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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) and on the CCAEC website <http://www.ccadulted.org/> .



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, January 10, 2017

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

## AGENDA

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

1.1 Meeting called to order by Chair Felipe Delvasto 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	_____	Jessica Michel, Secretary	_____
Jim Lancaster, Representative	_____	Daniel Soriano, Proxy	_____
Ron Letourneau, Representative	_____	Rebecca Summers, Proxy	_____
Kevin Morris, Representative	_____	Norman Anderson, Proxy	_____

**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 December 13, 2016 Regular Executive Board Open Session Meeting.

Motion by \_\_\_\_\_ , seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Delvasto \_\_\_ Representative Fertig \_\_\_ Representative Ketzka \_\_\_  
Representative Lancaster \_\_\_ Representative Letourneau \_\_\_ Representative Morris \_\_\_

**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 BOARD DISCUSSION AND APPROVAL OF WIOA SUBMISSION PROTOCOL**

Motion by \_\_\_\_\_ , seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Delvasto \_\_\_ Representative Fertig \_\_\_ Representative Ketzka \_\_\_  
Representative Lancaster \_\_\_ Representative Letourneau \_\_\_ Representative Morris \_\_\_

**5.0 BOARD APPROVAL OF DISTRIBUTION OF ALLOCATION FUNDS AVAILABLE FOR SUBCONTRACTING**

Motion by \_\_\_\_\_ , seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Delvasto \_\_\_ Representative Fertig \_\_\_ Representative Ketzka \_\_\_  
Representative Lancaster \_\_\_ Representative Letourneau \_\_\_ Representative Morris \_\_\_

**6.0 BOARD DISCUSSION OF AZUSA LIBRARY REQUEST FOR FUNDS FOR CITIZENSHIP**

**7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**



# Documents to Support Agenda Items

## January 10, 2017 Agenda

### Agenda Item 2.1

Unapproved Minutes for December 13, 2016



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, December 13, 2016

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

## Unadopted Minutes

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

1.1 Meeting called to order by Vice-Chair Flint Fertig at 1:40 pm

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	Absent	Jessica Michel, Secretary	Present
Jim Lancaster, Representative	Present	Daniel Soriano, Proxy	Present
Ron LeTourneau, Representative	Absent	Rebecca Summers, Proxy	Present
Kevin Morris, Representative	Absent	Norman Anderson, Proxy	Tardy (1:51pm)

## 2.0 ORDER OF BUSINESS

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

Mr. Soriano mentioned he would like to table the library partnership agenda for a future meeting. Mr. Fertig suggested that the board should listen to the presentation and then move to table voting on the agenda item, if needed.

### 2.1 Approve the minutes of the October 11, 2016 Regular Executive Board Open Session Meeting.

**Act # 16-29** Move to vote by Dr. Summers, seconded by Dr. Lancaster **Vote to Approve 4-0**  
Representative Delvasto A Representative Fertig Y Proxy Soriano Y  
Representative Lancaster Y Proxy Summers Y Representative Morris A

## 3.0 COMMUNICATIONS

### 3.1 Representative reports:

**Azusa:** Mr. Soriano reported that Azusa has new programs opening, especially programs that will bridge students from ESL to ABE and Career Tech. He reported that they are expanding their basic computer classes to better serve the community. Last, they are in the midst of negotiations with the library in partnering up with their citizenship classes.

**Citrus:** No report.

**Claremont:** No report.

**Duarte:** No report.

**Glendora:** Dr. Summers reported that Glendora has a new fiscal director named Jeanette Walczak. Dr. Summers would like to get her connected with David as quickly as possible. Since Jeanette will be doing a lot of the budget report, Dr. Summers wants to make sure she is up to speed with Adult Ed. Dr. Summers also reported that their ESL program is running strong at 32 students. The program hosted their international potluck on Tuesday December 13<sup>th</sup>. The district administration, including the superintendent, visited the potluck and voiced a lot of support for the program and the class.

**Monrovia:** No report.

### 3.2 Program Director report.

#### I. Fiscal Agent Updated Disbursement Schedule

- Mr. Russell had not received the disbursement schedule from Monrovia Business Services. He reassured board representatives that he will send the schedule out once it is available to him.

#### II. Confirmation of 2016-17 Budget Submission

- Mr. Russell advised the budget was aggregated and submitted by the October 31, 2016 deadline. However, Neil Kelly said that the budget was not correct and that only the fiscal agent budget should have amounts in object codes and the rest of the budget would be reflected in category 7000, Other Outgo. This made no sense to Mr. Russell, but this was what I was told to do and the

2016-17 budget was certified accordingly. Reps received a copy of the certified budget.

III. Data and Accountability Work Plan

- Mr. Russell advised this was a complicated enough issue that it needs an agenda item. He stated that Banner now needs to integrate to TOPSPro, and there are a number of consequence from that.

IV. Year-to-Date Expenditure and Progress Report due January 31, 2017

- Mr. Russell reminded the representatives that he needs information from all members to complete Expenditure Reports by January 31. Everyone needs to keep in mind that there are now multiple years open. 15/16 and 16/17 are open, therefore reps will need to work with their business offices to make sure 15/16 funds were expended for the 15/16 plan, and 16/17 funds were expended for the 16/17 plan. Mr. Russell said he will create Google Form and share it with everyone. He will then aggregate the narrative and edit it for each year of reports.
- Dr. Summers asked for clarification when this is due by. Mr. Russell said he will need to gather a narrative by the 21<sup>st</sup>.

V. CPS Update

- There have been two Counselor Pathways for Success (CPS) meetings and they have been very productive.
- The three major initial goals the group agreed to pursue were:
  1. Improve communication between K-12 and CCD counselors to help students transition to postsecondary institutions.
  2. Create a clear pathway document for students to see how they can transition to postsecondary institutions.
  3. Create an Exit Survey to encourage transitions to postsecondary institutions.
- A draft pathway document created to address goal 2 is attached.
- Mr. Russell reported that the counselors have found confidentiality laws to be the biggest issue with tracking students and transitioning. Mr. Russell feels that it makes no sense to finalize an exit survey at this time.

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 ATTENDEE REPORTS FROM NOVEMBER AEBG SUMMIT**

Ms. Vanschoelandt did not feel the need to attend this again. Mr. Soriano agreed and added that the information was very repetitive. On the contrary, Mr. Russell found a couple breakout sessions to be productive. In light of the counselor meetings, Mr. Russell chose to focus on pathways. He went to the Delta Sierra Regional Alliance, and they talked about the Minnesota Literacy Project and TIF which is the CCRS alignment. He looked at their allied health pathway and their classes, and the successes they were having; this has influenced some of his approaches with CPS. He also looked at LAUSD's proprietary student ID, and they were building this whole proprietary software to track students. Last, Mr. Russell gave an example of how beneficial pathways has been at Monrovia. He stated that due to meetings between the

counselor and ESL coordinator, level 5 and 6 ESL students went from NOT wanting to change levels to now having new goals and becoming anxious to move to credit ESL classes and/or CTE classes.

## **5.0 BOARD APPROVAL OF AZUSA LIBRARY REQUEST FOR FUNDS**

Move to table the vote by Dr. Summers, seconded by Mr. Soriano **Vote to Table 5-0**

Representative Delvasto A Representative Fertig Y Proxy Soriano Y

Representative Lancaster Y Proxy Summers Y Proxy Anderson Y

Cathay Reta of the Azusa Public Library spoke in support of a written proposal to receive \$10,000 to support Citizenship courses at the library. The written proposal was included in the Agenda items. Ms. Reta noted that a number of other libraries had received AEBG funds from other consortia.

Mr. Soriano stated that he feels more discussions are required internally at Azusa due to union issues as to Azusa Library faculty teaching on the Azusa Adult School campus. He also stated discussions need to include Mrs. Ketz and her perspectives.

Dr. Lancaster stated to the board and Mrs. Reta, that in partnerships such as this, it is important that everybody has a role and each institution is doing what they do best. He and Mr. Fertig confirmed that both Citrus and Monrovia offered Citizenship courses.

Mr. Russell added that Dr. Lancaster approach is correct, as AEBG is calling for a regional approach to utilizing resources to address gaps..

## **6.0 BOARD DISCUSSION OF UTILIZATION OF FUNDS NOW AVAILABLE FOR SUBCONTRACTING**

Mr. Russell stated that Citrus, in doing their budget, had funds available for subcontracting—for 15/16 \$80,000 and 16/17 \$30,000. The board needs to decide how to best subcontract those funds.

Dr. Summers asked if the board should consider a proportionate redistribution of these funds to the other members. Mr. Fertig stated that proportionate is one option, and a priority list is another option. Mr. Fertig feels that more representatives should be present to decide on this.

Dr. Summers would like to see a proportional breakdown. Mr. Russell agreed to send this out to all representatives.

