



Executive Committee Meeting Minutes

February 21, 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

The meeting was called to order at 12:35 p.m.

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

Others: Sean Delgado (Upland), Maria Rodriguez (Chaffey College)

2) Approval of Agenda*

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

3) Approval of Meeting Minutes*

a) Date: January 17, 2024

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

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

4) Public Comment None

5) Consent Items None

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.

FUSD Board is anticipated to approve the project the first week of March. Rooms 3 and 4 should be completed within six weeks. This allocation amendment was previously approved. There remains the possibility that some FAS rooms might be assigned to a charter school.

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 24-25 CFAD Worksheet was shared with WECC members. It reflects the anticipated 0.76% COLA. The shared online worksheet includes different, adjustable allocation percentage scenarios. This allows the consortium members to consider new allocation percentages that address changes in consortium members' program needs.*
- *Consideration for a greater FAS allocation due to anticipated growth from the EL Healthcare Grant and rising personnel costs was requested.*
- *UAS also stated it is looking to expand its partnerships with Chaffey College/SACH and might need additional funding for a few upgrades.*
- *Maintaining a healthy CWF allows the consortium to potentially hire a person or agency to focus on workforce/employment connections—an identified need. A \$250-300K CWF amount or 3% line was suggested. Request for CWF carryover amount was made—will be followed up via email.*
- *Will FAS and CVAS continue to grow equally as they have for the past few years? Adjustments were previously made to bring balance to FAS.*
- *Removed enrollment/achievement data for the time being. That data didn't capture the full picture and will need to be paired with other data to get a holistic view of the members' schools.*
- *Chaffey College will have two counselors instead of three moving forward. If more are needed, consortium members might have to support financially. The current third counselor had been focusing more on ELD and had not been at the adult schools.*
- *Next steps: Look over the worksheet and possible allocation scenarios and be prepared to vote on CFAD at the next meeting working toward win-win situations and prioritizing sustainability.*

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.

If we don't spend the money down, we will have to write a rationale and a spending plan. We have not heard anything about monies being swept if they aren't used. Thoughtful, intentional spending is encouraged rather than reactive spending to reduce individual and overall carryover.

7) Three-Year Plan due June 2025

- a) Report regarding other firms recommended by regional consortia.
- *West Ed seems to be a "no" going forward*
 - *Luth Research recommended by Poway*
 - *BW Research recommended by Poway and Riverside*
 - *Riverside used BW in conjunction with West ED*
 - *Riverside contracted w/Frank Carpace and had a bad experience—pushy*
 - *Will follow up with Riverside and Poway and invite vendors to next meeting.*
 - *Will keep the same website vendor—access was transferred from Dana to George*

8) Professional Development

- a) OTAN Distance Learning Symposium (see below) *None*
- b) CCAE Conference (see below) *None*
- c) Data Group and Transition Team. How do we continue these groups?

Google Form for Data Managers to share feedback on what worked/what needs to change for the Data Group.

Transition Team—Will Maria lead these meeting? Yes

9) Information Items

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

Organization that focuses on adult learners and workforce. Chaffey College is planning on joining. The cost for the entire consortium will be \$1,500. Provides information, theory, resources, and PD that's "2 or 3 steps above" where we're at now re: workforce. Maybe a "CAEL Report" could be part of our regular meeting? This is not a Career Cruising replacement, but it could connect us with more industry partners. The CAEL data can compare/contrast national trends with local trends. The team will look at the CAEL website and vote on the potential expense at the next meeting.

10) Site Reports

a) Chaffey College

i) Status of transition data match project

Chaffey College is in major transition at the moment. Maria will be doing info sessions and has reached out to adult schools.

ii) CAEP Adult Dual Enrollment report

b) Chaffey Adult School *None*

c) Chino Valley Adult School *None*

d) Fontana Adult School *None*

e) Upland Adult School *None*

11) Closure

Meeting was adjourned at 1:43 p.m. Minutes submitted by George Matamala

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 https://tdls.otan.us/Registration
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?

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