Citrus College Region Adult Education Consortium
Certification of Eligibility Status Meeting
Agenda – January 13, 2014

Time: 10:30 A.M. – 11:30 A.M.
Locale: Citrus College
Facilitator: John Russell, Monrovia Community Adult School
Invitees: Felipe Delvasto, Claremont Adult School; Flint Fertig, Monrovia Community Adult School; Michelle Hunter, Glendora Adult School; Sue Kaiser, Monrovia USD; Mary Ketza, Azusa Adult School; Jim Lancaster, Citrus College; Jim Moore, Azusa USD; Kevin Morris, Duarte; Joyce Roys-Aguilerra, Office of State Senator Carol Lui; Debbie Vanschoelandt, Citrus College

Agenda Items

Item No.	*Description*	*Presenter*
Item 1.0	**Call to order:** 1.1 Roll 1.2 Review and approve proposed agenda (with potential new items)	John R.
Item 2.0	**Review Pre-COE Process to Date** 2.1 Briefly review November 18, 2013 meeting 2.2 Review December 16, 2013 meeting and processes discussed	John R. with group input

Item 3.0	**Certification of Eligibility**
	 3.1 Overview of COE (pp. 1 – 4)
	 3.2 Objectives and how these dovetail with Pre-planning template discussed on 12/16/13
	     3.2.1 Rubrics for 7 objectives are explained in detail in COE Appendix C (pp. 20 – 39)
	 3.3 Review Consortium Eligibility and Criteria (pp. 4 – 5)
	 3.4 Review Application Content and initial important dates (pp. 6 – 7)
	     3.4.1 COE Cover Sheet, Due 1/31/14 – Monrovia
	     3.4.2 Member Signature Forms, Due 2/24/14 – All members
	     3.4.3 Project Management Plan, Due 2/24/14 – Monrovia lead, with input from all members
	     3.4.4 Preliminary Budget Summary – Monrovia lead, with input from all members
	 3.5 Review Submission Process (pg. 8)
	 3.6 Brief review of future Key Dates and reporting requirements
		John R. with group input

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Agenda Items (continued)

Item No.	*Description*	*Presenter*
Item 4.0	**Project Management Plan**	John R. with
	4.1 Brainstorm about Organizational Structure	group input
	4.2 Brainstorm about Shared Leadership Strategies	
	4.3 Brainstorm about Project Planning Roles and Responsibilities	
	4.4 Brainstorm about Communication	
Item 5.0	**Budget Discussions**	John R. with
	5.1 Available award	group input
	5.2 Brainstorm about each category	
	5.2.1 Instructional Salaries	
	5.2.2 Non-instructional Salaries	
	5.2.3 Employee Benefits	
	5.2.4 Supplies and Materials	
	5.2.5 Other Operating Expenses	
	5.2.6 Capital Outlay	
	5.2.7 Other Outgo	
	5.3 Budget issues going forward	
Item 6.0	**Dealing with Questions**	John R.
	6.1 AB86 Webinar link:	
	http://ab86.cccco.edu/Calendar/AB86WebinarSeries.aspx	
	6.2 FAQs Webinar link:	
	http://ab86.cccco.edu/HelpfulResources/FAQs.aspx	
	6.3 Anything else?	