



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, July 12, 2016

4:00 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

Minutes – Approved 8-9-16

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

1.1 Meeting called to order by Chair Mary Ketz at 4:02

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	Jessica Michel, Secretary	Present
Jim Lancaster, Representative	Tardy	Ron LeTourneau, Proxy	Absent
Kevin Morris, Representative	Absent	Daniel Soriano, Proxy	Present
Rebecca Summers, Representative	Present		

Also in Attendance:

David Conway, Fiscal Agent Rep.	Present	Olga Habayeb, ESL FAC	Present
Carol Burrill, ESL FAC	Present	Kim Jung, ESL FAC	Present
Yecsenia Delgado, ESL FAC	Present	Cynthia Ontiveros, ESL FAC	Present
Pam Gulli, ESL FAC	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 June 7, 2016 Regular Executive Board Open Session Meeting.

Act# 16-11 Move to vote by Mr. Fertig, seconded by Dr. Summers **Vote to Approve 4-0**

Representative Delvasto Y Representative Fertig Y Representative Ketzka Y

Representative Lancaster A Representative Morris A Representative Summers Y

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Ms. Ketzka reported that Azusa summer school is closing the week of July 11. Some staff will be working for the balance of summer doing data gathering and other tasks for the school. The next school session will begin August 18th. The brochure went online the morning of July 12th. The brochure will be delivered to homes around July 20th.

Citrus: No report.

Claremont: No report

Duarte: No report.

Glendora: No report

Monrovia: Mr. Fertig said that Monrovia's report was similar to Azusa's report. Summer school is about to finish, and the fall session will be starting on August 22nd.

3.2 Program Director report.

Mr. Russell reported that ASE, ABE, and Computer Tech. Advisory Committees have been meeting. The ABE FAC has been very productive as Math 1, 2, and course outlines have been approved, and the committee has made strides into approving English course outlines.

Mr. Russell reported there was an ASE FAC training on Odysseyware. Juli Ceccarelli from Claremont was in attendance to assist the Odysseyware trainer who provided the webinar. This training was very beneficial to start using Odysseyware for the expansion of electives and acceleration of student progress towards diplomas. The FAC's outside of ESL are gaining momentum, and Mr. Russell is feeling very positive about this. Mr. Russell will next focus on getting direction from the board for CTE FAC goals, and get counselors together which will be dependent on Citrus personnel availability.

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.

Carol Burrill asked if now would be an appropriate time to ask questions about CCAEC Annual Expenditure Report. Ms. Ketzka advised for her to wait on that topic until that item on the

agenda.

4.0 ESL FACULTY ADVISORY COMMITTEE REPORT TO THE BOARD ON ALIGNMENT PROCESS AND LEVEL EXAM CREATION

All members of the CCAEC ESL FAC gave an update to the board on their processes to create seamless transitions for ESL programs across the consortium. A digital copy of the presentation has been attached to these minutes for further edification. Basic highlights from the presentation were:

- The initial meetings that involved all faculty and the processes used to address course learning objectives
- Creation of Language Proficiency Objectives (LPOs) for all ESL levels
- The resources needed to create Level Exit assessments to aid seamless transitions between institutions
- The benefits of the FAC have been significant because of opening the lines of communication between the schools
- The FAC wants to implement CASAS throughout the consortium (Citrus is working towards this)
- PD opportunities and conferences such as CA TESOL were presented to the board
- Create course outline templates that can be modified at each institution for institutional autonomy

Mr. Russell commended the ESL FAC for the professionalism and hard work exhibited in their efforts for seamless transitions. He also stated that professional development is a main objective for AEBG and requested a professional development proposal as soon as possible to present to the board.

In discussions after the ESL FAC presentations, Mr. Russell asked Mr. Delvasto about the MOU with LA County and Mr. Delvasto confirmed he signed the MOU.

