



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, June 25, 2019

1:30 p.m.

Azusa Adult School – Room 16

1134 S. Barranca Ave.

Glendora, CA 91740

Minutes – Approved 8/13/19 Act # 19-16

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

1.1 Meeting called to order by Chair Linda McNary at 1:41 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Citrus College Representative	Absent	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	Absent	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 April 23, 2019 Regular Executive Board Open Session Meeting.
Act # 19-09 Motion by Mr. Letourneau, seconded by Mr. Delvasto **Vote to Approve 4-0**
Representative Citrus College A Representative Delvasto Y Representative Letourneau Y
Representative McKendrick Y Representative McNary Y Representative Morris A

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Ms. McNary reported that summer session was from 6/10 through 7/18. ESL classes are Monday-Thursday 9-12. She also advised graduation was very successful.

Citrus: No report.

Claremont: Mr. Delvasto reported that Claremont Adult School had summer school from 6/23 to 7/25. Mr. Delvasto also reported that Claremont held a ceremony to recognize the school's CTE completers and it was very successful.

Duarte: No report.

Glendora: Mr. Letourneau reported Glendora had a successful graduation program for the school's HSD graduates.

Monrovia: Mr. McKendrick reported that ESL summer classes just ended and were well attended. He also mentioned that the MCAS graduation ceremony was very well attended and that over 286 students completed ESL Level 6, CTE programs, HiSET or High School Diploma.

- 3.2 Program Director report.

No report.

- 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 MONROVIA PRESENTATION OF PROPOSAL FOR MEMBER USE REVISION

Act # 19-10 Motion by Mr. McKendrick, seconded by Mr. Delvasto **Vote to Approve 4-0**
Representative Citrus College A Representative Delvasto Y Representative Letourneau Y
Representative McKendrick Y Representative McNary Y Representative Morris A

Chair McNary suggested this item be changed to an action item and be put before the board for a vote. Mr. Russell went through the MCAS Member Use Revision to explain budgetary changes.

5.0 CLAREMONT PRESENTATION OF PROPOSAL FOR MEMBER USE REVISION

Act # 19-11 Motion by Ms. McNary, seconded by Mr. Letourneau **Vote to Approve 4-0**
Representative Citrus College A Representative Delvasto Y Representative Letourneau Y
Representative McKendrick Y Representative McNary Y Representative Morris A

Chair McNary suggested this item be changed to an action item and be put before the board for a vote. Mr. Delvasto went through the CAS Member Use Revision to explain budgetary changes.

6.0 BOARD APPROVAL OF REVISED 2018-19 Q2 EXPENDITURE REPORT

Act # 19-12 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 4-0**

Representative Citrus College A Representative Delvasto Y Representative Letourneau Y
Representative McKendrick Y Representative McNary Y Representative Morris A

Monrovia (Object Code 4000) and Duarte (Object Code 5000) had lower expenditures for Q2 than Q3. Thus, Q2 needed to be uncertified, correct expenditures added, and then Q2 needs to be re-submitted.

7.0 BOARD APPROVAL OF 2018-19 Q3 EXPENDITURE REPORT

Act # 19-13 Motion by Ms. McNary, seconded by Mr. Delvasto **Vote to Approve 4-0**

Representative Citrus College A Representative Delvasto Y Representative Letourneau Y
Representative McKendrick Y Representative McNary Y Representative Morris A

The board had questions about Duarte's Q3 report. Mr. Delvasto noted, "We always have issues with Duarte's expenditure reports."

He also noted that though Glendora is a small member, the school always meets its deadlines and provides reporting that is more than what is expected. Mr. Delvasto noted, "It seems we hold Ron and Glendora to a different standard and it is not fair."

Eventually the board vote to approve with the caveat of "No Confidence" for Duarte's expenditure report.

(Addendum to these minutes: Mr. Russell did email Neil Kelly of the state. Mr. Kelly advised that approval could not be submitted with the caveat of "No Confidence." He advised that this matter needed to be resolved by the time Q4 expenditures are submitted. That email thread is attached to these minutes.)

8.0 BOARD APPROVAL OF TRANSITION PLAN, TRANSITION SPECIALIST JOB DESCRIPTION AND TRANSITION SPECIALIST BUDGET

VOTE TO TABLE Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Table 4-0**

Representative Citrus College A Representative Delvasto Y Representative Letourneau Y
Representative McKendrick Y Representative McNary Y Representative Morris A

Members requested revisions to the plan: add Job Qualifications and change the budget. Also, members could not agree on how funds should be subcontracted. This action item was tabled.

9.0 BOARD APPROVAL OF REVISED 2019-20 CONSORTIUM FISCAL AGENT DECLARATION (CFAD)

Act # 19-14 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 4-0**

Representative Citrus College A Representative Delvasto Y Representative Letourneau Y
Representative McKendrick Y Representative McNary Y Representative Morris A

The Governor's revised budget meant a decrease in the consortium budget of \$8,547. Members decided in light of the questions around Duarte's expenditures that the change in allocations would be addressed by lowering Duarte's 2019-20 Allocation. The revised CFAD is included in these minutes.

10.0 BOARD APPROVAL OF 2019-20 MEETING DATES AND CCAEC CONFERENCE DATES

Act # 19-15 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 4-0**
Representative Citrus College A Representative Delvasto Y Representative Letourneau Y
Representative McKendrick Y Representative McNary Y Representative Morris A

The board approved the proposed calendar. The board set the two dates for CCAEC
Conferences: October 24, 2019 and March 19, 2020

11.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair McNary at 3.37.