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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 9, 2018

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 Flint Fertig at _____

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	_____	John Russell, Program Director	_____
Flint Fertig, Representative	_____	Jessica Michel, Secretary	_____
Linda McNary, Representative	_____	Daniel Soriano, Proxy	_____
Caroline Durdella, Representative	_____	Rebecca Summers, Proxy	_____
Ron Letourneau, Representative	_____	Kevin Morris, Proxy	_____
Norman Anderson, Representative	_____	Julianne Ceccarelli, Proxy	_____
		Debbie Wong, 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 12, 2017 Regular Executive Board Open Session Meeting.

Motion by _____ , seconded by _____ Vote _____
Representative Delvasto ___ Representative Fertig ___ Representative McNary ___
Representative Lancaster ___ Representative Letourneau ___ Representative Anderson ___

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 PROGRAM DIRECTOR REPORT ON DATA & ACCOUNTABILITY EXPENDITURE REPORT

Program Director to advise board on process to follow in the next weeks to submit first Data & Accountability Expenditure Report.

5.0 BOARD APPROVAL OF MONROVIA’S DISBURSEMENT OF GRANT ADMINISTRATION FUNDS

Motion by _____ , seconded by _____ Vote _____
Representative Delvasto ___ Representative Fertig ___ Representative McNary ___
Representative Durdella ___ Representative Letourneau ___ Representative Anderson ___

Representatives will discuss Monrovia’s disbursing grant administration funds through stipends as an alternative to hourly compensation.

6.0 CONTINUED BOARD DISCUSSION/BRAINSTORM ON CITRUS ROLE GOING FORWARD FOR 2018-19

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

January 9, 2018 Agenda

Agenda Item 2.1

December 12, 2017 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, December 12, 2017

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 Chair Flint Fertig at 1:35 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Absent	John Russell, Program Director	Present
Flint Fertig, Representative	Present	Jessica Michel, Secretary	Present
Linda McNary, Representative	Present	Daniel Soriano, Proxy	Present
Caroline Durdella, Representative	Present	Rebecca Summers, Proxy	Present
Ron LeTourneau, Representative	Present	Kevin Morris, Proxy	Tardy
Norman Anderson, Representative	Absent	Julianne Ceccarelli, Proxy	Present
		Debbie Wong, Proxy	Present

2.0 ORDER OF BUSINESS

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

None at this time.

- 2.1 Approve the minutes of the November 7, 2017 Regular Executive Board Open Session Meeting.

Act # 17-20 Move to vote by Mrs. McNary, seconded by Mrs. Ceccarelli **Vote to Approve 4-0 (1 abstention, 1 absent)**

Proxy Ceccarelli Y Representative Fertig Y Representative McNary Y

Representative Durdella Abstain Representative LeTourneau Y Representative Anderson A

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Mrs. McNary reported that Azusa is wrapping up their first semester in early January. Their brochures for second semester were sent out the week of 12/11. They just started their 2nd session of CNA. Mrs. McNary stated that she is anxious to see the turn out for the Pharmacy Tech. orientation coming up on Thursday. Strong lines of communication are open for the ASE students with the counseling department, ensuring they complete their high school diploma or pass the HiSet.

Citrus: No report.

Claremont: No report.

Duarte: Not present during this portion of the meeting.

Glendora: No report.

Monrovia: No report.

- 3.2 Program Director report.

Mr. Russell deferred his report to have time to address time-consuming agenda items.

- 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 PROGRAM DIRECTOR REPORT ON AEBG MEMBER OVERSIGHT

Program Director to update board on initial guidance from state regarding oversight expectations for consortium members.

Mr. Russell shared slides from the AEBG webinar on consortium oversight. He explained that the state requires an objective entity to perform oversight of consortium budget and expenditures as they relate to the Three Year Plan and the Annual Plan. He stated that the state is allowing up to 5% of the consortium budget for this function, but that the consortium can spend less.

Mr. Russell stated that the two critical pieces of oversight are assessment and evaluation of each member and the institution's ability to meet AEBG requirements.

Mr. Russell noted that the state would provide tools the oversight entity would use. Some possible examples the state suggested included: outside auditor, peer-to-peer review, TE, NOVA, and Launchboard data, or a combination of options.

Mr. Russell explained that the end game of consortium oversight is to create a mechanism to reduce funding for a mechanism. He advised that the state was still developing tools for oversight entities and those would be shared with consortia as they were developed.

5.0 PROGRAM DIRECTOR REVIEW/UPDATE OF FISCAL MATTERS FOR 2015-16, 2016-17, AND 2017-18

The Program Director reviewed with the board all major financial decisions made by the CCAEC board over the last two-and-a-half years. The presentation was about twenty-five minutes. For the sake of brevity, these minutes will report that the board decisions regarding distribution of funds and subsequent expenditure reporting were clearly articulated and all board questions were resolved. All documentation explaining these decisions were included in the 12-12-18 agenda.

