



### **Executive Committee Meeting Agenda**

September 4, 2024      12:30 – 2:30 p.m.      Chaffey Adult School

*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: July 24, 2024
- b) Member representatives present: Laura Alvarado, Sean Delgado, Cindy Gleason, Heather Post, George Matamala

#### **4) Public Comment**

#### **5) Consent Items**

- a) None

#### **6) WECC Business**

- a) 24-25 Annual Plan and Budget
  - i) Budgets and Workplans will be based on Annual Plan. Please look in NOVA or refer to paper copy.
  - ii) 24-25 CAEP Budget and Workplan due **Monday, 9/30/24**.
- b) Three-Year Enrollment Trends
  - i) See the attached documents
- c) Coordinator expenses discussion\*
  - i) What are allowable expenses\*?
  - ii) Not to exceed\*?
  - iii) Consortium Lead Academy

(1) 9-month program through CAEP TAP to gain process knowledge and develop leadership skills. It will require two in-person sessions in Sacramento in September and June

iv) Plaud AI Notetaking Device for WECC Minutes

## 7) Fiscal\*

- a) Total consortium allocation is \$8,926,425. See 2024-25 Allocation section in NOVA (not CFAD) for breakdown of what goes to each member.
- b) Q4 Fiscal reports (23-24) have been certified and the 23-24 carryover has been determined—no changes can be made.
- c) Q4 Spending

	<b>23-24</b>	<b>22-23</b>
<b>Target %:</b>	80	60
<b>College:</b>	62	67
<b>CAS*:</b>	68	59
<b>CVAS:</b>	76	66
<b>FAS:</b>	89	70
<b>UAS:</b>	79	46

- i) The Consortium did a better job of spending down the carryover. However, we did not meet the <20% goal and will need to submit a Written Expenditure Plan
- d) One-time monies\*
- e) Capital outlay projects (6000s)
  - i) We need to inform CDE of any upcoming capital outlay projects.
    - Chaffey College:
    - CAS:
    - CVAS:
    - FAS:
    - UAS:

## 8) Three-Year Plan Follow Up

- a) We need to contact BW this month to go over the new three-year plan requirements, identify the services we need from them, and establish a timeline for data collection and analysis. Their proposal is provided for you.

## 9) Information Items

- a) None

## 10) Professional Development for 24-25

- a) Ongoing - (online, self-paced, directed, & in person options) CASAS, OTAN, CALPRO, CAEP-TAP
- b) [CWA Meeting of the Minds](#), Sep. 3-5 (Monterey, CA)
- c) [New Administrator Orientation](#), Sep. 10-12, (virtual)
- d) [ACTE - Postsecondary CTE Summit](#), Sep. 18-20 (Chicago, IL)
- e) [NEDP national conference](#), Sep 30-Oct 1 (Niagara Falls, NY)
- f) [WASC Conf.](#), Oct. 1, (Cypress, CA)
- g) [NOCE Vision 2030: Noncredit Summit](#), Oct 3-4 (Anaheim, CA)
- h) [CAEP Summit](#), Oct. 28-30, (Oakland, CA)
- i) [ACSA Leadership Summit](#), Nov. 14-16, (San Deigo, CA)
- j) [CATESOL Conf.](#), Nov 14-16, (Long Beach, CA)
- k) [CTE Conference](#), Nov 21-22 (Rancho Mirage, CA)

- l) [CCAIE Southern/South Coast Conf.](#), Nov 21-23, (Palm Springs, CA)
- m) [ACTE Career Tech Vision](#), Dec 4-7 (San Antonio, TX)
- n) CAEAA Conference, Feb. 6-7, (Sacramento, CA)
- o) [OTAN TDLS](#), Mar. 7-8, (Long Beach, CA)
- p) [TESOL](#), Mar. 18-21, (Long Beach, CA)
- q) [ACSA Leg. Day](#), Mar. 17-18, (Sacramento, CA)
- r) [COABE](#), Mar. 30 - Apr. 2, (Dallas, TX)
- s) [CCAIE Leg. Day](#), Apr. 6-7, (Sacramento, CA)
- t) [CCAIE State Conference](#), May 1-3, (Fresno, CA)
- u) [CASAS SI](#), June 9-12, (Garden Grove, CA)
- v) GED National Conference, Aug. 4-6 (Chicago IL)

#### **11) Site Reports**

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

#### **12) Other**

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

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: *October 9, & December 4*

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

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### **Upcoming Deliverables**

#### **September 2024**

- **Sep 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4)\*
- **Sep 30:** 24/25 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

#### **October 2024**

- **Oct 30:** 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA\*
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

### **Materials provided:**

Total Allocations from NOVA

Q4 Spending Report from NOVA

Carryover Amount from NOVA

Three-Year Enrollment Trends

BW Proposal

CLA Information

CAEP 24-25 Annual Plan

**Next Meeting: October 9 from 12:30-2:30 PM at Chaffey Adult School**