



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, April 19, 2016

4:00 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

## Minutes – Approved 5-10-16

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

1.1 Meeting called to order by Vice-Chair Felipe Delvasto at 4:08

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 Ketza, Representative	Absent	Margarita Alejandro, 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 REVISED minutes of the February 9, 2016 Regular Executive Board Open Session Meeting.

**Act# 16-05** Move to vote by Mr. Fertig, seconded by Ms. Summers **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Proxy Soriano Y

Representative Lancaster Y Representative Morris A Representative Summers Y

- 2.2 Approve the minutes of the March 8, 2016 Regular Executive Board Open Session Meeting.

Minutes were amended to complete a sentence that was not complete as suggested by Ms. Summers.

**Act# 16-06** Move to vote by Dr. Lancaster, seconded by Ms. Summers **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Proxy Soriano Y

Representative Lancaster Y Representative Morris A Representative Summers Y

## 3.0 COMMUNICATIONS

- 3.1 Representative reports:

**Azusa:** Mr. Soriano reported that the Azusa career center was successful and well-attended. He also advised that Azusa was preparing for its May 31<sup>st</sup> graduation and that there was a pinning ceremony along with the high school graduation.

**Citrus:** Dr. Lancaster presented an update on the community college Common Assessment initiative. He advised that the roll-out for Citrus would be in the fall of 2018. He expressed concern for the non-credit area due to the fact that of the ten colleges selected to pilot the assessment, none have a medium or large non-credit program. Rio Hondo was one of the pilot colleges.

**Claremont:** Mr. Delvasto advised that Claremont USD will hold its joint graduation with Claremont HS, Claremont's continuation school and the adult school on June 9. He advised that he is expecting 50 adults to graduation from Claremont Adult School. Ms. Summers and Mr. Fertig commented that having an inclusive graduation was a great idea. Mr. Delvasto also advised that Claremont is engaged in summer school.

**Duarte:** No report.

**Glendora:** Ms. Summers expressed interest in visit Azusa's career center with Daniel and she wants to bring adults over because she feels the center will serve their needs. Ms. Summers also discussed concerns with the need to enter into a Memo of Understanding before June 30, 2016 with a Workforce Development Board (WDB) to be eligible for 2017-18 WIOA funding. She noted that LA County had invited Glendora to an MOU meeting on April 29 at Hacienda / La Puente. Mr. Fertig advised that he would assist her with this process.

**Monrovia:** Mr. Fertig followed-up on Ms. Summers report by advising he had been to an executive meeting with the Foothill Workforce Development Board who asked that Monrovia sign an MOU with them. Mr. Fertig advised he would be attending the April 29 meeting and he would report back to Ms. Summers.

- 3.2 Program Director report.

Mr. Russell reported the following:

- I. Follow-up from outstanding 3/8/16 agenda items
  - Additional \$23,016 in 2016-17 Preliminary Schedule – these funds are not meant to supplant fiscal agent indirect fees, but are additional funds for the board to distribute.
  - Item 4.0 Intake Survey – State will be releasing draft of data that needs to be aggregated before the end of April. Efforts to revise intake survey and reconcile with TOPS will be better informed by the release of the state draft and thus, will continue then.
  - Item 5.0 MOU – MUSD CBO is involved and the process is progressing. In the interim, all members have received 70% of 2015-16 Allocation as well as close-out 10% of AB86 funds.
- II. Annual Plan Progress Template
  - A copy of the first template to be presented at 4/19 board meeting. This will be updated every Friday and will drive Planning Committee meetings.
- III. Planning Committee meeting calendar
  - The Annual Plan progress Template will start to drive the schedule of future meetings.

### 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.

Cathay Reta, Adult Literacy Coordinator for the Azusa Library commented to the board regarding Item 8.0.

