



Executive Committee Meeting Agenda

October 7, 2026 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

2) Approval of Agenda*

3) Approval of Meeting Minutes*

- a) Date: September 2, 2026
- b) Member representatives present: Sean Delgado, Heather Post, George Matamala, Osmara Torreblanca

4) Public Comment

5) Consent Items

- a) None

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) Who is interested?
 - ii) Let's lock in date(s) to prepare.

7) Fiscal*

- a) Written Expenditure Plan (WEP) for FY 25-26
 - 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.
- c) Q1 Member Expense Report
 - i) Due in NOVA on December 1
 - ii) Needs to be certified by consortium before December 31
- d) One-time monies*
- e) Capital outlay projects (6000s)
 - i) We will need to inform CDE of any upcoming capital outlay projects.
Chaffey College:
CAS:
CVAS:
FAS:
UAS:
- f) WIOA II Application

8) Information Items

- a) None

9) Site Reports

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

10) Other

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

October 26	CAEP Consortium Directors' Event 2026
October 27-30	CAEP Summit 2026
November 6-7	CCAE Fall Conference

WECC Meeting Calendar for 2026-2027

2026: December 2

2027: January 13, February 17, April 7, & May 5

Upcoming Deliverables

October 2026

- **Oct 31:** CAEP 26-27 Budget & Workplan certification

Materials provided:

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