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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, April 17, 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, Regional Director	_____
Flint Fertig, Representative	_____	Jessica Michel, Secretary	_____
Linda McNary, Representative	_____	Daniel Soriano, Proxy	_____
Caroline Durdella, Representative	_____	Rebecca Summers, Proxy	_____
Ron Letourneau, Representative	_____	Norman Anderson, Proxy	_____
Kevin Morris, 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 January 9, 2018 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 BOARD INITIAL RATIFICATION OF 2018-19 CONSORTIUM FISCAL ADMINISTRATION DECLARATION**

Motion by \_\_\_\_\_ , seconded by \_\_\_\_\_ Vote \_\_\_\_\_

Representative Delvasto \_\_\_ Representative Fertig \_\_\_ Representative McNary \_\_\_

Representative Durdella \_\_\_ Representative Letourneau \_\_\_ Representative Morris \_\_\_

Representatives to negotiate draft CFAD and ratify. Final board approval pending further public information.

**5.0 MONROVIA'S APRIL 20 CONFERENCE**

Representatives will discuss presentation for CCAEC conference.

**6.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**



# Documents to Support Agenda Items

April 17, 2018 Agenda

Agenda Item 2.1

January 9, 2018 Minutes



# 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

## Minutes for Review

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

## 2.0 ORDER OF BUSINESS

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

Chair Fertig requested that items 4.0 and 5.0 be moved up to this portion of the meeting as representative LeTourneau had urgent circumstances to which he needed to attend.

## 4.0 PROGRAM DIRECTOR REPORT ON DATA & ACCOUNTABILITY EXPENDITURE REPORT

Mr. Russell advised the board that they would be following the old method of reporting in MIS for the first Data & Accountability Expenditure Report. He said he would create a Google Form that would have the same prompts as the narrative for the Expenditure Report and member reps/proxies would complete the Form. He would aggregate and edit the narrative. He also advised he will be contacting Business Services personnel to acquire expenditures by Object Code. Finally, he would send out a copy of the report so everyone could see what was agreed upon in the D&A Plan.

## 5.0 BOARD APPROVAL OF MONROVIA'S DISBURSEMENT OF GRANT ADMINISTRATION FUNDS

**Act # 18-01** Move to vote by Mr. Delvasto, seconded by Mr. Morris **Vote to Approve 4-1 (1 abstention)**

Representative Delvasto Y Representative Fertig Abstain Representative McNary Y  
Representative Durdella N Representative Letourneau Y Proxy Morris Y

Mr. Fertig explained, as was discussed at the last board meeting regarding budgets, that the board had previously agreed to allocate Monrovia consortium funds and these were categorized as overhead funds. In lieu of hiring a program coordinator, the board asked Monrovia to use these funds to direct and coordinate consortium planning efforts, meet deadlines for AEBG deliverables, lead curriculum alignment efforts, and account for and distribute AEBG funds. He stated that for the first two years of the consortium, the overhead amount was \$60,000. Those funds paid for the Program Director and other Monrovia employees based on their labor for the consortium that was beyond their contracted Monrovia duties.

He explained that the various Monrovia site and district personnel have been keeping track of hours as they worked to fulfill Monrovia's obligations to the consortium. He explained this was an onerous and inefficient process. So he mentioned he was adding this motion to the agenda so that Monrovia could just pay stipends to individuals based on their efforts for the previous year in providing services.

He stressed that he was not asking the board to give Monrovia any additional funds, but had put this on the agenda for the sake of transparency.

The board received with the agenda a table of six Monrovia employees with roles and stipend amounts. The board then asked a number of clarifying questions and the ensuing discussions will be highlighted in these minutes as efficiently and clearly as possible.

Initial discussions demonstrated that the board understood the scope and complexity of the work Mr. Russell and Mr. Fertig provided to the consortium. Throughout the deliberations board members expressed gratitude and support for the continued efforts of Monrovia.

Dr. Durdella asked a line of questions to differentiate the indirect fees charged MUSD and the program overhead fees. Mr. Fertig explained that the indirect fees charged by MUSD (as illustrated and explained in the previous meeting's report) can only be charged for the 4% of the \$750,000 Allocation, or \$35,713. The other \$60,000 was for the successful coordination of

the AEBG funds. Those two dollar amounts are the vast majority of the overhead fees charged by Monrovia.

Dr. Durdella understood the roles of Mr. Fertig and Mr. Russell, but wanted clarification as to what the responsibilities were for the district personnel other than Mr. Fertig and Mr. Russell. Mr. Fertig explained that, for example, David Conway has in the past been responsible for correctly disbursing funds (getting checks cut in a timely fashion) while disbursement amounts changed frequently due to subcontracting. He also assisted with expenditure reports, budgets, and other consortium accounting. Mr. Russell stated Dr. Kaiser's involvement in ACSA was very important as she guided him with ACSA information critical to adult education and she coached Mr. Russell in numerous consortium-wide curriculum alignment efforts.

Dr. Durdella asked a line of questions about the range of the stipend and the flexible nature of it for the district office personnel. Mr. Fertig explained he requested flexibility because in some instances, district personnel may do more or less in any given year. He wanted the flexibility to lower the stipend if personnel did not do as much to earn the stipend. At this point with seven months of the year expended, he had a good idea of work completed by the district personnel.

