



Executive Committee Meeting Minutes

September 4, 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 12:34 PM. Attendees included Sean Delgado, Laura Alvarado, Heather Post, Cindy Gleason, and George Matamala.

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

3) Approval of Meeting Minutes*

a) Date: July 24, 2024

b) Member representatives present: Laura Alvarado, Sean Delgado, Cindy Gleason, Heather Post, George Matamala

Motion: Sean, 2nd: Heather, All in favor? Yes

4) Public Comment: *None*

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**.

Members referred to paper copies of the WECC Annual Plan and all agreed their agency's plan would be consistent with the WECC plan. Members acknowledged the deadline and agreed to reach out if they need any help. There was also a discussion about enrollment trends—Fontana has experienced steady growth that is straining its

budget. Upland might have under-representation of the actual number of students associated with its program due to a high number of classes in partnership with Chaffey College. Allowable dual enrollment practices were discussed—particularly as they relate to the use of ASAP to account for students in Chaffey College credit or non-credit classes.

- b) 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

The consortium discussed allowable expenses—including conferences, travel, technology, and food—and voted on a not-to-exceed \$5,000 for consortium coordinator expenses to be revisited and adjusted quarterly as needed.

Motion: Heather, 2nd: Sean, All in favor? Yes

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.

The 24-25 allocations and amendments were reviewed including the 23-24 consortium-wide carryover distribution.
- 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

	23-24	22-23
Target %:	80	60
College:	62	67
CAS*:	68	59
CVAS:	76	66
FAS:	89	70
UAS:	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

The consortium will need to complete a Written Expenditure Plan due to having a 23-24 SY carryover > 20%. We are waiting for the state to upload the instrument.
- d) One-time monies*

No agency requested one-time monies this meeting, but this will continue to be revisited.
- e) Capital outlay projects (6000s)
 - i) We need to inform CDE of any upcoming capital outlay projects.
 - Chaffey College: *None*
 - CAS: *None*
 - CVAS: *None*
 - FAS: *None*
 - UAS: *None*

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.

WECC will reach out to BW with the updated three-year plan template and begin the data-gathering process.

9) Information Items

- a) None
Everyone has had a good start to the school year.

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: *There have been some key organizational changes, but all adult school-related areas are covered at the moment.*
- b) Chaffey Adult School: *Great start and great new AP.*
- c) Chino Valley Adult School: *Full online CASAS testing started. This has led to increased student interest in learning technology. ESL teacher and custodian vacancies have been filled. New AP is great and enthusiastic. Working through TOPS/ASAP communication issues.*
- d) Fontana Adult School: *Shifted ESL classes to a four day a week, two-hour format. That's working well and allows time for PLC meetings. FAS is also rolling out new textbooks and participating in a year-long digital literacy training.*
- e) Upland Adult School: *All good.*

12) Other

None

13) Closure: *Meeting adjourned at 2:28 PM*

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*

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

BW Proposal

CLA Information

CAEP 24-25 Annual Plan

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