



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, May 10, 2016

4:00 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

Minutes – Approved 6-7-16

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

1.1 Meeting called to order by Chair Mary Ketz at 4:06

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 Veil, Secretary	Present
Jim Lancaster, Representative	Present	Ron LeTourneau, Proxy	Present
Kevin Morris, Representative	Present	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 April 19, 2016 Regular Executive Board Open Session Meeting.

Dr. Lancaster noted a typo in Item 5.0 that has been corrected in the approved minutes

Act# 16-07 Move to vote by Dr. Summers, seconded by Mr. Fertig **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketzka Y

Representative Lancaster Y Representative Morris Y Representative Summers Y

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Ms. Ketzka advised that on Friday, May 31, at 10:30am Azusa was holding a training on using Aztec, a web-based software for HiSET prep. She also advised that graduation was Tuesday, May 3 and the ceremony would combine high school diplomas with pinning of medical program completers.

Citrus: No report.

Claremont: Mr. Delvasto reported that Claremont was in the process of getting ready for graduation on June 9.

Duarte: Mr. Morris reported that Duarte was preparing for adult graduation on June 8 and for Mt. Olive graduation on June 6.

Glendora: Dr. Summers reported that Glendora had 15 students graduating and that commencement was on May 24. The ceremony would be combined with Whitcomb.

Monrovia: Mr. Fertig reported Monrovia's graduation coming would be June 1 and Canyon Oaks High School and Mountain Park School graduation would be June 3.

3.2 Program Director report.

Mr. Russell reported the following:

- I. AEBG Data and Accountability Allocations
 - Additional consortia funding of \$123,711. The funding is meant to resolve AEBG data collection needs required by AB104, foster regional and local system integration, coordinate regional intake, assessment, and referral, align efforts under the Workforce Innovation and Opportunity Act, and ultimately connect to a state level AEBG Data System. Instructions and requirements will be out the first of June.
 - Budget and work plans will be due in early Fall. Funding is good through December 31, 2017 with a final expenditure report due in January 2018 and close out report in February/March 2018. Budgets, expenditures, and progress will be reported, using a separate code (15-328-XX), via the current online reporting system (used under AB86, and currently being used by AB104).

- II. AB1846
 - The bill will appropriate and additional \$250million per year to \$750million. Please work to generate support for this bill.

- III. Ad Council

- PSA for Ad Council is casting for mid-20s to mid-30s adults who have gone back to school to get their diploma. Need to move quickly on this.

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.

Jon Willert, a teacher from Glendora USD, asked the PD what the requirements were for students interested in participating in the PSA. Mr. Russell reiterated requirements on the email print out: adult student who graduated in the last 3 months, or is about to graduate, in their mid-20s to mid-30s. He emphasized that they wanted graduates not those who passed the GED.

4.0 BOARD DISCUSSION ON “SUBCONTRACTING” 2016-17 ALLOCATION FUNDS

Mr. Russell explained that the Consortium Fiscal Administration Declaration (CFAD), for all practical purposes, needed to remain at the same levels. Changing totals would have consequences for members that had their total changed.

Mr. Russell said he spoke to Neil Kelly, who advised that all members had to remain at the same funding level as the prior year, or provide rationale as to why amounts were changing:

- If Allocation funds were not the exact same numbers, the consortium must explain why there is a difference.
 - Clarify what the member is not doing to meet the plan?

Mr. Russell said that Neil Kelly made a suggestion. Mr. Kelly said since Monrovia was the fiscal agent, it could “subcontract” funds from one member to another to meet obligations of the Annual Plan. Mr. Kelly said Monrovia could disburse funds intended for one member to another member based on the board approving this “subcontracting.” Mr. Russell advised that he would put this on the June agenda for board discussion.

Mr. Russell advised, the CFAD would have the same amount of Allocation funding to each member because of his discussions with Mr. Kelly. A variance of \$23,016 was included in Monrovia’s Allocation. Mr. Fertig added that the funds are just being held there; Monrovia was not using any funds. Disbursement of these funds and Allocation funds that can be “subcontracted” out will be adjusted based on board discussions and agreement to address the Annual Plan.

Total funds in the CFAD are based on 3.3 million dollars of MOE, \$750,000 for allocation, and the \$23,016 of additional funds for a total of \$4,097,268. CCAEC representatives received a copy of the CFAD submitted to the state.

5.0 APPROVE CONSORTIUM FISCAL ADMINISTRATION DECLARATION

Act# 16-08 Move to vote by Mr. Fertig, seconded by Ms. Ketzka **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketzka Y

Representative Lancaster Y Representative Morris Y Representative Summers Y

6.0 BOARD DISCUSSION ON AMENDMENTS TO 2015-16 ANNUAL PLAN

Mr. Russell advised that May 15th is the due date to amend the 2015-16 CCAEC Annual Plan. He said that from September to November, the consortium spent significant time on creating the Annual Plan, Governance, Bylaws, Three Year Plan amendments, and allocation disbursements. He said since funding was not available until the beginning of February, the consortium actually has only had three months to tackle the plan.

