



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, April 23, 2019

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

Minutes – Approved 06/25/19 Act # 19-09

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

1.1 Meeting called to order by Chair Linda McNary at 1:37 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Rocky Cifone, Representative	Present	John Russell, Regional Director	Present
Felipe Delvasto, Representative	Present	Flint Fertig, Proxy/Prog. Asst.	Absent
Ron Letourneau, Representative	Present	Rick Crosby, Proxy	Absent
Calvin McKendrick, Representative	Present	Rebecca Summers, Proxy	Absent
Linda McNary, Representative	Present	Saida Valdez, Proxy	Present
Kevin Morris, Representative	Present	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 March 19, 2019 Regular Executive Board Open Session Meeting.
Act # 19-05 Motion by Mr. McKendrick, seconded by Mr. Delvasto **Vote to Approve 6-0**
Representative Cifone Y 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 provided a follow-up report on Azusa's Naturalization Info Session and Free Clinic about which she reported at March 19's meeting. She reported the event, which was coordinated by Supervisor Hilda Solis was a success. There was an Info Session and then 10 days later a Free Clinic where students could access immigration attorneys for naturalization purposes at no cost. Ms. McNary noted that vendors that offered naturalization services or products also attended enabling students also access those services.

Both events were well attended and she advised that 5 students were able to get waivers for their legal fees. She shared a story where one student was about to spend \$750 on her attorney and she was able to get the same services at no cost. Ms. McNary advised they would be doing more of these events and encouraged members to let their students know about them.

Mr. Russell shared that Monrovia has done similar events with One Justice, an organization that provides pro bono legal assistance for the same population. Board members discussed the idea of hosting these events on a rotating basis across campuses for the 2019-20 school year.

Citrus: The CCAEC board was sad to learn the Dr. Cifone had submitted his resignation to Citrus College and would be stepping down as Dean of the Noncredit division. Dr. Cifone advised that he had been commuting from south Orange County and an opportunity closer to home became available that would improve quality of life. He advised that he was not aware of the College planned to have an interim Dean, but he knew that the position had been flown. He also reminded the board that his Supervisor was out on leave, and he had an Acting Supervisor, who was basically holding down the fort.

Dr. Cifone wanted to emphasize that as the region's K-12 population was declining, so was the enrollment of students entering Citrus. However, a larger population of traditionally underrepresented students were stepping into that void and demonstrating that they are college ready. Dr. Cifone encouraged the CCAEC board to work as diligently as possible to ramp up support from Citrus College for the population served by the consortium, siting specifically strengthening pathways to CTE and transitions to the school. He expressed regret that he had been stretched thin without a Supervisor such that he could not have made more of an impact.

Board members wished him well and thanked him for his service.

Claremont: Mr. Delvasto reported that Claremont Adult School had a job fair that was coordinated with efforts from Amazon. Mr. Delvasto said the process to apply and the jobs and wages available were eye opening. He reported that students who attended the job fair would get text alerts about jobs and get access to apply before the general population. He also explained that to apply no resume was required and the interview process was streamlined.

Mr. Russell asked about what type of training Amazon would want for potential employees and would that included training in Logistics, which is a program the consortium has discussed in the past as a potential for Claremont to pursue. Mr. Delvasto advised that Amazon reps informed him that employees are lacking basic computer skills. He was told that employees do well on the floor, but they lack basic computer skills in interacting with systems off the floor.

Members briefly discussed ways to create programs that would serve Amazon and lead to employment for students.

Duarte: Mr. Morris advised that the second session of Parent University was starting tonight. Mr. Morris explained that the first session presented by Foothill Credit Union had been focused on financial literacy. Parents were taught about buying homes, buying cars, and helping their children open bank accounts. He advised the second session was focusing more on addressing and overcoming social, emotional, and academic problems students can face.

Glendora: No report.

Monrovia: No report.

3.2 Program Director report.

Mr. Russell reported that the state and the feds were looking at a large number of individuals were going to be released from state prison and had committed funds to make sure these individuals were trained and employed. Mr. McKendrick added to that saying he had just been at a large Workforce Development Board meeting where those dollars were discussed and there had not been much in the way of planning for this population. Mr. Russell asked the board to think about ways to work together to provide educational opportunities for this population.

