



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, August 14, 2018

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

## Minutes – Approved 9/25/2018 Act # 18-14

### 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, Regional Director	Present
Flint Fertig, Representative	Present	Jessica Michel, Secretary	Present
Linda McNary, Representative	Present	Daniel Soriano, Proxy	Absent
Rocky Cifone, Representative	Present	Rebecca Summers, Proxy	Absent
Ron LeTourneau, Representative	Absent	Rick Crosby, Proxy	Absent
Kevin Morris, Representative	Tardy	Julianne Ceccarelli, Proxy	Absent
Calvin McKendrick, 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 July 10, 2018 Regular Executive Board Open Session Meeting.

**Act # 18-10** Motion by Mrs. McNary, seconded by Mr. Delvasto **Vote to Approve 4-0**

Representative Cifone Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau A Representative McNary Y Representative Morris A

Minutes were approved without edits or revisions. Mr. Morris was not present at this time.

## 3.0 COMMUNICATIONS

### 3.1 Representative reports:

**Azusa:** Mrs. McNary reported that Azusa hired a new Assistant Director; her name is Saida Valdez. She started on August 1<sup>st</sup>, and will be attending future meetings.

**Citrus:** No report.

**Claremont:** Mr. Delvasto reported that Claremont is in the middle of their summer program. Claremont started CASAS testing for Fall semester which starts September 4<sup>th</sup>.

**Duarte:** Absent.

**Glendora:** Absent.

**Monrovia:** Mr. Fertig reported that Monrovia is having an info session for the CTE construction program. There is a large amount of people expected to attend.

### 3.2 Program Director report.

Mr. Russell deferred due to time management.

### 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 ANNUAL PLAN

**Act # 18-11** Motion by Mrs. McNary, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Cifone Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau A Representative McNary Y Representative Morris Y

Vote to Approve the 2018-19 Annual Plan was passed with revisions. Board Reps walked through Annual Plan and deliberations are included below in as succinct a manner as possible:

Mr. Russell started by pointing to Reps some of the major differences between the 2018-19

Annual Plan and the 2017-18 Annual Plan. He stated that in last year's plan, there was a concerted effort to get data to measure effectiveness. He stated that now, the consortium has 3 years' worth of data to start conversations about effectiveness. He advised that by the next board meeting, all stakeholders would be able to see exactly what we are reporting to the state. Mr. Russell stated that we can make comparisons and see what members are being effective, and see where there is no data at all. For example, Mr. Russell stated that Duarte has not demonstrated any TOPSpro Enterprise data in 3 years.

Mr. Russell also emphasized another important difference: creating a regional approach to career technical efforts. He showed how the 2018-19 Annual Plan stressed the importance partnerships with San Gabriel Valley AJCCs. He stated that we need to make sure our career technical programs are indeed serving the correct industries. Mr. Russell requested EMSI data from Dr. Cifone.

Mr. Morris arrived during this portion of the meeting. Mr. Russell reminded Mr. Morris that Duarte needs to purchase TOPSpro Enterprise, and make changes to the Parent University program. The program needs to be longer; there needs to be a minimum of 12 instructional hours so students can take CASAS pre- and post-tests.

Board Reps then walked through the Plan and requested revisions. Mrs. McNary requested for an edit to the Executive Summary. She asked that the section about Claremont receiving new WIOA funds. She asked Mr. Russell to add specificity to the statement. (*Mr. Russell changed the Executive Summary accordingly in the final draft.*)

In terms of steps to complete the 3 Year Plan, Mr. Russell said that all members and stakeholders should plan on calendaring as many stakeholder meetings as possible.

Mr. Russell then addressed the 5 regional needs as called for in the Annual Plan: Adults seeking to learn English as a Second Language, Adults who need HSD or Equivalency, Adults who need ABE, Adults seeking short-term Vocational Training Programs for Employment, and Career Development/Adult Re-entry into the Workforce, and Parent Success.

