



Executive Committee Meeting Minutes

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

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

Meeting was called to order at 12:30 PM; Members present: Laura Alvarado, Sean Delgado, Cindy Gleason, George Matamala, and Heather Post

2) Approval of Agenda*: *Motion: Laura, 2nd: Heather; All in favor? Yes*

3) Approval of Meeting Minutes*

a) Date: May 1, 2024

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

Motion: Cindy, 2nd: Laura; All in favor? Yes

4) Public Comment: *None*

5) Consent Items: *None*

6) WECC Business

a) Upland Adult School voting member change

Sean will make sure he is fully set up as a voting member for the consortium through USD

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.

The consortium decided to distribute the additional CAEP funds as follows resulting in new, amended CAEP allocations (see below)

CAEP +COLA Distribution			New Allocation 07-24-24	
Agency	%	Total \$	Agency	Total \$
Consortium	0.0%	0.00	Consortium	293,668.00
Chaffey Coll.	0.0%	0.00	Chaffey Coll.	364,861.00
CJUHSD	25.0%	6,847.00	CJUHSD	4,216,091.00
CVUSD	25.0%	6,847.00	CVUSD	1,742,159.00
FUSD	25.0%	6,847.00	FUSD	1,786,654.00
USD	25.0%	6,848.00	USD	522,992.00
Total	100.0%	\$27,389.00	Total	8,926,425.00

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.

The consortium discussed being mindful to use the allocated CAEP monies—the goal is not to carryover more than 20% of the previous year’s budget. This is made difficult when projects are delayed and roll over into the next fiscal year—something two of our member agencies are currently navigating.

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.

The consortium discussed options for distributing Consortium-Wide carryover to the member agencies to make those funds more readily available for one-time purchases or unexpected expenses/shortfalls due to the current economic uncertainty. Additionally, the possibility of partnering with a consortium-wide employment placement provider was discussed. The consortium decided to allocate the Consortium-Wide carryover as follows (see below):

CW Carryover Distribution	
Agency	Total \$
Consortium	150,000.00
Chaffey Coll.	100,000.00
CJUHSD	100,000.00
CVUSD	100,000.00
FUSD	100,000.00
USD	100,000.00
Total	\$650,000.00

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.

The consortium members will thoroughly review the current 3-year plan along with BW, its research partner. This will assist in determining both the type of data that needs to be collected and the best methods to do so. The shared, editable plan draft will be updated as data is gathered and analyzed.

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 15th of August.

The consortium members will thoroughly review and provide feedback for the current annual plan to ensure it reflects the consortium's current areas of focus to serve its students and includes any changes from last year. Feedback and revisions will be gathered via email and teleconference workgroups through the end of July.

10) Information Items

- a) None

11) Professional Development

- a) 7th 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: *CC is focusing on leveraging new staff members to better support outreach and registration.*
- b) Chaffey Adult School: *Looking forward to a greater instructional focus after substantial structural and environmental changes the previous year.*
- c) Chino Valley Adult School: *Fully transitioned to online CASAS testing, and that is going well.*
- d) Fontana Adult School: *Construction challenges remain (the drain project is on hold), but the CNA buildings are almost finished—should be ready by September. FAS has been successfully using Aztec mini-lessons in HSE.*
- e) Upland Adult School: *Looking to improve diploma rates and adding phlebotomy. Co-located at Upland High School beginning this school year. Looking to expand program and add students through different partnerships (God's Pantry)*

13) Other: CCCOAE Conference will take place 10/23-25 in Palm Springs; ACSA Leadership Conference will be 11/14-16 in San Diego; lunch w/LARAEC is available at <https://laraec.org/lunchwithLARAEC/>

14) Closure: Meeting adjourned at 3:09 PM

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*

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