



In accordance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please call the office at the Azusa Adult School, (626) 852-8400, 24 hours prior to meeting so that reasonable arrangements can be made. The Azusa Multi-Purpose room is wheelchair accessible.

In accordance with a recent amendment to the Ralph M. Brown Act, public records related to this public session agenda, that are provided to the Executive Board less than 72 hours before a regular meeting may be inspected by the public at the Azusa Adult Education main office 1134 S. Barranca Ave., Glendora, CA 91740 during regular office hours (8:00am – 4:00pm).



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

AGENDA

- 1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSIONS MEETING (4:00)
- 1.1 Pro-Tem Chair Mary Ketzka to call meeting to order at _____
- 1.2 Pledge of Allegiance

Roll call:

	Felipe Delvasto, Representative	_____	John Russell, Program Director	_____
	Flint Fertig, Representative	_____	Debbie Vanschoelandt, Proxy	_____
1.3	Mary Ketza, Representative	_____	Natalie Macchia, Secretary	_____
	Jim Lancaster, Representative	_____		
	Kevin Morris, Representative	_____		
	Rebecca Summers, Representative	_____		

2.0 ADMINISTER OATH OF OFFICE TO BOARD REPRESENTATIVES

3.0 ORDER OF BUSINESS

Representative discussion of agenda items.

3.1 Public comment for items not on the agenda.

3.2 Public comments for items on the Open Session Agenda

APPROVAL OF BYLAWS of CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

4.0 Motion by _____, seconded by _____ Vote _____
Representative Delvasto ___ Representative Fertig ___ Representative Ketza ___
Representative Lancaster ___ Representative Morris ___ Representative Summers ___

ELECTION OF BOARD CHAIR

Nomination of _____ by _____, seconded by _____
Nomination of _____ by _____, seconded by _____

5.0

Move to vote by _____, seconded by _____ Vote _____
Representative Delvasto ___ Representative Fertig ___ Representative Ketza ___
Representative Lancaster ___ Representative Morris ___ Representative Summers ___

ELECTION OF BOARD VICE CHAIR

Nomination of _____ by _____, seconded by _____
Nomination of _____ by _____, seconded by _____

6.0

Move to vote by _____, seconded by _____ Vote _____
Representative Delvasto ___ Representative Fertig ___ Representative Ketza ___
Representative Lancaster ___ Representative Morris ___ Representative Summers ___

APPROVAL OF CCAEC PROGRAM DIRECTOR

7.0 Motion by _____, seconded by _____ Vote _____
Representative Delvasto ___ Representative Fertig ___ Representative Ketza ___
Representative Lancaster ___ Representative Morris ___ Representative Summers ___

8.0 COMMUNICATIONS

Representative reports:

8.1 Azusa _____ Duarte _____
Citrus _____ Glendora _____
Claremont _____ Monrovia _____

8.2 Program Director report

APPROVAL OF CCAEC GOVERNANCE PLAN

9.0 Motion by _____, seconded by _____ Vote _____
Representative Delvasto ___ Representative Fertig ___ Representative Ketza ___
Representative Lancaster ___ Representative Morris ___ Representative Summers ___

10.0 APPROVAL OF CCAEC THREE YEAR PLAN UPDATE

Areas that require further board discussion:

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

Motion by _____, seconded by _____ Vote _____
Representative Delvasto ___ Representative Fertig ___ Representative Ketza ___
Representative Lancaster ___ Representative Morris ___ Representative Summers ___

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

Areas that require further board discussion:

- 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

Motion by _____, seconded by _____ Vote _____
Representative Delvasto ___ Representative Fertig ___ Representative Ketza ___
Representative Lancaster ___ Representative Morris ___ Representative Summers ___

12.0 DISCUSSION AND APPROVAL OF BOARD MEETING CALENDAR

Motion by _____, seconded by _____ Vote _____
Representative Delvasto ___ Representative Fertig ___ Representative Ketza ___
Representative Lancaster ___ Representative Morris ___ Representative Summers ___

13.0 DISCUSSION OF PLAN PRIORITIES

14.0 DISCUSSION OF FACULTY ADVISORY COMMITTEE FORMATION

15.0 DISCUSSION OF CCAEC LOGO

16.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING