



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, September 13, 2016

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

Minutes – Approved 10-11-16

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

2.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:50)

2.1 Open Session meeting called to order by Chair Mary Ketz at 2:00pm

2.2 Pledge of Allegiance

2.3 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	Present	Ron LeTourneau, Proxy	Present
Kevin Morris, Representative	Absent	Daniel Soriano, Proxy	Present
Rebecca Summers, Representative	Absent	Norman Anderson, Proxy	Present
Yeccenia Delgado, ESL FAC	Present		

3.0 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.

Act # 16-22 Move to vote by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative Ketzka Y

Representative Lancaster Y Representative Morris A Proxy LeTourneau Y

4.0 COMMUNICATIONS

4.1 Representative reports:

Azusa: Ms. Ketzka stated that Azusa has begun their semester and the ESL program has waiting lists. She said this is the first time this has happened! Also, Career Tech Ed has the fewest students they have ever had.

Citrus: No report.

Claremont: Mr. Delvasto stated that they just started their new semester, and the ESL classes are big! This is the first time they have had to turn people away. Additionally, Claremont has been using their new registration forms.

Duarte: No report

Glendora: No report.

Monrovia: No report.

4.2 Program Director report.

I. State Report Submissions

- Data Submission was delivered to the state via electronic upload before the revised August 8 deadline. PDF copies of the data submission will be available on the CCAEC website
- The 2016-17 Annual Plan was delivered to the state via its online form before the revised date of August 22. PDF copies are in the minutes of today's meetings and will be on the website. Due to the way the online form generates PDF copies the Annual Plan is broken up into three sections: the Narrative, Tables besides Table 3, and Member Tables 3.
- State is now aggregating all data and preparing a report for the Legislature on September 30.

II. Faculty Advisory Committee Update

- ESL FAC has continued to meet on a regular basis. They would like approval from the board for the hours that the estimated to complete competencies and a test bank for ESL Level exams. That vote will be added to the agenda. In addition they have created a Professional Development proposal which has been included on today's agenda.
- The ASE FAC met three times over the summer and received Odysseyware training at Monrovia. Monrovia is now using Odysseyware for electives and is just beginning to enroll students into the system. The PD will follow up and support Azusa and Glendora ASE teachers.

- ABE FAC also met numerous times over the summer. They created ABE Math course descriptions and aligned those across the consortium. They are close to finishing ELA and Reading course descriptions and aligning those across the consortium.
- TABE has been contracted consortium-wide and is being extensively used at Monrovia and Azusa. The PD will train Claremont and Glendora this month to use TABE and then we will have a repository for all TABE data for the entire consortium.
- Computer faculty has completed curriculum alignment, but personnel turnover at Monrovia has delayed full implementation.
- The Category 4 (Parent Ed) FAC will meet in September.

4.3 Public comment for items not on the agenda.

No public comments were put forth at this time.

4.3.1 Public comments for items on the Open Session Agenda.

No public comments were put forth at this time.

5.0 BOARD DISCUSSION AND APPROVAL OF PARTICIPANTS FOR AEBG ANNUAL SUMMIT IN SACRAMENTO ON NOVEMBER 1st AND 2nd

Act # 16-23 Move to vote by Dr. Summers, seconded by Mr. Fertig **Vote to Approve 5-0**
 Representative Delvasto Y Representative Fertig Y Representative Ketzka Y
 Representative Lancaster Y Representative Morris A Proxy LeTourneau Y

Mr. Russell made a correction to the agenda adding the dates of November 1st and 2nd for the Summit. He provided the board Travel Funds available, which totaled \$5,318 and included a carryover of \$2,318. He explained that Monrovia did not deduct consortium travel funds for his trip to Sacramento last December and they must have been paid out of a different budget category. The AEBG is requesting 4 people from each consortium to attend the summit, which will cost roughly \$2,800.

Board discussion led to nominating Mr. Russell, Mr. Delvasto, Mr. Soriano, and Ms. Vanschoelandt as attendees. Mr. Russell said the theme for this conference is “Moving the Needle.” The conference will focus on WIOA alignment, performance measures, data collection, and consortia effectiveness as well as shaping the long term vision for the adult education system.

6.0 BOARD DISCUSSION AND APPROVAL OF ESL FAC HOURS TO COMPLETE COMPETENCIES AND LEVEL EXAMS

Act # 16-24 Move to vote by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**
 Representative Delvasto Y Representative Fertig Y Representative Ketzka Y
 Representative Lancaster Y Representative Morris A Proxy LeTourneau Y

Mr. Russell reminded the board that during the ESL FAC presentation, members requested 40 hours for each of the 6 instructors to complete competencies and level exams. He advised this would come out of each individual institution’s allocation funds. Ms. Ketzka confirmed that Azusa budgeted for this, and advised she thinks she has only 20 more hours allotted for this after those 40 hours. Dr. Lancaster reported that Jung was out of the classroom being paid by consortium funds, so he did not need to approve extra hours. He expected her duties with the ESL FAC to be completed by the end of December.

