



Executive Committee Meeting Minutes

October 9, 2024 12:30 – 2:30 p.m. Chaffey Adult School

Please contact George Matamala (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

The meeting was called to order at 12:50 PM. Attendees included Sean Delgado, Cindy Gleason, George Matamala, Heather Post, and Maria Rodriguez

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

3) Approval of Meeting Minutes*

a) Date: September 4, 2024

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

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

4) Public Comment: *None*

5) Consent Items: *None*

6) WECC Business*

a) Chaffey College Report to the Community

i) Consortium event? *Yes!*

ii) Consortium expense? *WECC will cover the expenses for principal and one other guest.*

b) Welcome, Maria Rodriguez!

i) New voting member for Chaffey College

Maria will take on similar roles as Laura with additional responsibilities in apprenticeship and employer connections

c) Data Groups and Student Acceleration & Transition Team meetings

i) George will reach out to the teams and see what format, focus, etc. works for them

ii) Want to continue these valuable conversations and sharing of best practice

iii) Will need assistance

Both meetings will continue, with data group meetings potentially moving online for better participation

d) Three-Year Plan Sub-committee

i) Let me know if you are interested

Maria and Cindy will serve on committee along w/George

ii) Please reach out to George if you have any questions.

7) Fiscal

- a) Program Area Reporting
 - i) Must be certified by *December 1; please complete before Thanksgiving Break*
 - ii) Hours are found in the TE NOVA Program Hours report; you supply expense figures from applicable funding sources.
The process and deadlines were explained

8) Information Items

- a) *None*

9) Professional Development for 24-25

- a) Ongoing - (online, self-paced, directed, & in person options) CASAS, OTAN, CALPRO, CAEP-TAP
- b) Regional ACSA/WIOA Meeting, Oct. 16, 12-3 PM
[Jurupa Adult School](#), 4041 Pacific Ave. Jurupa Valley, CA 92509
- c) [CAEP Summit](#), Oct. 28-30, (Oakland, CA)
- d) [ACSA Leadership Summit](#), Nov. 14-16, (San Deigo, CA)
- e) [CATESOL Conf.](#), Nov 14-16, (Long Beach, CA)
- f) [CTE Conference](#), Nov 21-22 (Rancho Mirage, CA)
- g) [CCAE Southern/South Coast Conf.](#), Nov 21-23, (Palm Springs, CA)
- h) [ACTE Career Tech Vision](#), Dec 4-7 (San Antonio, TX) *Relevance for adult ed was discussed. The team was not familiar with the conference*
- i) CAEAA Conference, Feb. 6-7, (Sacramento, CA) *This event was highlighted for its relevance to adult school administrators and access to key adult ed partners*
- j) [OTAN TDLS](#), Mar. 7-8, (Long Beach, CA) *Helpful for distance learning and tech integration*
- k) [TESOL](#), Mar. 18-21, (Long Beach, CA)
- l) [ACSA Leg. Day](#), Mar. 17-18, (Sacramento, CA)
- m) [COABE](#), Mar. 30 - Apr. 2, (Dallas, TX)
- n) [CCAE Leg. Day](#), Apr. 6-7, (Sacramento, CA)
- o) [CCAE State Conference](#), May 1-3, (Fresno, CA)
- p) [CASAS SI](#), June 9-12, (Garden Grove, CA)
- q) GED National Conference, Aug. 4-6 (Chicago IL)

10) Site Reports

- a) Chaffey College: *updates on dual enrollment process, changes to approval forms, and measures to ensure students are actively participating*
- b) Chaffey Adult School: *Shared about the new Student of the Month program*
- c) Chino Valley Adult School: *Plans to expand HVAC & EMT, introduce new programs like cyber technology and child development.*
- d) Fontana Adult School: *Discussed CASAS testing process, changes in testing frequency, and the emphasis on multiple measures for assessment. Once students meet their payment point goal, they will not be retested within the same year.*
- e) Upland Adult School: *Partnership with God's Pantry to expand HSD enrollment. Welding class ventilation issues.*

11) Other: None

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

October 16	Regional ACSA/WIOA Meeting
October 28-30	CAEP Summit 2024
November 21-23	CCAE Fall Conference

WECC Meeting Calendar for 2024-25

2024: *December 4*

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

Upcoming Deliverables

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

December 2024

- **December 1:** Program Area Report; July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area are due (actuals) in NOVA and need to be certified.
- **December 1:** 22/23, 23/24, and 24/25 Member Expense Report due in NOVA (Q1)
- **December 31:** 22/23, 23/24, and 24/25 Member Expense Reports certified in NOVA.
- **December 31:** End of Q2

Materials provided:

Minutes for 9/4/24 meeting

Agenda

Next Meeting: December 4 from 12:30-2:30 PM at Chaffey Adult School