5.0 APPROVE CCAEC 2015-2016 ANNUAL EXPENDITURE REPORT

Act# 16-12 Move to vote by Dr. Summers, seconded by Mr. Fertig **Vote to Approve 5-0**
Representative Delvasto Y Representative Fertig Y Representative Ketz Y
Representative Lancaster Y Representative Morris A Representative Summers Y

After motion was seconded, Mr. Russell advised the board the following:

- The PDF copy presented to the board had changed the bullet point formatting from the online version
- Section 4 changed based on Jim's suggestion

Mr. Conway was available to answer board questions. He advised that all 2015-16 Allocation funds had been disbursed and presented a disbursement plan/spreadsheet.

During deliberations, Ms. Carol Burrill asked the board about Section 3, specifically why Citrus was falling below guideline spending. Dr. Lancaster explained the funds were released in February and year-end was April, so there has not been the time to spend the funds. Mr. Russell advised Ms. Burrill that the board is aware that allocation funds need to be spent by December 31, 2017 and members would insure all allocation funds were expended by that date.

The Annual Expenditure Report has been added to these minutes for edification.

6.0 APPROVE 2016-2017 CCAEC EXECUTIVE BOARD MEETING CALENDAR

Act# 16-13 Move to vote by Mr. Fertig, seconded by Dr. Summers **Vote to Approve 5-0**
Representative Delvasto Y Representative Fertig Y Representative Ketzka Y
Representative Lancaster Y Representative Morris A Representative Summers Y

Mr. Fertig requested to move the meeting times up earlier for all dates, suggesting 1:30 pm, instead of 4:00pm. Discussions occurred about moving to an earlier time affecting public attendance. The board amended the calendar to move the meeting start time to 1:30.

7.0 PROGRAM DIRECTOR REPORT ON CCAEC ANNUAL DATA SUBMISSION

Mr. Russell expressed the importance of the data being consistent and formatted properly as required by the state.

He outlined instructions to fill out the Data Template and the Course Template. He requested that institutions submit completed templates to him by July 25. Mr. Russell would make himself available to answer questions.

Mr. Delvasto asked how to gather data if students did not enter a gender or race. Mr. Russell said that if there is no race or gender, the state does not have the mechanism to handle that data. *(Eventually it was determined the data table did have the mechanism to address these situations.)*

Mr. Russell advised that the Course Template needed to include every credit/non-credit course in the 7 areas, but only non-credit CTE.

Mr. Russell advised the board that the majority of the \$123,711 of data funds was available for disbursement and this was confirmed by David Conway. Mr. Russell advised that the same processes for Allocation funds would need to be followed: create a budget, work plan, expenditure plan that shows how members met objectives.

In order to meet Data Submission requirement, Mr. Russell suggested \$10,000 emergency disbursement to each member. He stated that agenda item 8.0 refers to the dispersal of funds to pay for clerical and additional hours for faculty to collect the data.

8.0 APPROVE EMERGENCY DISTRIBUTION OF DATA COLLECTION ALLOCATION FUNDS TO ADDRESS IMMEDIATE DATA SUBMISSION NEEDS

Act# 16-14 Move to vote by Mr. Fertig, seconded by Dr. Summers **Vote to Approve 5-0**
Representative Delvasto Y Representative Fertig Y Representative Ketzka Y
Representative Lancaster Y Representative Morris A Representative Summers Y

Dr. Lancaster advised that Citrus would not want any of the data funds money as he had already budgeted data collection out of the Citrus Allocation funds. He offered other members the funds. The motion was to allow an immediate dispersal of \$10,000 to Azusa, Claremont, Glendora, and Monrovia to cover extra hours for data collection.

Mr. Conway advised he would immediately issue checks for data funds and business offices should use resource 63912 for data funds. Mr. Russell advised he would calendar data meetings by conference call or in person, if members so desired the support.

9.0 PD REPORT ON 2016-17 ANNUAL PLAN PROGRESS

Mr. Russell advised a new and revised Annual Plan template had been released July 1st. The changes had affected what he had already been writing to, but he felt he would be able to complete the plan in a timely manner.

He advised that the plan is completed online and pre-populates with our CFAD information, which was approved by the board on July 15, 2016.

Mr. Russell advised he would calendar Annual Plan meetings by conference call or in person, if members so desired to make sure submission would be completed by August 15th. He asked that comments and suggestion be presented to him by August 9th.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was officially adjourned at 5:27 p.m.