## **7.0 PROGRAM DIRECTOR PRESENTATION ON DATA REPORTING AND NEW STATE REQUIREMENT FOR TOPSPRO ENTERPRISE**

Mr. Russell stated that because of widespread discrepancies in data collection, the state is now requiring all consortia members to follow WIOA data guidelines. All member data will need integrate from individual systems into TOPSpro for statewide data reporting. This data would only be required for programs funded by AEBG. Mr. Russell shared slides from the state from representative discussions.

Dr. Summers asked for some clarification with ASAP and TOPSpro. Mr. Russell said that ASAP should be integrating into TOPSpro, feeding the two programs will be talking to each other—ASAP feeds into TOPSpro. Dr. Summers wanted to know why she would need ASAP when it and TOPSpro basically do the same thing. Mr. Russell explained that ASAP handled additional functionality such as master schedule and fee collection.

Dr. Lancaster advised that Citrus College was going discuss to what extent Citrus would receive AEBG funds due to restrictions and data reporting.

Dr. Lancaster asked if they will be moving to LaunchBoard. Mr. Russell did not remember anything on this topic. Dr. Lancaster wanted to clarify because he saw LaunchBoard on one of the slides in the power point. Mr. Russell advised he will follow up on this.

## **8.0 BOARD DISCUSSION AND APPROVAL OF WIOA SUBMISSION PROTOCOL**

Move to vote by Mr. Fertig, seconded by Dr. Summers **Vote to Table 5-0**

Representative Delvasto A Representative Fertig Y Proxy Soriano Y

Representative Lancaster Y Proxy Summers Y Proxy Anderson Y

Mr. Russell stated that the Request For Application was released and submission was due February 10, 2017. CCAEC has the option of submitting as a consortium or individually.

Mr. Russell asked Dr. Lancaster, if Citrus was interested in being WIOA. Dr. Lancaster advised that if Citrus was needing to report all non-credit data through TOPSpro, Citrus might as well apply for WIOA. Mr. Russell mentioned that he was not sure if Citrus can apply for WIOA Title II funds as they would have needed to sign an MOU with a Workforce Development Board. Dr. Lancaster confirmed that he signed an MOU with LA County, but was not sure of specifics. Mr. Russell advised he would follow up LA County and the state to determine if Citrus was eligible to apply. (*Postscript – Mr. Russell did follow-up with LA County WDB and the state and Citrus is eligible.*)

Mr. Russell advised that with Citrus and Claremont new to the application process and Claremont having questions, it would make sense to apply as a consortium. He did mention allocation concerns. Citrus and Claremont received no funds, Glendora only received around \$10,000, Azusa receive about \$140,000 and Monrovia received \$230,000. Would a consortium application disturb that allocation?

Mr. Fertig asked Mr. Russell to research with the Workforce Development Boards to see if Citrus can join a WIOA consortium. Dr. Summers added that Mr. Russell should find out the advantages of doing this as a consortium or individually.

## **9.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**

3:00 pm





# Documents to Support Agenda Items

January 10, 2017 Agenda

Agenda Item 5.0

Proportioned Allocation Funds Available for  
Subcontracting

## Proportionate Distribution of Funds Available for Subcontracting

<b>Expenditure Description</b>	
Total Fund	\$750,000
Fiscal Fee	\$35,714
Program Manager	\$60,000
Travel / Conference	\$3,000
Website / Graphics	\$0
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Total Overhead	\$98,714
Subtotal for Disbursement	\$651,286
Holdback (released w/ Data)	\$23,016
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<b>Total 2016-17 Allocation Funds</b>	<b>\$674,302</b>
Citrus Funds	\$380,000
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<b>Total Non-Citrus Allocation</b>	<b>\$294,302</b>

School	Actual Allocation Amount Agreed Upon	Percentage of Total Allocation	Proportion of 2015- 16 Allocation Funds	Proportion of 2016- 17 Allocation Funds
<b>Citrus College</b>	\$380,000			
<b>Azusa Adult School</b>	\$95,900	32.6%	\$26,068	\$9,776
<b>Monrovia Adult School</b>	\$72,888	24.8%	\$19,813	\$7,430
<b>Claremont Adult School</b>	\$76,516	26.0%	\$20,799	\$7,800
<b>Glendora Adult School</b>	\$39,000	13.3%	\$10,601	\$3,976
<b>Duarte Adult School</b>	\$10,000	3.4%	\$2,718	\$1,019
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	\$674,304	100.0%	\$80,001	\$30,000