



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Friday, June 15, 2018

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

## Minutes – Approved 7/10/18 by Act # 18-07

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

1.1 Meeting called to order by Chair Flint Fertig at 1:39 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Rocky Cifone, Representative	Present	John Russell, Regional Director	Present
Felipe Delvasto, Representative	Present	Jessica Michel, Secretary	Present
Flint Fertig, Representative	Present	Daniel Soriano, Proxy	Absent
Ron Letourneau, Representative	Present	Rebecca Summers, Proxy	Absent
Linda McNary, Representative	Present	Norman Anderson, Proxy	Absent
Kevin Morris, Representative	Absent	Julianne Ceccarelli, Proxy	Absent
		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 April 17, 2018 Regular Executive Board Open Session Meeting.

**Act # 18-05** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Cifone Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McNary Y Representative Morris A

Minutes approved without discussions.

## 3.0 COMMUNICATIONS

3.1 Representative reports:

**Azusa:** Mrs. McNary reported that Azusa had their WASC one-day visit and it went very well.

**Citrus:** No report.

**Claremont:** Mr. Delvasto reported that Claremont finished their school year on the 14<sup>th</sup> and had their graduation ceremony; 17 adult school students graduated. In addition, Claremont will begin summer school next week.

**Duarte:** Absent.

**Glendora:** Mr. Letourneau reported that Glendora graduated 12 adult ed. students. In addition, Olga is running her ELD program for summer, and the Mommy and Me program will also be running for a few weeks in summer.

**Monrovia:** Mr. Fertig reported that Monrovia had a very large graduation. The ceremony included the academic and career technical programs, and there were approximately 500 in attendance.

3.2 Program Director report.

Mr. Russell reported that he is on the AEBG Field Team, along with Mr. Soriano and Veronica. Veronica is on the professional development team, and Mr. Russell is on seamless transitions. Mr. Russell got to meet Tim Rainey, who is the head of the California Workforce Development Board. Mr. Russell stated there is a strong push from above to align AJCC with Adult Education providers and provide seamless transitions between CDE, CCCCCO, and WDBs. Mr. Russell discussed some interesting models that are currently being used by LAUSD, LACC and LA County AJCCs. They are using “navigators,” who speak the language of all organizations to help students/clients with transitions. Mr. Russell feels the use of “navigators” or “transition specialists” would be a good model for CCAEC to help students transition to community colleges.

Mr. Russell stated there was also a focus on targeted marketing. He told Mrs. McNary and Mr. Delvasto that it was very important for them to get CTE classes on iTrain. Mrs. McNary said that Mr. Soriano has been working on that. Mr. Russell offered up the help of Monrovia’s resource for targeted marketing.

Mr. Delvasto asked if courses can be put in iTrain as a consortium. Mr. Russell did mention that was discussed at the AEBG Field Team meeting. The answer from the WDB representative was no, but the CDE representative said why not. So the idea is not out of the realm of possibility. Mr. Fertig advised that they need to take precaution with this. He emphasized that AJCCs are looking for outcomes and smooth transitions from their perspective, and everyone must be well prepared for this.

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 APPROVAL OF Q3 EXPENDITURE REPORT**

**Act # 18-06** Motion by Mr. Fertig, seconded by Mrs. McNary **Vote to Approve 5-0**

Representative Cifone Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McNary Y Representative Morris A

Mr. Russell stated that all members had input expenditure amounts and narratives for the Q3 Expenditure Report except Duarte. Mr. Russell advised that he had sent original emails and reminders for Duarte to complete the Q3 report, but they had gone unheeded. More than one board member expressed concern about this development in terms of hindering Mr. Russell from completing his duties in a timely fashion.

Mr. Russell provided a draft of the Q3 Expenditure Report with the June 15, 2018 agenda. Mr. Russell explained that while members were reporting only Q3, the report did include Q1, Q2, and Q3 amounts. This was the first time NOVA was being used for expenditure reporting, so Q1 and Q2 were zeroed out.

Mr. Russell stated he had to recertify budgets for Monrovia and Claremont. He asked Mr. Fertig and Mr. Felipe to explain the changes in their budgets for other members to understand and for transparency. Mr. Fertig explained that Monrovia began to explore opportunities to increase funding for CTE programs through partnerships with AJCCs. Monrovia used targeted marketing and leveraged AJCC partnerships. This increased advertising expenditures for the category 5000. Mr. Fertig explained that it made tremendous financial sense. He advised that in 2016-17 Monrovia earned about \$7500 from AJCC funding, in contrast to this year where Monrovia earned over \$200,000 in AJCC funds. Additionally, Monrovia became a HiSET testing center and had to pay testing fees. Mr. Delvasto then explained that for Claremont, there was a miscalculation in spending in one of the categories. He stated that in the process of expanding WIOA programs, Claremont had to spend more in supplies and materials in category 4000. Thus, Claremont had to move some money from category 5000 to category 4000.

Mr. Russell stated that the board can only approve this expenditure report conditionally because it is incomplete without Duarte's expenditures. Mr. Fertig motioned to the board to approve the Q3 expenditure report as amended to show Duarte submitting zeroes. The board did give Mr. Russell permission to submit, if he was able to attain Q3 report information from Duarte.

*(Mr. Russell and Mr. Fertig did meet with Duarte and Duarte did get their expenditures into NOVA. Mr. Russell submitted and the submitted report is attached to these minutes.*

## **5.0 BOARD DISCUSSION OF CONSORTIUM OVERSIGHT**

Mr. Russell reminded representatives about the numerous discussions previously held about oversight. He advised that the purpose of oversight is to make sure members are expending funds according to plan and that they are being effective. Since the state is using TOPSpro for data reporting, this should be the tool to measure member effectiveness. Other suggestions include peer editing, and bringing in an outside entity for fiscal. Internal oversight is appropriate as long as there is full transparency.

Mr. Russell suggested a combination of both: internal process along with an outside agent. He would like to get an oversight process approved soon. He had budgeted \$15,000 in the CFAD towards program oversight. Mrs. McNary asked what other consortiums are doing for oversight. In response, Mr. Russell said he will look into what methods other consortia use and bring those back to the board.

## **6.0 BOARD DISCUSSION OF 2018-19 ANNUAL PLAN DUE AUGUST 15, 2018**

Mr. Russell advised members that the CCAEC Annual Plan was due August 15. He reminded reps that the Annual Plan asks members to address 5 objectives: gaps, seamless transitions, acceleration, shared professional development, and leveraging resources. He included the 2017-18 plan for members to review. Annual Plan goals populate in NOVA for budget and expenditure reporting.

When discussing transitions to community colleges, Mr. Russell stated that K-12 members met with Citrus counselors who advised that FERPA issues would be an issue in tracking transitions. Members discussed the possibility of getting K-12 students to sign a release so that information can be shared. Dr. Cifone said that he and Ms. Wong will look into the possibility of doing something to address this.

Mr. Russell said that over the next 10 weeks, he is going to work with stakeholders to make sure that the CCAEC completes the Annual Plan in a timely fashion.

## **7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING at 2:32 PM**