

Executive Committee Meeting Agenda

October 15, 2025 12:30 – 2:30 p.m. Jurupa 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

2) Approval of Agenda*

3) Approval of Meeting Minutes*

a) Date: September 16, 2025

b) Member representatives present: Sean Delgado, Cindy Gleason, Heather Post, George Matamala, Maria Rodriguez

4) Public Comment

5) Consent Items

6) WECC Business*

a) Chaffey College Report to the Community

i) Who's going?

ii) It can be a consortium expense for voting member plus one

b) Data Groups and Student Acceleration & Transition Team meetings

i) George can partner with you or one of your team members to put together the meeting(s)

ii) Who is interested?

iii) Let's lock in date(s) to prepare.

7) Fiscal

a) Written Expenditure Plan (WEP) for FY 24-25

i) Due November 14 at 5 PM

ii) It's submitted for approval, and then we receive support

iii) Make sure:

(1) Your staffing estimates are accurate

- (2) You are staying on top of the facilities or tech upgrades, etc. to ensure this year's monies are spent before the mid-April spending deadline
- b) 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.
 - iii) The CAEP State Office will be hosting an office hour Zoom session on Wednesday, November 13
 - c) Q1 Member Expense Report
 - i) Due in NOVA on December 1
 - ii) Needs to be certified by consortium before December 31

8) Information Items

- a) None

9) Professional Development for 25-26

- a) Ongoing - (online, self-paced, directed, & in person options) CASAS, OTAN, CALPRO, CAEP-TAP
- b) [CCAIE Southern/South Coast Conf.](#), Nov 20-22, (Palm Springs, CA)
- c) [ACSA Leg. Day/CCAIE Leg. Day](#), Apr. 20-21, (Sacramento, CA)
- d) [COABE](#), Apr. 12-15, (Indianapolis, IN)
- e) [CCAIE State Conference](#), Apr. 30-May 2, (San Diego, CA)
- f) [CASAS SI](#), June 15-18, (Garden Grove, CA)

10) Site Reports

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

11) Other

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

October 15	Regional ACSA/WIOA Meeting
November 20-22	CCAIE Fall Conference

WECC Meeting Calendar for 2025-26

2025: *December 3*

2026: *January 14, February 25, April 8, & May 6*

Upcoming Deliverables

October 2025

- **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 2025

- **December 1:** Program Area Report; July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area are due (actuals) in NOVA and need to be certified.
- **December 1:** 23/24, 24/25, & 25/26 Member Expense Report due in NOVA (Q1)
- **December 31:** 23/24, 24/25, & 25/26 Member Expense Reports certified in NOVA.
- **December 31:** End of Q2

Materials provided:

Minutes for 9/16/24 meeting

Agenda

Next Meeting: December 3 from 12:30-2:30 PM at Chaffey Adult School