CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING
Tuesday, August 9, 2016
1:30 p.m.
Azusa Adult School – Multi-Purpose Room
1134 S. Barranca Ave.
Glendora, CA 91740

Minutes – Approved 9-13-16

1.0   CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30)

1.1   Meeting called to order by Chair Mary Ketza at __1:41__

1.2   Pledge of Allegiance

1.3   Roll call:

Felipe Delvasto, Representative	Absent	John Russell, Program Director	Present
Flint Fertig, Representative	Present	Debbie Vanschoelandt, Proxy	Present
Mary Ketza, Representative	Present	Jessica Michel, Secretary	Present
Jim Lancaster, Representative	Present	Ron LeTourneau, Proxy	Absent
Kevin Morris, Representative	Absent	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 July 12, 2016 Regular Executive Board Open Session Meeting.

Move to table by Dr. Lancaster, seconded by Dr. Summers **Vote to Table 4-0**

Representative Delvasto A Representative Fertig Y Representative Ketza Y

Representative Lancaster Y Representative Morris A Representative Summers Y

Mr. Russell asked the board if the minutes from the July 12 meeting could be approved at the 9/13 meeting due to the fact the August Data Submission that was delivered the day before the meeting had been extremely time consuming. July minutes will be ready for approval by the September meeting.

3.0   COMMUNICATIONS

3.1   Representative reports:

Azusa: Ms. Ketza reported that Azusa's classes start on August 18th, and registration begins on August 10th.

Citrus: Dr. Lancaster reported that Citrus classes start on August 22nd.

Claremont: No report.

Duarte: No report.

Glendora: Dr. Summers reported that Glendora classes start on August 12th, and registration begins on August 10th. She also wanted to praise her team for all the work they completed for the Data Submission in the past month.

Monrovia: No report.

3.2   Program Director report.

Mr. Russell thanked all members for their efforts in getting the Data Submission delivered. He advised that he did not have a formalized report because of the Data Submission and the pending Annual Report.

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   APPROVE SUBCONTRACTING OF FUNDS FOR CLAREMONT TO ENABLE THEM TO MEET 2106-2017 AEBG OBJECTIVES

Act # 16-19 Move to vote by Dr. Summers, seconded by Mr. Fertig **Vote to Approve 4-0**

Representative Delvasto A Representative Fertig Y Representative Ketza Y

Representative Lancaster Y Representative Morris A Representative Summers Y

Mr. Russell explained that based on course completion data and the fact that three members were already on semester length courses, that this was the correct move for alignment. Mr. Delvasto has expressed agreement for Claremont to move to 5 instructional days per week,

but they do not have the funds for it. Mr. Russell submitted a contracting proposal in response to get Claremont the additional Allocation funds.

(The finalized Subcontracting of Consortium Funds document is attached to these minutes.)

Mr. Russell outlined where the funds would come from in the Subcontracting of Consortium Funds proposal. The document outlined that:
- $16,000 was freed up from overhead because the website design and maintenance would continue for the 2016-17 without additional charges and those funds could go to Claremont
- $23,016 of data funds received were actually holdback funds for 2015-16 Allocation funds and the board could appropriate those funds accordingly

During deliberations Dr. Lancaster wanted to know when Claremont would be self-sustaining for these funds. Mr. Russell said that as long as Claremont receives WIOA Title II funds, and he believes that should happen, they could have funding in place by 2017-18.

Dr. Summers wanted to know if it is ok to move money around in the eyes of the state. Mr. Russell explained the subcontracting model was explained to him and Mr. Fertig by Neil Kelly from the state and this was completely acceptable.

Dr. Lancaster wanted to know why Monrovia needed to contribute an additional $1,100, as that would be over the total needed of $39,000. In response, Mr. Russell advised for contingency, but said Monrovia can pull back the $1,100.

Mr. Fertig mentioned that Claremont's enrollment is actually closer to Monrovia and Azusa, than it is to Glendora and urged a yes vote. The final amount of funds to be subcontracted to Claremont per the final document is $40,802.

5.0   BOARD ANALYSIS AND DISCUSSION ON FINAL 2015-2016 CCAEC DATA SUBMISSION

For the purpose of transparency, these minutes reflect a conference call held on August 8, 2016 at 4:30 pm. The board voted to approve the Data Submission documents

Act # 16-20 Move to vote by Mr. Fertig, seconded by Dr. Summers **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y

Representative Lancaster Y Representative Morris A Representative Summers Y

Mr. Russell reminded the board of the conference call vote that took place the day before and asked that they be included in the minutes. He asked to table a discussion to analyze the data due to Mr. Delvasto's absence and the fact the Data Submission had just occurred the day before. The board was agreeable to that.

