



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, February 9, 2016

4:00 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

Minutes – Approved 4-19-16

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

1.1 Meeting called to order by Chair Mary Ketz at 4:01

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	Absent
Mary Ketz, Representative	Present	Margarita Alejandro, Secretary	Present
Jim Lancaster, Representative	Absent	Ron LeTourneau, Proxy	Present
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 January 12, 2016 Regular Executive Board Open Session Meeting.

Act# 16-05 Motion by Ms. Summers, seconded by Mr. Fertig, **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 had approved a new business center that would be opening in the middle of month. The center will be where students can come in, take workshops on resumes, get assistance with applications, and attain soft skills. The center will be open for 10 hours.

Citrus: No report.

Claremont: Mr. Delvasto reported that Claremont had finalized the ABE class brochure, which will be printed and mailed to homes in the community. ABE classes are set to begin on 2/29. Mr. Delvasto will bring brochures to the next board meeting for reps.

Duarte: No report.

Glendora: No report.

Monrovia: Mr. Fertig reported that there were two difficulties in getting a "One Stop" opened in Glendora. One problem is that Glendora is outside of the Foothill Workforce Development Board that is allied with Monrovia and that Glendora is in the South Bay WIB. Secondly, the CalWorks funds for 2015-16 would not be available until July 2016. Mr. Fertig would look into how to address these problems and report back.

3.2 Program Director report.

Mr. Russell reported the following:

I. AB86 update

- Final Fiscal report was submitted on 9/4/15 and approved on 9/8/15. Practices with Promises was submitted on January 13. Mr. Russell has been in communication with Nita Patel to determine where final funding stood.

II. Bi-annual Financial Report

- Mr. Russell presented a copy of the January 31, 2016 Financial report submitted for the expenditure period of 7/1/15 to 12/31/15.

III. Planning Committee outcomes

- Mr. Russell advised that minutes from the 2/5/16 Planning Committee meeting would be emailed with action items for PD.

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 **REPORT FROM CALIFORNIA ADULT EDUCATION ADMINISTRATION'S ASSOCIATION CONVENTION**

- Funding
 - Dawn Koepke, reported the state was committed to current levels of dual funding. The base Maintenance of Effort and Allocation would not drop. Discussions arose how current funding is insufficient due to raises and increased STRS contributions.
 - Dawn shared that there was some surprise that more consortia did not go with a direct funding model instead of a fiscal agent model. Mary noted that she and John Russell had been advised that a direct funding model would delay release of funds. Mary also noted that getting six members to complete an Annual Report would be more complicated than a single fiscal agent.
- Indirect fees
 - A uniform 4.5% is still on the table and needs to be re-discussed and addressed. (Becky noted that Glendora's was 4.4% and Flint noted Monrovia's was 5.0%)
- Common Fees
 - A common fee policy across the board for all things offered? Fees and insurance costs are higher in northern California. Nursing, CNA, fees. There is a predication being made that in 1-2 years a recession will be returning. World markets are being looked at: India having more growth than China recently.
- WIOA
 - WIOA e-Blast to submit 2016-17 application will be coming soon. The application is due in mid-March. 2017-18 will be a competitive process.
- Services for released inmates
 - The Department of Corrections, will be releasing 60 thousand inmates soon and adult eds are being called upon to provide services. Discussions revolved around ways adult ed institutions can address needs for this population
- Community College CTE funding
 - Community Colleges received \$200 million for Career Technical Ed programs. Community College representative spoke and presented on programs.
- AEBG supplant vs. supplement
 - During a full assembly Q and A session with Neil Kelly and Carmen Martinez-Calderon about supplanting vs supplement, a lively discussion ensued about the concern that Community Colleges may be utilizing AEBG funds for classes that should be funded through their Apportionment dollars. It was stated that the current funding mechanism creates an environment where Community Colleges might find it advantageous to use AEBG funds instead of their own Apportionment funds. Such would constitute supplanting, which is against the directive of AEBG Grant.

5.0 **REPORT ON STATE DATA COLLECTION FOCUS GROUP**

Mr. Russell reported that AEBG findings from the focus group had not been released. He

advised that the purpose of data collection was to put all consortia in the best possible light with the legislature in terms of enrollment and services provided. As soon as a report was available, he would present it to the reps.

6.0 REPORT ON BUSINESS SERVICES MEETING

Mr. Russell reported that the Business Services meeting was productive and he reminded reps that revised budgets were due 2/15. He relayed discussions about back-up for expenditure reporting and advised that he would create a template based on the Annual Plan to help construct the narrative for the Annual Fiscal Report. He will also create an MOU and distribute both it and the template to all stakeholders with the minutes from the meeting.

7.0 REPORT ON ESL ALIGNMENT MEETING AND CONTINUED DISCUSSIONS ABOUT PROCESS

Mr. Russell reported that the first CCAEC ESL alignment meeting was very productive as faculty members by level were able to revise and align core competencies in two quadrants: reading and writing. Listening and speaking would be addressed on 2/19/16.

Subsequent rep discussions centered on the length of courses. Ms. Ketzka reported that a typical Azusa ESL Level course takes 270 hours and can be completed in one semester. Mr. Fertig and Mr. Delvasto reported that Monrovia and Claremont courses took one year. Mr. Russell said that length of courses in alignment meetings needed to be addressed because a Citrus faculty member had said that articulation would be problematic because course lengths are all different. Reps recognized the importance of looking at hours of course lengths in the alignment process and Mr. Russell would use that to inform the next alignment meeting.

8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

No further items warranted discussion.

Meeting was officially adjourned at 5:10 p.m.