



### **Executive Committee Meeting Agenda**

April 2, 2025

9:00 a.m.– 3:00 p.m.

Chaffey Adult School

*Please contact George Matamala ([george.matamala@cjuhsd](mailto:george.matamala@cjuhsd); 909-391-5365) 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: February 19, 2025
- b) Member representatives present: Sean Delgado, Cindy Gleason, Heather Post, George Matamala, Maria Rodriguez

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

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

#### **6) Fiscal\***

- a) **Requests for one-time funds**
- b) **CFAD for 2025-26\***  
After a discussion of the CAEP allocations for each school using the CFAD worksheet, we will approve the 25-26 CFAD.
- c) **Carryover compliance**  
We will review our upcoming expenses to make sure we are under the 20% carryover threshold as a consortium.

#### **7) WECC Data Manager Position**

- a) Can we explore adding a data manager position for WECC?
  - i) This person would lead data talks, look for data trends, and recommend PD

#### **8) Continuous Improvement Plan**

- a) Plans will be shared to support members who are still working on their CIP

**9) Three-Year Plan Data Review**

- a) We will review the BW report to identify main themes and possible consortium action items.
- b) Once we identify and agree on the main themes/action items, the three-year plan draft will be completed and shared with members for feedback before final approval at the May 7 meeting.

**10) Information Items**

- a) None

**11) Professional Development for 24-25**

- a) [CCAE Leg. Day](#), Apr. 6-7, (Sacramento, CA)
- b) [CCAE State Conference](#), May 1-3, (Fresno, CA)
- c) [CASAS SI](#), June 9-12, (Garden Grove, CA)
- d) GED National Conference, Aug. 4-6 (Chicago IL)

**12) Site Reports**

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

**13) Other: *None***

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**WECC Meeting Calendar for 2024-25: *May 7***

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**Upcoming Deliverables**

**April 2025**

- **Apr 30:** Student Data due in TOPSPRO (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

**May 2025**

- **May 2:** CFAD for 2025-26 due in NOVA \*

**June 2025**

- **Jun 1:** 23/24 and 24/25 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q3)
- **Jun 30:** End of Q4

**Materials provided:** BW Three-Year Plan Report, CFAD Worksheet (online), CIP (online)

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| <b>Next Meeting: May 7 from <u>11:30-3:00 PM</u> at Chaffey Adult School</b> |
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