



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, January 12, 2016

4:00 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

## Minutes – Approved 2-09-16

### 1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSIONS MEETING (4:00)

1.1 Meeting called to order by Chair Mary Ketz at 4:12

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Program Director	Present
Flint Fertig, Representative	Present	Debbie Vanschoelandt, Proxy	Present
Mary Ketz, Representative	Present	Margarita Alejandro, Secretary	Absent
Jim Lancaster, Representative	Present	Ron LeTourneau, Proxy	Present
Kevin Morris, Representative	Present	Daniel Soriano, Proxy	Present

Rebecca Summers, Representative Present

## 2.0 ORDER OF BUSINESS

Representative discussion/presentation of agenda items which could be moved up on the agenda.

No changes were made to the order of business.

### 2.1 Approve the minutes of the December 8, 2015 Regular Executive Board Open Session Meeting.

**Act# 16-01** Motion by Mr. Fertig, seconded by Ms. Summers, **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketzka Y

Representative Lancaster Y Representative Morris Y Representative Summers Y

## 3.0 COMMUNICATIONS

### 3.1 Representative reports:

**Azusa:** Ms. Ketzka reported that enrollment for the second semester was underway and that classes were filling quickly. Azusa faculty and staff were looking forward to the new semester.

**Citrus:** Mr. Lancaster reported that enrollment for non-credit classes was up approximately 20%.

**Claremont:** Mr. Delvasto reported that Claremont was planning to start ABE classes in their spring session which would begin in early March.

**Duarte:** No report.

**Glendora:** Ms. Summers updated members on Glendora's continued efforts with the Odysseyware reps. She noted that she secured consortium pricing in her December meeting with Odysseyware and had a scheduled training she wanted to offer consortium K-12 faculty.

**Monrovia:** Mr. Fertig reported that Monrovia had seen increased enrollment as well with new night time class offerings. He also noted that he had been involved in some of the data collection focus group conference calls. He noted that the focus group seemed to have more community college representation and that initial discussions seemed to indicate there was still confusion around the data collection instrument that will be used.

### 3.2 Program Director report.

#### I. Planning calendar

- Mr. Russell presented the board with a draft calendar that he was advised that funds had been released to the State

#### II. Allocation Funding

- Mr. Russell told the board that he was advised that funds had been released to the State Controller's office, who would then release to the Los Angeles County Office. Ms. Summers asked if Mr. Russell knew if the county actually was in possession of the funds or if the Controller's office still was in possession. Mr. Russell said he would follow-up to see where exactly funds were and what he could do to expedite release of funds.

#### III. Final 10% of AB86 funding

- Mr. Russell advised the board that final 10% of AB86 were contingent upon the consortium submitting a Practices with Promise to the AEBG website. He advised that nothing on the website or any previous AEBG meetings had noted this requirement for disbursement of the final 10%. Mr. Russell noted that as

soon as the board approved the Practices with Promises (on the agenda for the meeting), he would upload the document and follow-up with disbursement status.

IV. Business Services meeting

- Mr. Russell advised that per Ms. Summer's request (and the request of other Representatives) he was scheduling a Business Services meeting to discuss procedures and protocols

V. State data collection focus group

- Mr. Russell advised that he had been part of a state focus group on data collection. After the focus group

3.3 Public comment for items not on the agenda.

No public comments were put forth at this time.

3.3.1 Public comments for items on the Open Session Agenda.

No public comments were put forth at this time.

**4.0 APPROVAL OF STATEMENT OF WORK FOR GRAPHICS AND WEB DESIGN**

After motion was put forth, Mr. Russell assured members that the changes requested by the board were addressed in the revised SOW and brief discussion ensued lead by Mr. Lancaster confirming that was the case.

**Act# 16-02** Move to vote by Mr. Lancaster, seconded by Mr. Delvasto **Vote to Approve 6-0**  
Representative Delvasto Y Representative Fertig Y Representative Ketza Y  
Representative Lancaster Y Representative Morris Y Representative Summers Y

**5.0 APPROVAL OF PLANNING COMMITTEE CALENDAR**

After motion was put forth, Planning Committee calendar was altered to go through March 18. Additional dates would be put forth in the March board meeting.

**Act# 16-03** Move to vote by Mr. Fertig, seconded by Mr. Lancaster **Vote to Approve 6-0**  
Representative Delvasto Y Representative Fertig Y Representative Ketza Y  
Representative Lancaster Y Representative Morris Y Representative Summers Y

**6.0 APPROVAL OF PRACTICES WITH PROMISES**

After motion was put forth, Mr. Lancaster suggested that the process of articulation required more significant efforts and that the word "alignment" replace "articulation." The vote was that the Practices with Promises be approved as amended.

**Act# 16-04** Move to vote by Ms. Summers, seconded by Mr. Fertig **Vote to Approve 6-0**  
Representative Delvasto Y Representative Fertig Y Representative Ketza Y  
Representative Lancaster Y Representative Morris Y Representative Summers Y

**7.0 DISCUSSIONS ON ESL ALIGNMENT PROCESS**

Mr. Russell provided documents that outlined the critical competencies for each of the four ESL quadrants (speaking, listening, reading, and writing) and grammar across seven ESL levels that the Mt. SAC consortium had devised during their alignment meetings. The board engaged in lengthy discussions about the documents. The K-12 reps believed that the

competencies as outlined would be very helpful in the alignment process, more so than the course outlines that were presented in the previous board meeting. Ms. Ketz and Ms. Summers noted these documents would be much more manageable for faculty. Mr. Lancaster voiced concerns about missing criteria for each performance objective.

**8.0 DISCUSSION OF FACULTY ADVISORY COMMITTEE FORMATION**

Representatives believed this was still premature until funds were in place. Program Director would follow up on this item at Planning Committee meeting.

Motion to Table by Mr. Fertig, seconded by Mr. Delvasto **Vote 6-0 to Table**

Representative Delvasto Y Representative Fertig Y Representative Ketz Y

Representative Lancaster Y Representative Morris Y Representative Summers Y

**9.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**

No further items warranted discussion.

Meeting was officially adjourned at 5:25 p.m.