



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, October 11, 2016

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

Minutes – 12-13-16

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

1.1 Open Session meeting called to order by Chair Felipe Delvasto Ketz at 1:36pm

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	Present	Ron LeTourneau, Proxy	Present
Kevin Morris, Representative	Present	Daniel Soriano, Proxy	Present
Rebecca Summers, Representative	Absent	Norman Anderson, Proxy	Present
Olga Habayeb, ESL FAC	Present		

*Mr. Russell stated that Mr. LeTourneau will move from Proxy to Representative as of the next board meeting.

2.0 ORDER OF BUSINESS

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

Mrs. Ketzka brought up RFA and wanted to know if the board wanted to put it on the agenda. Mr. Fertig responded that the board members can discuss RFA after the meeting.

2.1 Approve the minutes of the September 13, 2016 Regular Executive Board Open Session Meeting.

Act # 16-25 Move to vote by Mr. Fertig, seconded by Mrs. Ketzka **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketzka Y

Representative Lancaster Y Representative Morris Y Proxy LeTourneau Y

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: No report.

Citrus: No report.

Claremont: No report.

Duarte: Mr. Morris reported that ESL classes started today.

Glendora: No report.

Monrovia: No report.

3.2 Program Director report.

I. Fiscal Agent Update and Disbursement Schedule

- Mr. Russell reminded reps that for 2016-17, the state is releasing all AEBG funds, MOE and Allocation to the fiscal agent. Monrovia created a Disbursement Schedule that was provided to reps. Mr. Russell advised that Monrovia Business Services will process checks next week and members should receive funds by early the week of 10/17, if not by the end of next week. Mr. Russell advised that payment is for July, August, and September. Moving forward, the payments for October onward will be monthly.
- Mr. Russell advised that Monrovia received an additional \$5,754, which indicates that we will receive an additional \$23,016 in Allocation funds in 2016-17, as the consortium did in 2015-16. The 2015-16 funds were distributed to Claremont and he recommend the board to do the same with the new funds.

II. Budget for Expenditure Report and Rolling Reports

- Mr. Russell advised that members will need to provide a budget by object code for the 2016-17 Expenditure and Annual Progress reports by October 28, 2016. Mrs. Ketzka asked Mr. Russell if he could provide a form for everyone. Mr. Russell said he would email a spreadsheet to everyone. Mr. Russell said that members can have budget revisions up until December 20th

- Mr. Russell stated that due to the carryover from last year, members have to complete two expenditure and progress reports: one for the remainder of 2015-16 funds and one for 2016-17 funds. He also advised members that they need to expend funds based on the plan. They will need to do a biannual report for each one. He reminded members to expend funds in line with the plans.

III. Data and Accountability Work Plan

- Mr. Russell advised the Data and Accountability Work Plan is due December 20, 2016 and the consortium will need to complete a budget by Object Code for these funds as well.

IV. CCAE and CAEAA meeting

- Daniel Soriano and I went to this event where members from around Southern California discussed difficulties with the data collection and submission. Mr. Russell stated that the primary focus of the meeting was on data collection and submission. There were several issues regarding data. Some people did not even report any of their CTE data because it was under ROP. He believed that the CCAEC data had a lot of integrity compared to some of the issues discussed by attendees.
- Mr. Soriano stated that CCAEC was well represented due to Mr. Russell's efforts with consortium data collection.

V. Faculty Advisory Committee Update

- The first Counselor Pathways for Success (CPS) meetings was scheduled for October.
- Consortium TABE training was scheduled to occur before the end of October. The entire consortium would then have a repository for all TABE data.
- Computer faculty has completed curriculum alignment, full implementation will be complete by the end of October as we have addressed personnel issues.

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 BOARD APPROVAL OF PROGRAM DIRECTOR JOB DESCRIPTION

Act # 16-26 Move to vote by Dr. Lancaster, seconded by Mr. Fertig **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketzka Y

Representative Lancaster Y Representative Morris Y Proxy LeTourneau Y

Dr. Lancaster wanted to know the term on the director's position. Mr. Fertig suggested making it an annual term. Mr. Fertig moved to amend the program director's job description to include the annual assignment to be done by July 1 through June 30. The motion was resubmitted with the amendment and passed.

5.0 BOARD APPOINTMENT AND APPROVAL OF PROGRAM DIRECTOR

Act #16-27 Move to vote by Mr. Fertig, seconded by Mrs. Ketz **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketz Y

Representative Lancaster Y Representative Morris Y Proxy LeTourneau Y

During motion deliberations, Dr. Lancaster suggested that for future agendas, it should specify the person who the board is approving. For example, the agenda should state "Board appointment and approval of John Russell as Program Director."

6.0 BOARD DISCUSSION AND APPROVAL OF ESL FAC OUTSIDE PROFESSIONAL DEVELOPMENT PROPOSAL

Move to vote by Mr. Fertig, seconded by Mrs. Ketz **Vote to Table 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketz Y

Representative Lancaster Y Representative Morris Y Proxy LeTourneau Y

Mr. Russell presented to board with a revised Professional Development Proposal and Mrs. Olga Habayeb was in attendance to answer board questions.

Mr. Fertig began by wanting to know about ESL FAC progress on meeting the objectives Mr. Russell had presented them. Mrs. Habayeb said the ESL FAC has been meeting twice a month to complete Language Proficiency Objectives. The teachers went through objectives within each level successfully, but they are confirming that as a student moves up levels, objectives do not have gaps. Mrs. Habayeb said they still need to work on listening and speaking, and vocabulary and functional skills. She feels they still need this month up until before thanksgiving. Mr. Fertig reiterated that he wants to make sure we are getting close to the goal.

In terms of providing funds for development and development, Mr. Fertig feels this is important and necessary now. Next year should not require all these trainings and extra hours.

Dr. Lancaster expressed that he really appreciated the priority list of trainings. He wanted to know where the technological component was in the professional development proposal. He asked if it would be more bang for the buck if the consortium pays (Azusa Computer instructor) Veronica Delvaux to do an in-service versus sending everybody to travel.

Mr. Delvasto wanted to know how the consortium would measure the effectiveness of the trainings. Mr. Fertig suggested the consortium should look at CASAS data, and transitions between schools

Mr. Fertig said at this point each institution should see what funds they had available to meet the proposal for their staff. Dr. Lancaster reminded the board that CCD has a hard time sending adjunct faculty out of town. The motion to approve the plan was tabled.

7.0 BOARD DISCUSSION AND APPROVAL OF MEETING CALENDAR CHANGE

Act # 16-28 Move to vote by Dr. Lancaster, seconded by Mr. Fertig **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketz Y

Representative Lancaster Y Representative Morris Y Proxy LeTourneau Y

Mr. Fertig voiced support for the new schedule. He said if there is a need for a meeting, members can add one. Mr. Delvasto suggested that Mr. Russell can reach everyone through email if something needs to be discussed. The new calendar is attached to these minutes.

8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING AT (2:25PM)