Mrs. Delgado appeared before the board to represent the ESL FAC and she stated that the ESL FAC has still been working on learning objectives. They have met 6 hours a month, and do not work outside of those 6 hours. They needed confirmation to begin work on the competencies and exams.

Mr. Fertig moved that board advise the ESL FAC to proceed, pending approval from each of their individual directors, depending on budget flexibility. That motion carried.

7.0

BOARD REVIEW AND DISCUSSION OF ESL FAC OUTSIDE PROFESSIONAL DEVELOPMENT PROPOSAL

Mr. Russell submitted to the board the ESL FAC Professional Development Proposal and advised that this was being submitted for the board to discuss, not vote for approval. Ms. Delgado availed herself to the board for any questions. He reminded the board that one of the AEBG and CCAEC Objectives was professional development, so it was important to move quickly. He also advised members that the institutions needed to consider additional expenditures in sending people to trainings: hours, sub hours etc. These items were not included in the cost breakdown.

Dr. Lancaster expressed concern about out of state trainings. (In the ESL request, attached to the minutes, one request for was a conference in Seattle.) Dr. Lancaster mentioned that the Chancellor's office typically wants some type of approval for out of state travel. He is assuming Neal Kelly has to sign off on this. In general, he had concerns as to who is auditing AEBG allocations. Mr. Russell said it his understanding the state is expecting consortia to do a lot of self-policing in terms of auditing and that the CCAEC board and the transparency of its decisions regarding Allocation funds was an important part of any audits.

Dr. Lancaster clarified that he just wants to know up front what will come into question for providing funds for travelling out-of-state. He also mentioned that unless the Annual Plan mentioned out-of-state travel, AEBG would not allow out-of-state travel. Mr. Russell advised that the Annual Plan called for the board to review and approve a Professional Development plan. Though the Annual Plan does not specifically call for out-of-state travel, it does specifically address a Professional Development Plan and one could say that lends flexibility in addressing the FAC request for out-of-state travel.

Ms. Ketzka stated that in-state trainings would be preferable to out-of-state ones. Mr. Delvasto asked Mrs. Delgado to explain the difference between the regional, state, and international TESOL conferences. Ms. Delgado explained that there is a difference in the amount of open sessions and professional development opportunities. She also stated that the ESL FAC feels it is important for all members to attend the conferences, divvy up the sessions, and meet together to bring back the learned information to the schools.

Dr. Lancaster requested that the ESL FAC prioritize the list of the trainings from most important to least. Mr. Russell will receive a prioritized proposal from the ESL FAC and send to board members the first week in October. He will also check with Neil Kelly as to whether AEBG Allocation funds can be used for out-of-state travel.

Mr. Fertig noted the discrepancy in the budgets between the institutions and figuring out how many members to send to which trainings. He suggested that members should work individually to determine the budget available for development, and then discuss findings at the consortium level at the next board meeting.

Mr. Russell noted two requested trainings were scheduled before the next board meeting. Mr. Fertig believed the cost of trainings were very reasonable and suggested the board accommodate the ESL FAC for those trainings.

8.0 BOARD DISCUSSION AND APPROVAL OF COUNSELOR PATHWAYS FOR SUCCESS (CPS) INITIAL MEETING

Mr. Russell stated that the initial CPS meeting was be moved from September 30th to October 7th. He reported that the Annual Plan calls for a number of activities regarding counseling and pathways and this committee was the vehicle that would address thodse action items.

Mr. Russell stated that the K-12 counselors were flexible in the times they could make themselves available and that they would back into meeting times decided by Citrus College.

Dr. Lancaster advised the board that Thursday would work best for Citrus' two counselors. Dr. Lancaster said he will get with the two counselors to figure out their schedule and confirm that 5 meetings are doable. Dr. Lancaster also offered to host the meetings.

Mr. Russell will revise the calendar and send it out once Citrus has confirmed meeting.

9.0 BOARD APPOINTMENT AND APPROVAL OF PROGRAM DIRECTOR

Move to table by Mr. Fertig, seconded by Mr. Delvasto **Vote to Table 5-0**

Representative Delvasto Y Representative Fertig Y Representative Ketzka Y

Representative Lancaster Y Representative Morris A Proxy LeTourneau Y

Mr. Fertig said that this was discussed in closed session and he will relay appropriate information with Mr. Russell internally.

Dr. Lancaster said that the board needs to formally approve the job description before someone can be approved as PD. He also mentioned that the job description may change based on internal discussions at Monrovia based on Mr. Fertig's discussions with the board.

Mr. Russell advised that he would send a new job description to the board the first week in October and asked board members to read the description and send edits.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was officially adjourned at 2:55 p.m.