After discussions, the board voted and the measure passed.

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

**Act # 18-02** Move to vote by Dr. Durdella, seconded by Ms. McNary **Vote to Approve 6-0**  
Representative Delvasto Y Representative Fertig Y Representative McNary Y  
Representative Durdella Y Representative Letourneau Y Proxy Morris Y

### 3.0 COMMUNICATIONS

- 3.1 Representative reports:

**Azusa:** Mrs. McNary reported that Azusa had started its second semester and had good enrollment.

**Citrus:** No report.

**Claremont:** No report.

**Duarte:** No report.

**Glendora:** No report.

**Monrovia:** No report.

- 3.2 Program Director report.

Mr. Russell reported that members got their budgets in and he would submit certify the budgets as a consortium and email copies to all members.

Mr. Russell also discussed how Monrovia had improved its CTE position and he wanted to start working with other consortium to do the same. He discussed how he would like members to learn how to get CTE classes on the I-TRAIN system and create better partnerships with AJCCs. He explained how Monrovia had utilized a consultant/marketer that had demonstrated how to dramatically increase CTE class enrollment and get students approved at AJCCs so that students pay a proper tuition and not the greatly subsidized tuition schools are currently.

- 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.

**6.0 BOARD DISCUSSION ON CITRUS RESET AND ROLE GOING FORWARD**

This is a follow-up item from the December 22, 2017 board meeting.

Mr. Russell revisited Counselor Pathways for Success and mentioned this may be a good first step for collaboration going forward.

Board members also discussed the possibility of giving Citrus AEBG funds to hire a counselor that would help K-12 members with pathways and transitions.

Dr. Durdella reported that she had discussed ways to collaborate with other CCD schools and Citrus stakeholders. The primary issue with accepting AEBG funds is the reporting for Citrus would be too onerous. Thus, she proposed that instead of allocating funds to Citrus, have K-12 consortium members use AEBG funds to hire a counselor that would work at all campuses and have some type of work space at Citrus. This counselor would ease the process for K-12 students to transition to Citrus.

The board discussed pros and cons of this. One major issue to resolve was access to Citrus student data base, if the counselor was not a Citrus employee.

The board wanted to pursue this idea and Mr. Russell would work on next steps.

**7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**

Board meeting adjourned at 2:38 PM.



# Documents to Support Agenda Items

April 17, 2018 Agenda

Agenda Item 3.2

Regional Director Report

# Regional Director Report

## CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

### OPEN SESSION MEETINGS WITH STAKEHOLDERS FOR CFAD MARCH 21, 22 & 27, 2018



### 3.0 COMMUNICATIONS

#### 3.2 Regional Director report.

##### I. Fiscal History of CCAEC

- All stakeholders learned about the fiscal history of the CCAEC

##### II. Below are priorities and needs that were discussed in the various CFAD meetings

- Consortium oversight needed – funds must be committed to oversight
- Part-time consortium counselor to interface with CCD schools to increase and track transitions to post-secondary
- Additional CTE offerings for Azusa and Claremont
  - Regional Director proposed ways for Claremont and Azusa to leverage AEBG funds and create new partnerships with Workforce Development Boards
- Increase capacity for all classes
  - How can consortium funds be leveraged to advertise/market and increase enrollment?
  - Web / Mailers / Traditional means (print, etc.)
- Update CTE equipment at Azusa
- EL Civics / 243 Grant
  - Burlington was discussed as a great solution for this grant. Can the consortium get a price break
  - *Regional Director has asked Burlington for a discount and is waiting for a response. RD was told that discounts do not normally come until 1,000 licenses are purchased, so the likelihood of a discount are slim*

##### III. Fiscal Agent or Direct Funded

- RD discussed with stakeholders the pros and cons of each choice
- All members can take indirect fees going forward on entire amount of AEBG funds



# Documents to Support Agenda Items

April 17, 2018 Agenda

Agenda Item 4.0

DRAFT CFAD for Negotiation

## Initial CFAD

### Overhead Expenditures

Total Fund	\$773,016
COLA	\$167,988
	\$941,004
Program Management	\$45,000
Program Oversight	\$30,000
Part-time Counselor	\$60,000
Travel / Conference	\$3,000
Website / Graphics	\$1,200
	\$139,200
Total Overhead	\$139,200
<b>Total Allocation Available</b>	<b>\$801,804</b>

	INITIAL Funding Parameters			REVISIONS	FINAL
School	CFAD 2017-18	MOE	Difference	Proposed Allocation	
<b>Azusa Adult School</b>	\$1,570,185	\$1,326,589	\$243,596		
<b>Citrus College</b>	\$0	\$0	\$0		
<b>Claremont Adult School</b>	\$851,371	\$685,855	\$165,516		
<b>Duarte Adult School</b>	\$31,592	\$21,592	\$10,000		
<b>Glendora Adult School</b>	\$256,407	\$197,407	\$59,000		
<b>Monrovia Adult School</b>	\$1,387,713	<b>\$1,092,809</b>	\$294,904		
	\$4,097,268	\$3,324,252	\$773,016	\$0	

\*\* Includes Allocation overhead amount for fiscal agent and an increase of \$23,016 in 2016-17 Allocation funding