Thus, the CCAEC Annual Plan needed to be revised due to a shorter time given to implement the plan. Below are the revisions the board discussed for the Annual Plan:

- Pg. 12: John suggested the consortium focus on course completion for this section (cutting formative and cumulative assessment, as we are not gathering data on such a granular level).
- Pg. 13: Career Pathways board discussions
 - Dr. Lancaster said Citrus College updates all pathways annually
 - Mr. Fertig said Monrovia was adjusting its now while completing a master schedule
 - Mr. Russell added that Monrovia pathways are specific to high school to college
 - Board agreed that the process to create consortium pathway documents (John) Final decision: WE WILL BE WORKING ON THIS
- Pg. 13: Board had discussions on a Regional Assessment Plan in the 2016-17 annual plan per below:
 - Mr. Russell will coordinate K-12/Citrus counselor meetings hopefully over the summer for this, and will include Felipe in these meetings
 - Ms. Vanschoelandt wanted to know if a student would be able to take a pre-assessment score from one institution to another; is there a crosswalk/bridge for scores
 - Mr. Russell said he is finalizing TABE price negotiations. He said that the ASE/ABE FACs should be done deciding which tests all members will use by the end of summer. He advised that by September, K12 institutions will have TABE and CASAS data that would follow a student. could use to move
 - Mr. Soriano noted that WIOA may move away from CASAS and to TABE and that TABE is a more reflective test.
- Pg. 18: In regards to action item 4.1c.3, Mr. Delvasto asked if the CCAEC intake survey had been finalized. Mr. Russell said we should know by June what the state wants and that this should be revised for August 2016
- Pg. 20: Revisions accepted
- Pg. 22: Mr. Russell asked for direction on the four items on page 22. Dr. Lancaster said that because the funds had just been released three months prior, he would need additional time. He would email the info to Mr. Russell.
- Pg. 24: Mr. Russell suggested to move completion dates for ASE action items to August 2016.
 - Dr. Summers suggested to use Odysseyware to create challenge exams
- Pp. 27 and 28: Dates revised to reflect delay in payment
- Pg. 30 and on: there are no changes to the plan

7.0 APPROVE AMENDMENTS TO 2015-16 ANNUAL PLAN

Act# 16-09 Move to vote by Dr. Summers, seconded by Mr. Fertig **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketzka Y

Representative Lancaster Y Representative Morris Y Representative Summers Y

8.0 BOARD DISCUSSION ON DRAFT GOOGLE FORM FOR ANNUAL FISCAL REPORTING

Mr. Russell advised that the Google Form to aggregate Fiscal Report narrative was complete and ready for members to access. He said the budget and expenditures were separate short

answer Form questions, as there was no way to create input for 1000-7000 category side by side to expenditures/budget. The CBOs would need to complete the form in concert with member reps because a member cannot submit until they complete the entire form.

Dr. Lancaster said that would not work for Citrus. He thought that expenditure and budget information would be sent to David Conway under separate email and that he would not be able to do the form if it meant getting two people together at same time.

Mr. Russell said he would change the form to eliminate the business services portion and would follow-up to make sure that the business services emailed expenditure and budget info on time.

Mr. Russell reminded reps the timeline dates for submitting the Annual Fiscal Report (***note that the dates July 1-6 for board revision and July 6 for ratification were added to minutes and not discussed in meeting***):

- May 31, 2016 – books close
- June 17, 2016 – business services submit amended budget and actual expenditures to David Conway
- June 20, 2016 – members must complete Google form for Fiscal Report narrative
- June 20, 2016 – Y1 budget revision submitted
- July 1, 2016 – Annual Fiscal Report submitted for board ratification
- July 1-6, 2016 – Board amends report as necessary
- July 6, 2016 – Board ratifies report
- July 7, 2016 – Report is posted to the website for public viewing
- July 12, 2016 – Public comment at 7/12 board meeting. Amend if necessary and approve report
- July 15, 2016 – submit report to the state on or before 7/15

9.0 UPDATE ON ESL ALIGNMENT PROCESS

Mr. Russell stated the ESL Language Proficiencies Objectives (LPOs) for the seven areas (Reading, Writing, Listening, Speaking, Vocabulary, Functional Skills, and Grammar) are nearly complete. He said from this point forward the ESL FAC would complete LPOs, address competencies, and create a test bank for ESL Level exam.

Mr. Russell also noted Ms. Jung Kim has been helpful in finding what's going on in LAUSD consortium alignment process and that has greatly informed our ESL teachers. He noted that LPOs would be finished by June and he would try to have the FAC present to the board in June.

9.0a CCAE CONFERENCE RECAP FROM DANIEL SORIANO

Mr. Soriano asked to quickly report out from the CCAE conference.

- Attendees were advised that AB1846 (the Lopez bill) would probably not get out of appropriations committee
- Many discussions centered on how CCAE members felt like community colleges do not really want to be partners with them. Mr. Soriano said kudos to our community college for not being adversarial as he had heard many stories where contentiousness was the norm.
- CCAE is a huge advocate, so he encouraged K-12 members to get involved.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

No further items warranted discussion.

Meeting was officially adjourned at 5:17 p.m.