



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, December 8, 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 Meeting called to order by Chair Mary Ketz at _____
- 1.2 Pledge of Allegiance

- 1.3 Roll call:
- | | | | |
|---------------------------------|-------|--------------------------------|-------|
| Felipe Delvasto, Representative | _____ | John Russell, Program Director | _____ |
| Flint Fertig, Representative | _____ | Debbie Vanschoelandt, Proxy | _____ |
| Mary Ketza, Representative | _____ | Margarita Alejandro, Secretary | _____ |
| Jim Lancaster, Representative | _____ | Ron LeTourneau, Proxy | _____ |
| Kevin Morris, Representative | _____ | | |
| Rebecca Summers, Representative | _____ | | |

2.0 ORDER OF BUSINESS

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

- 2.1 Approve the minutes of the November 10, 2015 Regular Executive Board Open Session Meeting.

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

3.0 COMMUNICATIONS

- 3.1 Representative reports:

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

- 3.2 Program Director report.

- 3.3 Public comment for items not on the agenda.

- 3.3.1 Public comments for items on the Open Session Agenda.

4.0 APPROVAL OF STATEMENT OF WORK FOR GRAPHICS AND WEB DESIGN

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

5.0 DISCUSSION AND APPROVAL OF BOARD MEETING CALENDAR

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

6.0 DISCUSSION AND APPROVAL OF PLANNING COMMITTEE CONSTITUTION AND CALENDAR

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

7.0 DISCUSSION AND APPROVAL OF REVISED CCAEC LOGO

Motion by _____ , seconded by _____ Vote _____
Representative Delvasto ____ Representative Fertig ____ Representative Ketzka ____
Representative Lancaster ____ Representative Morris ____ Representative Summers ____

8.0 PROGRAM DIRECTOR UPDATE ON ESL ALIGNMENT PROCESS

9.0 DISCUSSION OF FACULTY ADVISORY COMMITTEE FORMATION

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING