



Executive Committee Meeting Minutes

May 1, 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

° = not present at April 3rd meeting

1) Welcome/Introductions

The 5/1 meeting was called to order at 12:30 p.m.

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

2) Approval of Agenda*

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

3) Approval of Meeting Minutes*

a) Date: April 3 & 16, 2024

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

c) Discussion: How much detail is necessary—especially when describing vendor presentations and their strengths/challenges?

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

4) Public Comment *None*

5) Consent Items *None*

6) Fiscal*

a) CFAD for 2024-25*

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

- The consortium members reviewed the allocation worksheet and highlighted the need to provide additional funds for schools who are growing their programs as well as leaving enough in Consortium-Wide Funds to support one-time and/or unexpected site needs—including facilities or tech improvements and consultants.
- The consortium members proposed the following breakdown for the CAEP funding:

2024-2025 CAEP Allocations				
Member Agency	Alloc %	Total \$	Δ Prev Yr	Δ COLA
Consortium-Wide	3.3%	293,668.19	-11,032.81	-8,899.04
Chaffey CCD	4.1%	364,860.48	2,752.48	0.00
Chaffey Joint Union High	47.3%	4,209,244.03	835.03	-35,596.14
Chino Valley Unified	19.5%	1,735,312.02	13,088.02	0.00
Fontana Unified	20.0%	1,779,807.20	57,583.20	44,495.18
Upland Unified	5.8%	516,144.09	3,893.09	0.00
Total Allocated to Members	100.0%	\$8,899,036.00	74,472.00	0.00

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

b) One-Time Funds*

FAS is requesting \$40,000 from Consortium-wide to cover one-time drainage costs.

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

7) WECC Program Coordinator and Fiscal Agent for 2024-25*

a) Does the consortium wish to keep its current self-governance model?

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

b) Does Chaffey remain the Fiscal Agent? *

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

8) Three-Year Plan Follow Up

a) BW Zoom conference to determine the exact services the consortium will be requesting
BW explained the surveys they could assist us with. The consortium decided to have BW develop the survey with each site administering the survey. The consortium decided not to include student incentives as part of BW's contract.

b) Chaffey College is willing to host at one of their campuses; WECC needs to choose a date and time.

The consortium will determine if they are able to write the plan without a consultant.

There was a discussion about the virtues of including specific initiatives and pressing needs to better leverage resources

9) Meeting Calendar for the 24-25 SY

- a) Here are the proposed dates for the 24-25 SY WECC Meetings (Wednesdays, 12:30-2:30 PM at CAS unless otherwise noted):

2024: *July 24, September 4, October 9, & December 4*

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

These dates work for all members and will be adopted for the 24-25 SY.

10) Professional Development

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

11) Information Items

- a) None

12) Site Reports

- a) Chaffey College

Chaffey College announced a short term, intense welding/electrical training opportunity for adults in our consortium through the InTech Center.

- b) Chaffey Adult School: *None*
- c) Chino Valley Adult School: *None*
- d) Fontana Adult School: *None*
- e) Upland Adult School:

Andy Stager announced that he will no longer be working with Upland Adult School. Sean Delgado will be assuming his consortium responsibilities.

13) Closure

Meeting was adjourned at 2:40 p.m.

Minutes submitted by George Matamala

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

May 9-11	CCAIE State Conference, Anaheim
June 17-20	CASAS National Summer Institute

WECC Meeting Calendar for 2023-24: No more meetings for 23-24

Upcoming Deliverables

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

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

WEC CAEP Allocations Worksheet