



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, November 10, 2015

4:00 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

## Minutes – Approved 12-08-15

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

1.1 Pro-Tem Chair Mary Ketza called meeting to order at 4:09 p.m.

1.2 Pledge of Allegiance

Roll call:

1.3	Felipe Delvasto, Representative	Present	John Russell, Program Director	Present
	Flint Fertig, Representative	Present	Debbie Vanschoelandt, Proxy	Present
	Mary Ketza, Representative	Present	Natalie Macchia, Secretary	Absent
	Jim Lancaster, Representative	Present	Ron LeTourneau, Proxy	Present
	Kevin Morris, Representative	Present		

Rebecca Summers, Representative Present

2.0 Oath of office administered to CCAEC Representatives.

### **ORDER OF BUSINESS**

3.0 Representative discussion of agenda items.

No changes were made to the order of business.

Public comment for items not on the agenda.

No public comments were made during this time. At a time later during the meeting, George Wright from Azusa Adult School asked what the length of the term was for each member Representative. Mr. Wright also inquired about articulation of adult education CTE programs with Citrus College, specifically asking if students passed adult education CNA programs, if they would receive any credit for doing so with Citrus College. Mr. Lancaster advised that those students would not receive any credit fro Citrus College.

3.1

Public comments for items on the Open Session Agenda

3.2

There were no public comments for items on the Agenda.

### **4.0 APPROVAL OF BYLAWS of CITRUS COLLEGE ADULT EDUCATION CONSORTIUM**

Mr. Lancaster asked Mr. Russell if all edits to the Bylaws were done according to previous Planning Committee meeting discussions. Mr. Russell advised that was the case.

**Act# 15-01** Motion by Mr. Lancaster , seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketzka Y

Representative Lancaster Y Representative Morris Y Representative Summers Y

### **5.0 ELECTION OF BOARD CHAIR**

Nomination of Ms. Ketzka by Ms. Summers , seconded by Mr. Fertig.

Nomination of Mr. Delvasto by Ms. Ketzka , seconded by Mr. Lancaster

Though nominated, Mr. Delvasto removed his candidacy and vote approve was specifically for Ms. Ketzka.

**Act# 15-02** Move to vote by Ms. Summers , seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketzka Y

Representative Lancaster Y Representative Morris Y Representative Summers Y

After election, Ms. Ketzka assumed the Chair.

### **6.0 ELECTION OF BOARD VICE CHAIR**

Nomination of Mr. Delvasto by Mr. Fertig, seconded by Mr. Lancaster

No other nominations were forthcoming.

**Act# 15-03** Move to vote by Mr. Fertig , seconded by Mr. Lancaster **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketzka Y

Representative Lancaster Y Representative Morris Y Representative Summers Y

### **7.0 APPROVAL OF CCAEC PROGRAM DIRECTOR**

CCAEC in Planning Committee meetings Representatives had previously ratified John Russell to serve as CCAEC Program Director and apportioned \$60,000 of AEBG Allocation funds to pay for Mr. Russell's salary to serve as Program Director. No further discussions were necessary.

**Act# 15-04** Motion 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

## 8.0 COMMUNICATIONS

Representative reports:

8.1 Azusa No report Duarte No report  
Citrus No report Glendora No report  
Claremont No report Monrovia No report

Program Director report

8.2 Mr. Russell reported that Neil Kelly of the AEBG work group had advised that the CCAEC would have additional time to get CCAEC planning documents edited and approved by the board. The documents were approved to be submitted by Friday 11-13-15.

## 9.0 APPROVAL OF CCAEC GOVERNANCE PLAN

The CCAEC Governance Plan had been edited during Planning Committee meetings, was preliminarily ratified by Representatives and was submitted to the state on 11-2-15. No further discussions were necessary.

