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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, November 7, 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 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	_____
Jim Lancaster, Representative	_____	Rebecca Summers, Proxy	_____
Ron Letourneau, Representative	_____	Kevin Morris, Proxy	_____
Norman Anderson, Representative	_____	Julianne Ceccarelli, 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 August 16, 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 CLAREMONT UPDATE ON ADDRESSING ADULTS WITH DISABILITIES PROGRAM

5.0 FISCAL AGENT REPORT ON 2017-18 DISBURSEMENTS AND CLOSING EXPENDITURES 2016-17

6.0 PROGRAM DIRECTOR TRAINING ON NOVA, NEW STATE FINANCIAL SYSTEM AND ANSWER BUSINESS SERVICES QUESTIONS

Program Director will demonstrate new state reporting system to all representatives and business services personnel.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

November 7, 2017 Agenda

Agenda Item 2.1

August 16, 2017 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Wednesday, August 16, 2017

2:00 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 (2:00)

1.1 Meeting called to order by Chair Flint Fertig at 2:05 pm

1.2 Pledge of Allegiance

1.3 Roll call:

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

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 June 13, 2017 Regular Executive Board Open Session Meeting.
Act #17-15 Move to vote by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**
Representative Delvasto Y Representative Fertig Y Representative McNary Y
Representative Lancaster A Representative LeTourneau Y Representative Anderson Y

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Mrs. McNary gave an introduction to herself and all the representatives welcomed her.

Citrus: Absent.

Claremont: Mr. Delvasto reported that school will start on August 30th.

Duarte: Mr. Anderson reported that Duarte began school on August 14th.

Glendora: Mr. LeTourneau reported that school started on August 16th. Dr. Summers reported that their K-12 enrollment is at approximately 75 students, and the ESL program is booming.

Monrovia: Mr. Fertig reported that K-12 started August 16th, and the adult school will be starting soon. Mr. Fertig also reported that the data is completely updated.

- 3.2 Program Director report.

I. CFAD Revision

- Mr. Russell explained that the approved CFAD on the state portal looked nothing like the report submitted to the . There are slight revisions to the CFAD based on reallocation of subcontracted amount. He discussed CFAD revision on an agenda to attain representative signatures.

II. 2017-18 Annual Plan

- Mr. Russell spoke about completing the Practice with Promise, as required by the state. This focused on the alignment process. He stated that all representatives need to start providing TE data to put on website and let website users see how we are doing as a consortium. He advised this was on the annual plan. For data submission, Mr. Russell stated he will speak with Cindy for Azusa, Olga for Glendora, and Bobby for Claremont.
- ESL PD plan – want to discuss parameters for re-submission.

III. Website

- Mr. Russell stated he wants a list of the resources that all the schools use — OTAN, anything being used for curriculum, career center resources, links, etc. to add to the website resources page. Mr. Russell requested pictures for all the representatives (no proxies).

- 3.3 Public comment for items not on the agenda.

Mr. Soriano reported that Cathay, the Director of the Azusa Public Library, has retired, and the new librarian would like to be involved in the consortium.

3.3.1 Public comments for items on the Open Session Agenda.

No public comments were put forth at this time.

4.0 BOARD APPROVAL OF 2015-16 Q4 AND 2016-17 Q2 ANNUAL EXPENDITURE REPORTS

Act #17-16 Move to vote by Mr. Delvasto, seconded by Mrs. McNary **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative McNary Y

Representative Lancaster A Representative LeTourneau Y Representative Anderson Y

Mr. Russell advised that the dollar amounts in the reports were provided the information provided by member business services.

Mr. Russell also advised that all 2015-16 funds had been expended except for a balance of \$152,919 that belongs entirely Citrus. Mr. Russell reported that Dr. Lancaster had advised that Citrus has spent everything (but \$300), but they did not submit expenditures.

He advised Monrovia's Director made numerous efforts to get expenditures from Citrus to no avail.

