



# 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

## Minutes – Adopted 11/7/17 Act # 17-19

### 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 30<sup>th</sup>.

**Duarte:** Mr. Anderson reported that Duarte began school on August 14<sup>th</sup>.

**Glendora:** Mr. LeTourneau reported that school started on August 16<sup>th</sup>. 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 16<sup>th</sup>, 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.**