**Act# 15-05** Motion by Mr. Fertig , seconded by Ms. Summers **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y  
Representative Lancaster Y Representative Morris Y Representative Summers Y

## 10.0 APPROVAL OF CCAEC THREE YEAR PLAN UPDATE

Motion by Mr. Fertig , seconded by Ms. Summers

Motion put forth was to approve CCAEC Three Year Plan Update. The Three Year Plan Update required further board discussion and revisions to the below sections:

- o Section 2.1, Executive Summary
- o Section 2.3e, Qualification of Instructors

Mr. Russell led the Representatives through the document and board comments were noted for final revisions. Outside of minor grammatical edits, a number of items were raised in the editing process. The critical items discussed are summarized below:

- CTE faculty would need to be included on Advisory Boards and that would affect the structure of the CTE Faculty Advisory Committees.
- Representatives discussed the importance of Articulation Agreements between all members to integrate placement, curriculum, assessments, progress indicators, and major outcomes and called to increase the time frame for implementation
- Qualification of Instructors portion of the plan would incorporate credentialing text submitted by Ms. Ketza.

Upon completion of edits, a motion to approve the Three Year Plan as amended was put forth.

**Act# 15-06** Motion by Ms. Summers , seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y

## **11.0 APPROVAL OF CCAEC ANNUAL PLAN WITH AEBG ALLOCATION DISTRIBUTED AS OUTLINED IN TABLE 3.1 OF ANNUAL PLAN TABLES**

Motion by Summers , seconded by Mr. Delvasto

Motion put forth was to approve CCAEC Annual Plan. The Annual Plan required further board discussion and revisions to the below sections:

- o Section 2.1, Executive Summary
- o Section 4.1, Objective 3
- o Section 4.1a, Regional Assessment Plan
- o Section 4.1b, Data Collection
- o Table 4.1c, Objective 3 Activities
- o Section 6.4

Outside of minor grammatical edits, a number of items were raised in the editing process. The critical items discussed are summarized below:

- The Organizational Chart reflected Planning Committee meeting suggestions as to placement of individual institutions, composition of FACs, and program staff FACs are interacting with.
- Procedures for approval of the Annual Financial Report
- The Executive Summary would require additional attention and editing.
- Creation of pathways and alignment of placement, curriculum, assessments, and progress indicators were critical to the consortium's success, but would require more time.
- The Regional Assessment Plan was discussed and further clarified.
- Data collection was discussed and further clarified.
- Timelines and activities for achieving Objectives 4-7 were adjusted per Representative discussions.
- Extenuating circumstances were simplified.
- Approaches to measuring consortium effectiveness were discussed and agreed upon.
- CTE faculty would need to be included on Advisory Boards and that would affect the structure of the CTE Faculty Advisory Committees.

Upon completion of edits, a motion to approve the Annual Plan as amended was put forth.

**Act# 15-07** Motion by Ms. Summers , 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

## **12.0 DISCUSSION AND APPROVAL OF BOARD MEETING CALENDAR**

Ms. Summers suggested that Mr. Russell prepare and email a calendar of board meeting dates for Representatives to confirm later. The board agreed the next meeting would be held on December 8, at 4:00 at the Azusa Adult School Multi-Purpose Room.

Board agreed to table approval of the calendar until that meeting.

## **13.0 DISCUSSION OF PLAN PRIORITIES**

Mr. Lancaster advised that plan priorities were the purvey of the Program Director. Mr. Russell responded that he would take that direction and act upon those areas he felt were priorities and report back to the board accordingly.

**14.0 DISCUSSION OF FACULTY ADVISORY COMMITTEE FORMATION**

This was tabled based on the outcome of Item 13.0.

**15.0 DISCUSSION OF CCAEC LOGO**

Board members analyzed the CCAEC logos. Mr. Russell advised that the logo was in the 9 choices available as the amount of art to create the logo was more than what would normally be provided.

After lengthy discussions, the logo that rose to consensus was 8w with the colors from 6a. Mr. Russell would get the art for that by the next board meeting. Motion put forth was to approve the logo as amended.

**Act# 15-08** 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

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

Before adjournment, Ms. Summers suggested that Planning Committee meetings continue in some shape to make sure progress was being made on Plan Action Items. Mr. Russell advised that he would organize continued Planning Committee meetings by the next board meeting.

Meeting was adjourned at 6:03.