5.0 BOARD APPROVAL OF REVISED 2017-18 CONSORTIUM FISCAL ALLOCATION DECLARATION

Act #17-17 Move to vote by Mr. LeTourneau, seconded by Mr. Fertig **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative McNary Y

Representative Lancaster A Representative LeTourneau Y Representative Anderson Y

As mentioned in his Program Director Report, Mr. Russell reported that on the state CFAD was incorrect, that fields were auto-populated with old data. The second CFAD he presented to the board was the correct amount. There were questions as to changes in the amounts. Mr. Russell advised he would provide documentation as to how the CFAD amounts were attained and he would walk the board through that at the next meeting.

Mr. Russell also stated that Dr. Lancaster's signature needs to be obtained and he would work on that.

6.0 BOARD DISCUSSION AND APPROVAL OF 2017-18 ANNUAL PLAN

Act #17-18 Move to vote by Mr. Delvasto, seconded by Mr. Anderson **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative McNary Y

Representative Lancaster A Representative LeTourneau Y Representative Anderson Y

Mr. Russell walked through the Annual Plan with board members. He explained that the new interface for all plan and financial reporting will be NOVA. The state will no longer use MIS for fiscal reporting. NOVA will prepopulate with the previous plans and financial data.

Mr. Russell stated that in terms of the gaps in services, those are going to appear in NOVA as strategies that are going to be part of your work plan—they will filter in. Mr. Fertig added that this is the start of accountability.

Mr. Russell stated that the consortium receives the same amount of funding, but costs are increasing due to salary and benefit increases as well program expansion. This can be addressed with the reallocation of Citrus funds.

Mr. Russell believes the consortium can utilize Duarte funds to create the Parent Success FAC. Mr. Russell will work with Mr. Anderson on Parent University, and Dr. Summer's teacher Shannon Grier.

In reference to the annual plan, Mr. Russell stated that the main issue is accountability. How are we measuring success?

Mr. Russell stated that all the 2016-17 strategies prepopulated on the report.

Mr. Russell addressed the CCAEC Regional Assessment Plan. There needs to be some adjustments to the plan. We need some kind of pre-test for everyone we serve (for AEBG purposes). We need a pre and post-test for all CTE students as well.

Mr. Russell talked about Pacific College partnership and a BA in Health Administration. He would like to contact people who completed Medical Assisting and Pharmacy Technician.

For comprehensive professional development: Mr. Russell stated that ESL makes the most sense for this. Now, we have the opportunity to look at it from a consortium view. Mr. Russell would like the board's wishes and concerns so he can bring that to ESL FAC.

7.0 PREVIEW OF NOVA – NEW REPORTING SYSTEM

Mr. Russell provided a beta example of NOVA, the new reporting system and said that the state will roll this out in October. Each institution will get a log in. The business services people have given it by object code.

The annual plan will prepopulate based on what we have approved. The outcomes may or may not make it, but the Work Plan definitely will be in the final system.

8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING AT 3:28 PM.