Mr. Russell discussed the strategies to address Gaps in Services:

- Strategy #1: What are employers looking for, what do they need? We need to try to do what is best to address a tight labor market.
- Strategy #2: Mr. Russell talked about recent salary increases in the Monrovia districts. In addition, he talked about STRS and PERS requirements.
- Strategy 3: Increase support courses to enable students to start programs right away (with the support of ABE courses), versus waiting until the following semester/program offering.
- Strategy #4: Mr. Delvasto stated that Claremont is in the process of starting a career center. The school district said they can use any building in the afternoon for a career center.
- Strategy #5: Mr. Russell talked about the need for a parent education program at Azusa. Mr. Russell asked Mr. Morris who the teacher is for Parent University. Mr. Morris stated that Duarte contracts out for the teacher. Mr. Russell also added that they need someone from Glendora's parenting class to help work on curriculum .

Mrs. McNary asked Mr. Russell if the expectation for parent success curriculum is consortium wide. She specifically wanted to know what the curriculum involves. Mr. Morris added that some of the curriculum at Duarte includes managing stress, coping with trauma, etc.

Mr. Russell discussed the strategies to address seamless transitions :

- Strategy #1: Career Center in Claremont.
- Strategy #2: Mr. Russell asked Dr. Cifone about the release form from Citrus. Dr. Cifone said he needed to check with the proper personnel (he mentioned Gerald).

Mr. Russell talked about the possibility of adding field trips to Citrus. Mr. Fertig added that this would help in addressing some goals. Mr. Russell asked Dr. Cifone if it would be possible to get somebody to come out for outreach. Dr. Cifone said this is something that can be addressed with Strikeforce (Student Engagement Achievement).

Mr. Russell discussed the strategies to address Professional Development:

- Strategy #2: Mrs. McNary stated that the OTAN Digital Leadership Academy is going to be very costly; she added that for the people going, this is a 2 year commitment. Thus, this strategy was dropped.

Mrs. McNary suggested the Technology Symposium as an alternative. This is a local conference and it is much cheaper.

Mr. Russell discussed the strategies to Leveraging Resources:

- Strategy #2: Mr. Russell would like to reword this strategy and include something along the lines of “leveraging AJCC resources through targeted marketing.”

The Annual Plan was approved with revision

## **5.0 BOARD RATIFICATION OF 2018-19 CCAEC FISCAL REPORTING AGREEMENT**

**Act # 18-12** Motion by Mr. Fertig, seconded by Mr. Morris **Vote to RATIFY 5-0**

Representative Cifone Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau A Representative McNary Y Representative Morris Y

Mr. Russell stated that the agreement is 12 articles long. Article 2 was put back in. In the first draft of each individual Member Annual Plan, there was a section demonstrating how much members collected in all funds. Mr. Russell believed it was important for members to know how much in total funding each member was budgeting to receive for 2018-19. Mr. Russell asked the board to ratify it and then take the agreement back to each individual institution’s Board for approval and then bring back for final CCAEC board approval.

## **6.0 REGIONAL DIRECTOR PRESENTATION Q4 EXPENDITURE REPORTING**

Mr. Russell stated the reports are due September 30<sup>th</sup>. Mr. Russell asked the board if they want to push back the September date meeting closer to the due date. Mr. Russell noted that he still needs to figure out what the leveraged funds and fees piece looks like in terms of what they are looking for in expenditure reports. Mr. Russell suggested the meeting be pushed back a week to the 18<sup>th</sup>. Mr. Russell also asked everyone to submit into NOVA by the 1<sup>st</sup> if possible.

## **7.0 BOARD APPROVAL OF NEW CCAEC BOARD CHAIR**

**Act # 18-13** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Cifone Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau A Representative McNary Y Representative Morris Y

Mr. Fertig stated that he has new responsibilities in MUSD and can no longer be the board chair. He stated that Mr. Calvin McKendrick would start to serve as the Monrovia Representative. Mr. Fertig nominated Mrs. McNary to be the new chair, and Mrs. McNary accepted. The board voted to approve Ms. McNary.

**8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING AT 3:04 PM**