(Addendum to these minutes: Mr. Russell did research on both AB1111 and the state Prison to Employment initiative being led by Workforce Development Boards, but also including three other state agencies. He will share the information he has learned from the state and the South Bay WIB at the next board meeting. Basically all of the above information in the minutes is incorrect.)

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 2019-20 CONSORTIUM FISCAL AGENT DECLARATION (CFAD)**

The process to approve the 2019-20 CFAD was broken into three separate votes and these votes are noted with discussions below.

4.0A **BOARD APPROVAL TO KEEP FISCAL AGENT FUNDING MODEL FOR 2019-20 CFAD**

Act # 19-06 Motion by Mr. Letourneau, seconded by Mr. McKendrick **Vote to Approve 6-0**
Representative Cifone Y Representative Delvasto Y Representative Letourneau Y
Representative McKendrick Y Representative McNary Y Representative Morris Y

Ms. McNary noted this was discussed at the previous board meeting in March and last year when the board deliberated the 2018-19 CFAD. All representatives were in agreement that having a fiscal agent was a preferable model primarily to provide fiscal controls in case a member does not follow Annual Plans. It is easier to withhold funds than to try to get them back. Dr. Cifone added it was key that the fiscal agent be stable in its support of adult education programs.

4.0B BOARD APPROVAL TO MAKE CLAREMONT USD THE CCAEC FISCAL AGENT FUNDING MODEL FOR 2019-20 CFAD

Act # 19-07 Motion by Mr. Letourneau, seconded by Mr. McKendrick **Vote to Approve 6-0**
Representative Cifone Y Representative Delvasto Y Representative Letourneau Y
Representative McKendrick Y Representative McNary Y Representative Morris Y

Ms. McNary said that this was put on the last board agenda as an informational item and all reasons for approval were discussed then and are included in the minutes from that meeting. Board reps did not believe there was a need to go into detailed discussions about this item and voted to approve.

4.0C BOARD APPROVAL OF 2019-20 CFAD DISTRIBUTION OF FUNDS

Act # 19-08 Motion by Mr. Letourneau, seconded by Mr. McKendrick **Vote to Approve 6-0**
Representative Cifone Y Representative Delvasto Y Representative Letourneau Y
Representative McKendrick Y Representative McNary Y Representative Morris Y

In the agenda, a Proposed 2019-20 CFAD was available for board perusal. Mr. Russell started discussions by pointing out that the consortium received a COLA of \$147,879 and he also noted that overhead expenses had increased.

He explained that the Program Management fee had increased. He believed the increase was warranted, not least of because the state had even asked when he was going to get a raise. Mr. Russell acknowledged that consortium deliverables are sometimes submitted right up against the deadlines and recognized that put pressure on member institutions. He said that though reports were often submitted in the 11th hour, he pressed the board to recognize the quality of the reports and suggested the board would have a difficult time finding better reporting in the state. Mr. Russell also noted that he would be getting help to make sure consortium deliverables would be handled in a timelier manner.

Mr. Russell also explained that a fiscal agent fee had been added and Claremont was within CAEP allowable uses to do so. He also pointed out that administrative fees were still just over 50% and would still be lower than most consortia, demonstrating the principles guiding the consortium as expressed in its bylaws.

After a review of the new CFAD amounts, the board voted on this measure.

5.0 REGIONAL DIRECTOR PRESENTATION OF 3-YEAR PLAN TO DATE AND CALENDAR OF DATES FOR PLAN REVIEW

The Regional Director announced a six week calendar of dates on which stakeholders will be able to review progress of 3-year Plan and revise as needed. Ms. McNary said she would work with her staff to find space on her campus to hold these weekly meetings.

6.0 BOARD ANALYSIS AND DISCUSSION OF CONFERENCE EVALUATION DATA

Board analyzed evaluation data for the April 19 conference and the outcomes were exemplary. The one concern the board discussed was that some breakout sessions did not have attendance.

In terms of next year's conferences, the board discussed using pre-conference teacher surveys to gauge what trainings teachers would want. The board also decided that the conference dates would be determined over the summer when the board confirmed a calendar of meetings.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Madame Chari at 2:41.