



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, July 10, 2018

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

Minutes – Approved 8/14/2018 Act # 18-10

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

1.1 Meeting called to order by Chair Flint Fertig at 1:33 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	Taiwan Alvarado, DUSD	Present
Kevin Morris, Representative	Absent	Attendant	Absent
		Julianne Ceccarelli, Proxy	Present
		Debbie Wong, Proxy	

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 10, 2018 Regular Executive Board Open Session Meeting.

Act # 18-07 Motion by Mr. Delvasto, seconded by Mr. Fertig **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: No report.

Citrus: No report.

Claremont: No report.

Duarte: Absent.

Glendora: No report.

Monrovia: No report.

3.2 Program Director report.

Mr. Russell reported that he was going to forego his report to allow more time for the Annual Plan discussions.

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 2018-19 MEETING CALENDAR

Act # 18-08 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 noted more meetings were scheduled for 2018-19 than 2017-18 because of the 3-year plan process.

5.0 REGIONAL DIRECTOR PRESENTATION ON COMPLETION 2018-19 ANNUAL PLAN Mr.

Mr. Russell led reps through the previous CCAEC Annual Plan and the current Annual Plan template. He explained how the 2017-18 Annual Plan met AEBG objectives from the original 3-year plan, but had also adapted to address new conditions the consortium needed to address.

As Mr. Russell went through the template, he explained how the data that would be used to identify strategies. The Regional Needs would be: Adults needing to learn English as a Second Language, Adults needing a HSD or HSE, Adults seeking short-term vocational programs, Adults needing career development for re-entry to the workforce, and Parent Success. He explained how he would look at the following data to identify gaps: census data, EL data by district, Title I data, and enrollment data from each school.

He advised he gather input from members and would send a draft of the Annual Plan by Friday August 10, 2018 for feedback.

6.0 REGIONAL DIRECTOR PRESENTATION OF OVERSIGHT OPTIONS

Mr. Russell presented a number of reporting tools as a way the consortium could meet oversight needs:

- 2018-19 Fiscal Agreement
- Member Annual Plan – Use of AEBG Funds
- Proposal for Budget Revisions

The Fiscal Agreement was discussed by reps. The one area that was discussed for further clarification was Item VI. Members wanted to know exactly what Business Services would need to provide as back-up documentation. Reps were in agreement with the need for the document and most of the provisions. Mr. Russell advised he would bring the document back for board ratification and then allow the reps to take back to their individual institutions for internal processes.

Mr. Russell noted how the Member Annual Plan mirrored the Annual Plan needed to be submitted by the consortium. He advised he would send the template out and reps could complete for each of their institutions and email it back for him to complete the consortium Annual Plan.

Mr. Russell also walked through Member Use Revision and explained how members would submit budget revisions prior to expenditure reports.

Mr. Delvasto asked if these documents were implemented and utilized, would that meet the criteria for oversight without needing to bring an outside auditor in and pay for that. Mr. Russell advised that he believed that if the consortium followed this documentation with transparency and fidelity, this process would meet the criteria for oversight.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING at 2:39 PM