6.0   BOARD DISCUSSION ON 2016-2017 ANNUAL PLAN OBJECTIVES TO DATE AND PLAN FORWARD TO AMEND AND APPROVE ANNUAL PLAN FOR A 8/15/16 SUBMISSION

For the purpose of transparency, these minutes reflect a conference call to approve the Annual Plan held after the board meeting on August 15, 2016 at 4:00 p.m. The board voted to approve the Annual Plan without Table 3 from Citrus. Citrus was aware that an extension to 8/22 had been granted by the state and did not participate in the conference call. Citrus later submitted Table 3 and the CCAEC Annual Plan was submitted on August 22.

A final copy is attached to these minutes. The copy includes tables filled out online and narratives from a Word doc (that were also completed online, but are not legible in the PDF copy of the final Plan.)

Act# 16-21 Move to vote by Mr. Fertig, seconded by Dr. Summers **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y

Representative Lancaster A Representative Morris Y Representative Summers Y

Above reflects the final vote on the 8/15 conference call. Below are deliberations that were discussed during the board meeting on 8/9 as the plan was being prepared.

Mr. Russell presented the Annual Plan as it existed at this point. He took the board through the plan and discussed changes that he planned to make. Below are the sections in the Annual Plan and an overview of his discussions with the board:

Section 1: The information in this section was pre-populated in the online system and he only needed to update the information.

Section 2: Mr. Russell discussed that he was gathering all stakeholder engagement and would list CCAEC partners (hospitals, medical offices, libraries, workforce development boards, etc.). He advised he would also write to the numerous stakeholder meetings he held in shaping the plan.

He outlined where services had increased that would be included in the plan: Monrovia has significantly increased its ESL, ASE, ABE, and CTE programs and course times, Azusa's career center has expanded, Claremont increased ABE classes, Glendora increased parent education course offerings, Citrus's student services expanded in the non-credit area.
Mr. Russell asked for each representative to add other offerings, if need be.

Section 3: This section required all members to submit Table 3. Mr. Russell advised that the state intended for 2015-16 money to address 2015-16 goals. Mr. Russell requested Table 3 from members as soon as possible. Ms. Ketza advised she had already sent it.

Section 4: The first part of Section 4 addresses the Regional Assessment Plan. Mr. Russell said a lot had been achieved, but there was still work to do, primarily in getting TABE and CASAS used across all institutions.

Mr. Russell discussed how consortium counseling efforts should be an area of focus for the Annual. He mentioned Counseling Pathways for Students (CPS), which Dr. Lancaster had devised as a way to get CCCD counselors and K-12 counselors to collaborate on pathways and transitions. Mr. Russell advised he was planning to write to CPS to get counselors more involved in a systemic approach to the regional assessment pathways and transitions.

> *Objective 3*: Seamless transitions;
> Mr. Russell advised that K-12 institutions need to consider course descriptions in terms of enrollment / participant / completer. He advised he would be writing to that.

> *Objective 4*: Expansion of services.
> How are we increasing classes, how are we continuing to meet the levels we need to meet? This was discussed above, but below were points discussed:
> - Monrovia is offering a dual emersion Mandarin program
> - Monrovia increased ESL classes: moved ESL classes to Duarte, Plymouth, and Santa Fe (shows a regional approach)
> - Azusa is bringing back Pharmacy Tech.
> - Glendora increased their Parent Education (added Tuesday/Thursday, and Monday/Wednesday class, and now adding a Friday class).

> *Objective 5*: Acceleration and activities

- Claremont and Monrovia moved to a semester system as a direct result of consortium meetings
- Odysseyware is available for ASE electives (Mr. Russell mentioned an upcoming consortium-wide training in Odysseyware

Objective 6: Shared Professional Development
- Professional Development would be
- CTE: Monrovia wants to have conversations with Citrus regarding CNA.

Objective 7: Leveraging Resources
- Same as partners mentioned in 2

Conference call before submission to approve the plan on Monday, August 15, 2016.

7.0   ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was officially adjourned at 2:50 p.m.