6.0 BOARD APPROVAL OF 2015-16 Q5 AND REVISED 2016-17 Q2 ANNUAL EXPENDITURE REPORTS

Act # 17-21 Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**

Proxy Ceccarelli Y Representative Fertig Y Representative McNary Y

Representative Durdella Y Representative LeTourneau Y Representative Morris Y

Mr. Russell provided the board with the 2015-16 Q5 Annual Expenditure Report, which was the final report that would be completed in the CCCCCO MIS system. He also provided a revised 2016-17 Q2 explaining that 2016-17 Q3 report was not an option. These reports were included in the original agenda. Mr. Russell explained that Q2 needed to be revised because the state was not allowing 2016-17 Q3 to be reported in the MIS system. Mr. Russell explained that the consortium carryover balanced and matched with the carryover reported for the consortium in the NOVA reporting system.

7.0 BOARD APPROVAL OF 2017-18 MEMBER BUDGETS

Act # 17-22 Motion by Dr. Durdella, seconded by Mr. LeTourneau **Vote to Approve 6-0**

Proxy Ceccarelli Y Representative Fertig Y Representative McNary Y

Representative Durdella Y Representative LeTourneau Y Representative Morris Y

Member representatives discussed individual member budgets, certifying how each budget meets the CCAEC Work Plan. The board then approved these budgets at the consortium level.

Representative McNary (Azusa): Azusa worked closely with business services to address Azusa's carryover; they placed a large amount of their carryover into supplies and materials. A good portion of their money is on instructional salaries, as they continue to look into how to accelerate students and how to expand their adult education and CTE pathways, as well as ESL. Mrs. McNary stated the carryover at the end of 2017-18 is \$90,239, thus she would be spending 90 percent of funds, well over the 60% threshold.

Mrs. Ceccarelli (Claremont): Claremont is working on ESL workforce courses, beginning literacy, and CASAS testing. They were planning to open a career center, and hopefully get a counselor hired for the career center and other programs. Mr. Russell reminded the board this was important because it is in the annual plan, and they also need this for their Title 2 funds.

Mr. Morris (Duarte): Duarte is utilizing funding to support their parent university and parenting workshops on Fridays. He stated that Mr. Anderson will work with some of those parents on credit and non-credit classes over at Citrus.

Dr. Summers (Glendora): Glendora has 3 main programs on site: ESL is the biggest and most thriving, the parent ed. piece which hopefully falls under helping kids thrive in school, and ASE (high school diploma). This is where most of the instructional salaries are going. Some non-instructional salaries are going towards increasing aides in the ESL classrooms. Glendora still wants to hire a counselor, but have not been able to yet. In the supplies and materials is the Odysseyware licenses (still wanting to grow that program with ASE).

Mr. Fertig (Monrovia): Monrovia has no carryover. A large portion of the money went towards instructional salaries. They did grow some of their CTE programs to meet AEBG goals. Some money went towards non-instructional salaries, and employee benefits. Supplies and materials were attempted to be held at a minimum; classes such as construction and medical programs had to cut back. Monrovia is still looking for other sources of income.

8.0 PROGRAM DIRECTOR REPORT ON CREATION OF NEW THREE YEAR PLAN

Program Director presented AEBG slides to update the board on requirements for the new Three Year Plan and elicit input for path forward. These slides are in the original agenda. Mr. Russell reminded the board members that the 3-year plan is not due for another 18 months on May 2019

9.0 PROGRAM DIRECTOR REPORT ON CONSORTIUM DUE DATES

Mr. Russell presented board members with an AEBG calendar of important dates. Critically, individual member budgets are due December 15th and 30 days later to certify as a consortium.

Also, December 20th was the deadline for data and accountability budget changes. Mr. Russell stated that the first Data and Accountability budget report was due 1/31/18. He suggested members to use carryover use some of it to pay for ASAP or other things that are needed.

10.0 BOARD DISCUSSION/BRAINSTORM ON CITRUS RESET AND ROLE GOING FORWARD

Mr. Russell asked the board to begin considering ways to have meaningful partnership with Citrus College going forward from 2018-19. He discussed some of the progress that was made with Counselor Pathways for Success and mentioned that may be a good way to promote and track transitions to postsecondary. Dr. Durdella stated she was interested and supportive, but she wanted to have conversations with other CCD schools and important stakeholders on her campus. She would then bring that back to the board.

Mr. Russell proposed that everybody think about some basic ideas how to address this, and bring it to the board meeting January 9th.

11.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

3:00 PM



Documents to Support Agenda Items

January 9, 2018 Agenda

Agenda Item 5.0

Monrovia Grant Administration

**Monrovia's Grant Administration Funds
Stipends Instead of Hourly**

Name	Role	Stipend
John Russell	Program Director	\$25,000
Flint Fertig	Chair / Advisor	\$15,000
David Conway	Fiscal Services	\$5,000 – \$7,500
Darvin Jackson	HR	\$5,000 – \$7,500
Sue Kaiser	Curriculum	\$5,000 – \$7,500
Connie Wu	CBO	\$5,000 – \$7,500