Documents to Support Agenda Items

November 7, 2017 Agenda

Agenda Item 5.0

Fiscal Agent Report

CCAEC Schedule for Disbursement of Funds

2017-18

CCAEC Member	Total 2017-18 AEBG Funds	Re-distrib Act #17-09	Revised Total	Monthly Disbursement Schedule											
				Issued November			December	January	February	March	April	May	June	Total	
				September	October	November	December	January	February	March	April	May	June	Total	
Azusa	\$1,422,489	\$147,696	\$1,570,185	\$157,019	\$157,019	\$157,019	\$157,019	\$157,019	\$157,019	\$157,019	\$157,019	\$157,019	\$157,019	\$1,570,185	
Claremont	\$762,371	\$89,000	\$851,371	\$85,137	\$85,137	\$85,137	\$85,137	\$85,137	\$85,137	\$85,137	\$85,137	\$85,137	\$85,137	\$851,371	
Citrus	\$380,000	(\$380,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Duarte	\$31,592	\$0	\$31,592	\$3,159	\$3,159	\$3,159	\$3,159	\$3,159	\$3,159	\$3,159	\$3,159	\$3,159	\$3,159	\$31,592	
Glendora	\$236,407	\$20,000	\$256,407	\$25,641	\$25,641	\$25,641	\$25,641	\$25,641	\$25,641	\$25,641	\$25,641	\$25,641	\$25,641	\$256,407	
Monrovia	\$1,264,409	\$123,304	\$1,387,713	\$138,771	\$138,771	\$138,771	\$138,771	\$138,771	\$138,771	\$138,771	\$138,771	\$138,771	\$138,771	\$1,387,713	
Totals	\$4,097,268	\$0	\$4,097,268											\$4,097,268	



Documents to Support Agenda Items

November 7, 2017 Agenda

Agenda Item 6.0

Closing 2016-17



AB104 Adult Education Consortium Block Grant YEAR-TO-DATE EXPENDITURES AND PROGRESS REPORT

(74B) Monrovia USD (Citrus)

Grant Agreement No: 16-328-29 Total Grant Award: \$4,097,268

(2016-2017 2nd quarter has been certified on 2017-08-01 17:02:00.0)

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PLEASE REPORT CUMULATIVE EXPENSES FOR ALL COMPLETED QUARTERS

Object of Expenditure Reporting Categories	2016-2017 1st QUARTER			2016-2017 2nd QUARTER			2016-2017 3rd QUARTER			2016-2017 4th QUARTER			
	Revised Budget <small>(approved on 01/30/17)</small>	Budget	Exp.	Bal.	Budget	Exp.	Bal.	Budget	Exp.	Bal.	Budget	Exp.	Bal.
1000 Instructional Salaries	768939	768939	291185	477754	768939	768939	0	0	0	0	0	0	0
2000 Noninstructional Salaries	123654	123654	35195	88459	123654	123654	0	0	0	0	0	0	0
3000 Employee Benefits	208379	208379	78586	129793	208379	208379	0	0	0	0	0	0	0
4000 Supplies and Materials	54500	54500	49911	4589	54500	54500	0	0	0	0	0	0	0
5000 Other Operating Exp. & Svs.	45364	45364	35410	9954	45364	45364	0	0	0	0	0	0	0
6000 Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0	0
7000 Other Outgo	2816859	2816859	1119854	1697005	2816859	2173439	643420	0	0	0	0	0	0
Direct Expenditures	4017695	4017695	1610141	2407554	4017695	3374275	643420	0	0	0	0	0	0
Total Indirect Expenditures*	79573	79573	0	79573	79573	79573	0	0	0	0	0	0	0
Total Expenditures	4097268	4097268	1610141	2487127	4097268	3453848	643420	0	0	0	0	0	0

Object of Expenditure Reporting Categories	2016-2017 5th QUARTER			2016-2017 6th QUARTER			2016-2017 7th QUARTER			2016-2017 8th QUARTER		
	Budget	Exp.	Bal.	Budget	Exp.	Bal.	Budget	Exp.	Bal.	Budget	Exp.	Bal.
1000 Instructional Salaries	0	0	0	0	0	0	0	0	0	0	0	0
2000 Noninstructional Salaries	0	0	0	0	0	0	0	0	0	0	0	0
3000 Employee Benefits	0	0	0	0	0	0	0	0	0	0	0	0
4000 Supplies and Materials	0	0	0	0	0	0	0	0	0	0	0	0
5000 Other Operating Exp. & Svs.	0	0	0	0	0	0	0	0	0	0	0	0
6000 Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0
7000 Other Outgo	0	0	0	0	0	0	0	0	0	0	0	0
Direct Expenditures	0	0	0	0	0	0	0	0	0	0	0	0
Total Indirect Expenditures*	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures	0	0	0	0	0	0	0	0	0	0	0	0

Progress Report (Check one and complete sections I-III)

Activities are being conducted as planned.

