



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, April 17, 2017

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

Minutes – Approved 6/15/2018 by Act # 18-05

1.0 CONVENE REGULAR EXECUTIVE BOARD CLOSED SESSION MEETING (1:30)

1.1 Meeting called to order by Chair Flint Fertig at 1:42 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Program Director	Absent
Flint Fertig, Representative	Present	Jessica Michel, Secretary	Present
Linda McNary, Representative	Present	Daniel Soriano, Proxy	Present
Caroline Durdella, Representative	Absent	Rebecca Summers, Proxy	Absent
Ron LeTourneau, Representative	Present	Norman Anderson, Proxy	Absent
Kevin Morris, Representative	Tardy	Julianne Ceccarelli, Proxy	Absent
		Debbie Wong, 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 November 7, 2017 Regular Executive Board Open Session Meeting.

Act # 18-03 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 4-0**

Representative Delvasto Y Representative Fertig Y Representative McNary Y

Representative Durdella A Representative Letourneau Y Representative Morris A (tardy)

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Mrs. McNary reported that Azusa has a 1-day visit next week for WASC (mid-cycle). Mr. Fertig asked and offered Ms. McNary support, if needed.

Citrus: No report.

Claremont: No report.

Duarte: Mr. Morris reported that the Duarte USD Superintendent was leaving the district.

Glendora: Mr. Letourneau reported that Olga, the Glendora ESL Coordinator, got a new scanner to better use TOPSpro Enterprise.

Monrovia: Mr. Fertig reported that Monrovia now has a partnership with LIMS for TV Production. Autistic students are enrolled in the program, who will have wrap around services that will make it much easier to find those students employment.

- 3.2 Regional Director report.

Mr. Russell was not in attendance, but he did provide a detailed Regional Director's report in the April 17, 2018 Agenda. Representatives commented on the report which outlined feedback Mr. Russell received during his visits to meet with stakeholders regarding the 2018-19 CFAD. Mr. Letourneau and Mr. Delvasto both stated Mr. Russell's visit went very well. Mrs. McNary stated that the staff who attended were very receptive and appreciative, and were able to contribute several good suggestions.

- 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

BOARD INITIAL RATIFICATION OF 2018-19 CONSORTIUM FISCAL ADMINISTRATION DECLARATION

Motion to **ratify** by Mr. Delvasto, seconded by Mrs. McNary **Vote to Ratify 5-0**

Representative Delvasto Y Representative Fertig Y Representative McNary Y
Representative Durdella A Representative Letourneau Y Representative Morris Y

(After a ratified CFAD was presented to MCAS Conference stakeholders, representatives voted to approve the 2018-19 CFAD. Dr. Rocky Cifone has replaced Dr. Durdella as the Citrus College representative and Dr. Cifone was able to approve the CFAD electronically on May 3, 2018. An email thread with the initial vote, NOVA votes by member, and a NOVA confirmation email are attached to these minutes as proof of vote for the below Act # 18-03.)

2018-19 Consortium Fiscal Administration Declaration

Act 18-04 Vote to Approve 6-0

Representative Delvasto Y Representative Fertig Y Representative McNary Y
Representative Cifone Y Representative Letourneau Y Representative Morris Y

(Below is a succinct overview of the deliberations. The original CFAD presented and the revised one that was approved by members via email are attached to these minutes.)

Mr. Fertig started Consortium Fiscal Administration Declaration (CFAD) deliberations by reminding representatives that there are no longer Maintenance of Effort and Allocation funds: all funds are consolidated into AEBG funds (outside of Data & Accountability funds). This board determines how the AEBG funds are distributed and the CFAD is the report with which the state is notified about consortium distribution. CCAEC bylaws dictate that no member would get less than their original Maintenance of Effort.

In regards to Monrovia remaining the fiscal agent, Mr. Fertig stated that every district would be allowed take out indirect fees based on the total amount distributed to each member. No longer will MUSD be taking out indirect fees for the Allocation portion, as there are only AEBG funds. Member business services are capped at 5% of total AEBG funds. *(Also, please note that member business services take the 5% of total funds in 2017-18 as well.)*

Mr. Fertig went through the draft CFAD and Mr. Russell's Report from Item 3.2 to discuss priorities and needs that were brought forth in the various CFAD meetings.

Oversight

Mr. Fertig explained that consortium oversight was a critical state mandate. Each member would need to be prepared to explain to the entire consortium their expenditures, how they are serving AEBG programs and how they aligned to the 3 year plan and AEBG objectives.

Mr. Fertig offered some ways to complete oversight:

1. Hire an outside auditor
2. Have agreed upon assessment in the evaluation process
3. Have each other (Representatives check each other)
4. Fiscal agent who comes in, and does it for you

CCAEC Part-time Counselor

Mr. Fertig asked the board what their feedback was on this item. Board representatives had many questions: What are the job responsibilities and exact job description? Should this role be part time or full time, depending on the needs? What is responsible for accountability? Who is supervising this person, if things do not go in the right direction? Who is evaluating this person? Board reps felt there were too many questions, and believed the funds could be better utilized, so this expense was pulled from the draft CFAD overhead expense.

Additional CTE offerings for Azusa and Claremont

Mr. Fertig discussed the targeted marketing approach and leveraging AJCC funds, and how it has allowed MCAS to bring in specific populations. He offered to discuss this along with Mr. Russell in an information session.

Increase capacity for all classes

Board members discussed the importance of marketing to increase capacity.

Update CTE equipment at Azusa

Mrs. McNary stated that Azusa was looking to enhance and update their CTE technology and equipment.

El Civics/243 Grant

Mr. Fertig mentioned that Burlington would NOT give a price break. All representatives agreed to look at their own individual needs and budgets and would pursue Burlington individually.

After deliberating for some time, representatives decided to forego all overhead expenses, except Program Management and a small amount for website maintenance. Reps understood that the consortium still needed Program Management and would continue to fund Program Management for the 2018-19 school year based on Act # 18-01, approved on January 8, 2018.

Members asked that the Regional Director to revise the 2018-19 CFAD as such: determine what the percentage of the original Maintenance of Effort was in terms of total funds and then divide up total AEBG funds accordingly. This was done with one minor revision.

(After the ratification, Mr. Fertig did discuss that the consortium should budget a small amount for oversight until the exact method to achieve oversight was determined. He explained that the \$15,000 was a place holder. If the consortium, were able to complete oversight without spending those funds, the funds would be disbursed to members based on the percentages outlined in the paragraph above. Thus, the final ratified CFAD had that \$15,000 in for oversight.)

5.0 MONROVIA'S APRIL 20 CONFERENCE

Mr. Fertig explained that the adjusted CFAD could be presented at the 4/20 teacher's conference to get more stakeholder feedback. Mr. Fertig and Mr. Delvasto will present at the conference to give stakeholders

6.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair Fertig at 3:09.