



Executive Committee Meeting Minutes

September 2, 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*** Motion w/correction to add Cindy Gleason as member representative present under #3: George, 2nd: Cindy, All in favor? Yes
- 3) **Approval of Meeting Minutes*** Motion: Heather, 2nd: Sean, All in favor? Yes
 - a) Date: July 29, 2026
 - b) Member representatives present: Sean Delgado, Heather Post, George Matamala, Janeth Rodriguez
- 4) **Public Comment** Jana Waitman, Ontario City Library Senior Librarian, shared about the many programs available for adult learners at the Ovitt Family Library. She also expressed interest in reestablishing our partnership and biannual meetings.
- 5) **Consent Items**
 - a) None
- 6) **WECC Business**
 - a) 25-26 Annual Plan and Budget
 - i) Budgets and Workplans will be based on Annual Plan. Please look in NOVA or refer to paper copy.
 - ii) 25-26 CAEP Budget & Workplan due Wednesday, 9/30/26
Members shared their progress on this deliverable. Reminder that large projects need to be communicated to me to communicate with Holly Clark through NOVA.
- 7) **Fiscal***
 - a) Q4 Fiscal reports (25-26) have yet to be certified, and the 25-26 carryover has not been determined. I will update you on carryover status once all the numbers are officially in. Here is how we have been trending for the past three years:

	24-25	23-24	22-23
Target %:	80	80	60
College:	58	62	67
CAS:	88	68	59
CVAS:	54	76	66
FAS:	89	89	70
UAS:	54	79	46
WECC:	68	59	N/A

- WECC Members stated they have been approved to spend on large projects that had been deferred for various reasons and this should greatly contribute to bringing down the carryover—especially for CVAS and UAS*
- b) One-time monies*
 - c) Capital outlay projects (6000s)
 - i) We will need to inform CDE of any upcoming capital outlay projects.
Chaffey College:
CAS:

CVAS:

FAS: MPR?

UAS:

d) WIOA II Update

- i) Remember that our WIOA amounts have been reduced across the board. This seems to be temporary and based on a misunderstanding of the funding restrictions on the part of the state.

Members acknowledged the lower amount.

8) Information Items

- a) None

9) Professional Development

- a) CAEP Summit, September 24-26, 2025, at the Anaheim Marriott, Anaheim, CA

10) Site Reports

a) Chaffey College

- i) *New role onboarding; distributing flyers; organizing workshops.*
- ii) *Three short-term workers at all sites; one departing in December due to contract; exploring extensions for part-timers.*
- iii) *Support for Chino Valley presentations; assisting with ESL enrollment (Formstack).*

b) Chaffey Adult School

- i) *Early start class shifted to 8:30 AM; second period (approx. 10:30–12:30) attendance is struggling; exploring schedule adjustments (e.g., 8:15).*
- ii) *Healthcare pathways: instructor recruitment challenges (EKG instructor withdrew due to health); considering an IELCE model with an ESL teacher-of-record and a CTE consultant; equipment ready.*

c) Chino Valley Adult School

- i) *New construction class starts September 8, 2026; delivery pending; tools arriving.*
- ii) *Facilities: quad resurfacing (~\$153,000); full school painting (~\$100,000); two classroom renovations staged.*
- iii) *Curriculum pilots: National Geographic deemed context-heavy; planning a Cambridge pilot for January; vendor recovering from a security issue; aligning materials to CASAS competencies; replacing outdated Life Skills/Side by Side content.*
- iv) *Major project proposal: build an automotive facility (4–8 bays, classroom, bathrooms); coordinate with Chaffey (moving auto to Fontana campus); engage an architect this year; anticipated build next year; estimated cost \$2.5–\$3 million plus tools.*

d) Fontana Adult School

- i) *AP started; consolidated ESL to 8:30 AM; replacing the second session with Conversation Cafe and ESL DL to build demand; aim to relaunch the second session next semester.*
- ii) *Investing in weekly PLCs (morning/evening; CTE co-teach planning) to align learning intentions across programs; potential workshops to gauge interest in auto/construction; exploring HVAC.*

e) Upland Adult School

- i) *Revamped welding space; pipeline from graduating Class 26 into AWS certifications; strong wage outcomes (~\$100,000).*
- ii) *Operational “slow dance” with Student Services and Citrus Elementary over shared facilities; new grant-funded health clinic adjacent; coordinating space planning.*
- iii) *Assistant principal role added; FPM compliance support: district considering a consultant experienced in FPM to coordinate with staff.*

11) Other