- Cathay discussed the need to be involved in an MOU with the consortium and a Workforce Development Board as a condition for WIOA funding in 2017-18.
- She expressed the desire to re-engage with the CCAEC. She was involved in initial meetings and discussions during the AB86 planning phase, but she wanted to be more involved now and felt that a partnership would be mutually beneficial.
  - Azusa Library has had a very effective Citizenship program – library was holding an information forum Saturday, April 23.
  - CCAEC Institutions could formalize a referral system,
  - We could share information and best practices
- Mr. Fertig said that each member had been working independently with their area library. For example, Monrovia is offering classes and a teacher to its library. Also, Ms. Summers advised Glendora library has literacy program
- Mr. Delvasto suggested that Cathay communicate with Mary and that those conversations inform next steps between Azusa Library and the CCAEC

## 4.0 UPDATE ON ESL ALIGNMENT PROCESS

Mr. Russell advised that the alignment process was close to complete and he was hoping to have the Language Objective Proficiencies for remaining incomplete quadrants across all ESL levels. He noted that the Citrus ESL course outlines had been analyzed by K-12 staff and that the ESL K-12 teachers address the vast majority of learning objectives articulated in those outlines. Color coded course outlines were emailed to representatives so they could see how K-12 faculty addressed those objectives. Once alignment was complete John advised that Language Objective Proficiencies by ESL level would be presented to the board for approval

and that faculty would discuss with the board the process to create the LOPs and answer any questions

Mr. Russell advised the next step after alignment would be that the ESL Faculty Advisory Committee would create a test bank for level assessments.

He also presented an ESL Bridge with scores and course names across the members and asked the board for direction on agreement with CASAS scores corresponding to levels. Dr. Lancaster said Citrus College would use the CASAS level scores that the K-12 members agree to. Mr. Russell asked when and how Citrus would be piloting CASAS and Dr. Lancaster said they would pilot one morning and one evening class next year in the fall.

## **5.0 UPDATE ON DATA COLLECTION STATE FOCUS GROUP**

Mr. Russell advised that the draft document that outlined state focus group discussions was 39 pages long with data dictionary (definitions) and was being created by West Ed. Some of the highlights from the most recent data focus group shared by Mr. Russell were:

- Participation versus enrollment – this data would identify students who enroll and receive counseling services versus someone who stays in class for at least 12 hours
  - By doing this institutions can find out the extent of students not staying enrolled and determine how to address this
- Unduplicated enrollment along with number of courses in which students participated
  - Daniel was going to take this issue to San Francisco for CCAE
- Defining the language “for those who have this goal”
  - Direction seems to be to define cohorts per CASAS
  - Dr. Lancaster mentioned that community colleges analyze 6 year cohorts
- Data would measure WIOA level improvements OR non-WIOA course completions - this was still the approach
  - Mr. Russell said that this one or the other, not both, but he again reminded Neil Kelly and Greg Hill of the conversation they had during the reader’s conference
  - Dr. Lancaster asked about class repetition, and how that would affect course completion rates

## **6.0 BOARD DISCUSSION ON ESL FAC COMMON LEVEL ASSESSMENT AND CASAS IMPLEMENTATION**

This was discussed in Item 4.0.

## **7.0 BOARD DISCUSSION AND REVISION OF DRAFT TEMPLATE FOR ANNUAL FISCAL REPORTING**

Mr. Russell presented the board with a spreadsheet that would be stored as a Google Drive document based on January 25 business services meeting. The first four columns addressed the 2015-16 Annual Plan and the last four columns are directly from the expenditure report. He advised that a critical component of reporting was where the consortium has fallen short on the plan, why didn’t we spend funds and why our budgets changed.

The report would need to include budget changes, expenditure amounts and narrative. Aggregated expenses need to be reported by categories 1000 to 7000. Based on the Business Service meeting, members need to provide expenditure reports by June 17. Monrovia would then have the Annual Report ready for board review and edit by June 30. Edits and board ratification would be completed by July 7. The report would be posted to the website on 7/7 for public view and the board would approve at the July 12, 2016 board meeting.

Dr. Lancaster suggested creating a Google Form to make filling out easier for business services staff and reps. Mr. Russell said he would get a draft to the board of the Form for next board meeting.

**8.0 BOARD DISCUSSION ABOUT LIBRARY PARTNERSHIPS**

Mr. Russell presented an email from Neil Kelly about consortium work with partner libraries. Mr. Fertig reiterated that each member has been working with individual libraries. Members recognized the benefit of a comprehensive approach to dealing with partner libraries. The majority of this item was discussed during Item 3.3.1.

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

No further items warranted discussion.

Meeting was officially adjourned at 5:32 p.m.