Development

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

9) Information Items

None

10) Site Reports

- a) Chaffey College
- b) Chaffey Adult School
 - *Partnered with CCAE for transcript translation*
- c) Chino Valley Adult School
 - *Starting online CASAS testing next year—will need computers and training*
 - *Looking at purchasing a portable stage for presentations*
 - *STEPS testing prep staff development*
 - *Educational apps training*
 - *Q: Is there a transitional English class to help students bridge from adult school to community college?*
- d) Fontana Adult School
 - *College and Career Fair highlighting Entrepreneurship*
 - *MOU w/CSUSB—EOC program once a week*
 - *Finding ways to give students credit for schooling outside of US*
 - *College trips to Redlands and LA—senior trip!*
 - *Facilities projects are getting approved*
 - *Leaving some spending for next year*
 - *Phlebotomy teacher will be done w/certification*
- e) Upland Adult School *None*

11) Closure

Meeting was adjourned at 2:08 p.m.

°Meeting was adjourned at 1:30 p.m.

Minutes submitted by George Matamala