Activities are not being conducted as planned.

(Total expenditure **84.3** %)

(2nd Quarter at least 44% of total allocation expended)

Expenditures meet guideline

I. Summary of activities conducted during the quarter (Limited to 8000 characters)

In Y2 of the CCAEC Three Year Plan, the consortium utilized AEBG funds to make substantial progress in completing the activities outlined in the 2016-17 Annual Plan.

Members addressed gaps in services in the face of increased costs of providing those services. K-12 member institutions faced increased costs in providing AEBG programs for a couple of reasons. All K-12 districts awarded employee salary increases after years of holding salary schedules constant as a result of the 2008 Great Recession. Also, K-12 districts faced increased pension contributions for employees. These two factors meant that just to maintain the same level of services for AEBG programs as they existed in 2015-16, K-12 members would need 5-10% more in funding. And yet AEBG revenue to members remained unchanged for 2016-17. Adept budgeting and planning at the institutional level and subcontracted Allocation funds from Citrus helped address this shortfall and maintain the same level of program services.

Additionally, the 2016-17 Plan listed a number of activities that increased program services and the consortium completed nearly all of those activities. The consortium created an additional HiSET testing center, expanded services at the Azusa career center, expanded the Monrovia auto program offerings, expanded course offerings at different times across the consortium, and allowed Claremont to hire a part-time ESL coordinator.

Consortium efforts at seamless transitions in ESL programs have created cultures where ESL student progress is the norm. The existence of Language Proficiency Objectives focused instruction. Institutions saw increases in students who "graduated" from ESL 6 and moved into bridge, ABE or HiSET courses.

The CCAEC Regional Assessment Plan has been revised, and the new plan has mostly been implemented. Citrus is now not implementing CASAS testing for its AEBG students. But AEBG funds were leveraged to help Claremont successfully become a WIOA Title II institution. Thus, all Claremont ESL, ABE and ASE students will be pre- and post-tested as called for by the Regional Assessment Plan. Throughout 2016-17, Monrovia used AEBG funds to better assess all incoming students with both the TABE and CASAS. Azusa and Glendora as Title II schools use CASAS and Azusa utilizes the TABE.

Data gathering efforts were a significant consortium focus for the year. Member institutions have demonstrated flexibility as AEBG data gathering requirements have changed during the 2016-17 year. Though Data Accounting and Reporting funds were earmarked for those efforts, AEBG funds were utilized by Citrus College to complete 2015-16's submission which required significant manual processes.

Counselors from K-12 and Citrus College met to improve pathways for students to transition to post-secondary institutions through the CCAEC Counselor Pathways for Success meetings. K-12 faculty received significant professional development in 2016-17 due to AEBG funding. All institutions used training-the-trainer model as faculty attended numerous conferences that were previously cost prohibitive. Also, Monrovia provided significant training in Google Classroom to create an online presence for ESL and CTE programs and expand the reach of these classrooms.

II. Reasons for lack of progress towards attainment of program improvements (Limited to 8000 characters)

The consortium believes it is progressing in improving programs. Despite increased costs, no services were cut. Most activities called for in the 2016-17 Annual Plan were completed. Consortium K-12 members provided significant help to each other to facilitate meeting new WIOA requirements and the new state mandated data integration to TOPSpro Enterprise.

Consortium members will be collaborating to analyze TE data consortium-wide to analyze value that programs add to students.

III. Reasons for expenditures falling below guideline (Limited to 8000 characters)

Expenditures are well over guidelines.

IV. Provide an explanation for major budget changes. (Limited to 8000 characters)

No budget changes occurred. This is primarily because the majority of expenditures are in Object Code 7000.

Monrovia as the fiscal agent, does not feel comfortable with such a large amount of expenditures being unaccounted for in Object Code 7000. Thus, it is keeping each member's expenditures by Object Code and an aggregation of those as a consortium.