



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Friday, December 14, 2018

9:00 a.m.

Monrovia Community Adult School – Multi-Purpose Room 33

920 S. Mountain Ave.

Monrovia, CA 91016

## Minutes – Approved 01/15/19 Act # 19-01

### 1.0 CONVENE REGULAR EXECUTIVE BOARD CLOSED SESSION MEETING (9:00)

1.1 Meeting called to order by Chair Linda McNary at 9:42 a.m.

1.2 Pledge of Allegiance

1.3 Roll call:

Rocky Cifone, Representative	<u>  A  </u>	John Russell, Regional Director	<u>  P  </u>
Felipe Delvasto, Representative	<u>  P  </u>	Flint Fertig, Proxy/Prog. Asst.	<u>  P  </u>
Ron Letourneau, Representative	<u>  P  </u>	Jessica Michel, Secretary	<u>  A  </u>
Calvin McKendrick, Representative	<u>  T  </u>	Rick Crosby, Proxy	<u>  A  </u>
Linda McNary, Representative	<u>  P  </u>	Rebecca Summers, Proxy	<u>  A  </u>
Kevin Morris, Representative	<u>  P  </u>	Saida Valdez, Proxy	<u>  P  </u>
		Debbie Wong, Proxy	<u>  A  </u>
Neil Kelly, CAEP Office	<u>  P  </u>		
Jay Wright, TOPSpro Enterprise	<u>  P  </u>		

## 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 27, 2018 Regular Executive Board Open Session Meeting.

**Act # 18-26** Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 5-0**

Representative Cifone A Representative Delvasto Y Representative Letourneau Y

Representative McKendrick Y Representative McNary Y Representative Morris Y

## 3.0 COMMUNICATIONS

- 3.1 Representative reports:

**Azusa:** Ms. McNary reported that Azusa is wrapping the 1<sup>st</sup> semester in January. Also, Azusa hosted community organization speakers for their ESL students as a part of a civic engagement component for the program. The Azusa Community Health Center, the Azusa Library, and Azusa Parks and Recreation provide students information about city services and support that are available to them.

**Citrus:** Absent.

**Claremont:** No report.

**Duarte:** No report..

**Glendora:** No report.

**Monrovia:** No report.

- 3.2 Regional Director report.

Mr. Russell deferred presenting a report to allow conference attendees the greatest opportunity for Q&A with board representatives.

- 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 REGIONAL DIRECTOR PRESENTATION OF BUDGET BILL PROCESSES IN NOVA

Due to time constraints, Mr. Russell asked the board to table this agenda item until next board meeting.

## 5.0 BOARD Q&A WITH “MOVING THE NEEDLE” CONFERENCE ATTENDEES

At the beginning of the board meeting, each board member introduced themselves and their member institution. Ms. McNary, as Chair, from the beginning of the meeting had been

explaining to the conference attendees each agenda item as encountered so attendees were able to understand how a board meeting operated.

Questions from attendees and conversations that ensued from the questions were extensive and varied. Neil Kelly from the California AEP office and Jay Wright from TOPSpro Enterprise were at the conference and often provided clarifying or edifying comments during the conversations. These minutes do not make an attempt to detail the 50 minutes of Q&A, but do present a broad summary of issues discussed.

Discussions centered on a few major themes: board operations, consortium funding, and data and accountability.

Chair Linda McNary explained often during proceedings how the board worked to address issues that came before it. Additionally, Mr. Russell explained that one major role of the board was transparency in handling the state money that financed all adult education programs. He stressed that any decision that involved the distribution and subcontracting of state funds was brought before the board through agenda items, voted on by the board, and recorded in meeting minutes. Those agendas, minutes and supporting documents were all on the website for public perusal. Every financial decision was transparent and could be tracked by any member of the public.

Attendees were given time to peruse the minutes from the November 27, 2018 meeting. Those minutes contained an updated CCAEC CFAD and questions were asked about funds. Mr. Russell explained that the consortium bylaws stated that each member received a minimum amount of funding which was based on what the state previously called Maintenance of Effort. Additional funding to the consortium was called Allocation funding and after the most recent COLA, that amount was approximately \$950,000. The distribution of those dollars was one of the primary responsibilities of the board. When asked how the board decided to allocate those funds, Mr. Russell said enrollment of students served was a consideration, but Mr. Delvasto explained that the state required a 3 year plan and an annual plan as to how the funds were to be spent. The board's responsibility was to approve the plans and allocate funds to make sure the plans were enacted.

A number of discussions concerning data and accountability occurred and often Mr. Kelly and Mr. Wright joined in those discussions. Mr. Kelly had noted in his key note speech the CCAEC data outcomes in EFL gain and student retention exceeded the state, the county, and surrounding regions. Conversations about what data the state was looking for and how the consortia was accountable to that data were extensive.

One interesting point Mr. Kelly presented concerned addressing gaps. Significant gaps between census data on the number of regional residents needing services (e.g. needing a high school diploma) and the actual number of students served in schools was extremely large. Mr. Kelly advised that many regions were looking at how to close that gap by reaching out to get those who needed service into the schools. Mr. Kelly suggested that perhaps a better approach would be for consortia to look at those students who left after less than 12 hours and determine why they were leaving and increase retention of that population.

Q&A consumed around 40 minutes of the board meeting.

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

Meeting was adjourned at 10:31am.