



Executive Committee Meeting Minutes

February 25, 2026

12:30 – 2:30 p.m.

San Bernardino Valley College

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

3) Approval of Meeting Minutes*

a) Date: January 14, 2026

b) Member representatives present: Sean Delgado, Cindy Gleason, Heather Post, George Matamala, **Osmara Torreblanca** (for Janeth Roriguez)

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

4) Public Comment *None*

5) Consent Items *None*

6) Fiscal*

a) Requests for one-time funds*

- *Requests for one-time funds were discussed, noting limited availability.*
- *Fontana Adult School will receive an additional \$150,000, bundled with a previous \$100,000 for Chaffey Adult School, to be processed in Nova.*

b) CFAD for 2026-2027*

This is due for submission on April 15 and certification on May 2.

Our preliminary allocation is \$9,351,813 (same as 25-26).

The proposed COLA is \$220,080 (roughly 2.5%)

- *The state's CAPE allocation remains the same as the previous year, with an additional 2.53% COLA (approximately \$220,000).*
- *A proposal was made to keep 2025-2026 allocations the same and put the \$220,000 COLA into consortium-wide funds for flexibility.*
- *The official CAPE allocation is \$9,351,813, with the \$220,000 COLA almost a certainty.*

c) Carryover compliance

I'm sharing the completed CAEP expense reports for Q2.

Please continue to push for any pending projects or staffing to make sure we spend down 80% or more of the funds.

- *Discussion on carryover for Quarter 2 noted appreciation for timely submissions.*

- Chaffey has spent 26% of its budget with \$600,000 remaining, anticipating reaching 60% or more spent down.
- Chino Valley has spent 20% after Quarter 2, with \$2.5 million remaining, and expects large expenditures soon for conference room and staff lounge renovations.
- Fontana has spent 60% with under \$1 million left, not including the \$150,000 transfer.
- Sean's welding program has spent 18% (\$190,000 out of \$1 million), with over \$800,000 remaining, and expects more expenses to hit in Quarter 3.
- The overall goal is to reduce carryover to under 20%.

7) Information Items

a) ELL Healthcare Pathways Grant

Due March 31. One last call to see who is interested.

- The ELL healthcare pathways grant is due March 31st.
- A letter of support or partnership with a community college is a key requirement.
- CAS offered to work with FAS to draft a template letter for the dean's review to facilitate the partnership.
- Available programs for partnership include Dental Assistant, Radiology (for EKG), Community Health Worker, and potentially CNA (Chino campus).
- Phlebotomy is available but currently on hold.
- EMT is a significant program for potential partnership, with FAS already collaborating on it.
- UAS and CVAS will not participate at this time, but support CAS and FAS pursuing the grant.

8) Professional Development for 25-26

- [ACSA Leg. Day/CCAIE Leg. Day](#), Apr. 20-21, (Sacramento, CA)
- [COABE](#), Apr. 12-15, (Indianapolis, IN)
- [CCAIE State Conference](#), Apr. 30-May 2, (San Diego, CA)
- [CASAS SI](#), June 15-18, (Garden Grove, CA)

9) Site Reports

- Chaffey College: Janeth Rodriguez reported that HR is re-studying a position, hoping to post soon and have someone hired by June or July 1st.
- Chaffey Adult School: George's district has a spring all-staff meeting on March 3rd, including a principal survey and LCAP survey, and will review WASC mid-cycle virtual visit feedback. George's district will host a board meeting on March 10th to showcase their campus and programs, including a medical assistant program in partnership with Mount Sac.
- Chino Valley Adult School: Heather's site is piloting a National Geographic curriculum for ESL levels starting in March to replace outdated life skills materials. Heather's conference room is almost complete and will be used as an EMT skills lab, housing an ambulance simulator and mannequins. The marquee is installed.
- Fontana Adult School: Running a summer EMT class.
- Upland Adult School: Sean's welding program is set to start its first class on Monday. Sean expressed concern about declining ESL class enrollment, possibly due to immigration concerns.

10) Other: None