



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, January 14, 2020

1:30p.m.

Azusa Adult School – Room 16

1134 S. Barranca Ave.

Glendora, CA 91740

Minutes – Approved 03/11/2020 Act # 20-06

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

1.1 Meeting called to order by Chair Linda McNary at 1:55 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Absent	John Russell, Regional Director	Present
Flint Fertig, Representative	Present	Saida Valdez, Proxy	Absent
Ron Letourneau, Representative	Present	Calvin McKendrick, Proxy	Absent
Linda McNary, Representative	Present	Rick Crosby, Proxy	Absent
Kevin Morris, Representative	Present	Rebecca Summers, Proxy	Absent
Michael Wangler, Representative	Present	Michelle Yanez, Citrus Work Force	Present
		Jason Green, Transition Specialist	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 December 10, 2019 Regular Executive Board Open Session Meeting.

Motion was tabled at the meeting as the minutes were not available.

(Minutes were presented electronically and approved on February 11, 2020. The email thread approving the minutes is attached to these minutes. The minutes are not included with these minutes as they are 64 pages long.)

ACT #20-02 Electronic Vote to Approve 5-0-1

*Representative Delvasto Y Representative Fertig Y Representative Letourneau Y
Representative McNary Y Representative Morris Y Representative Wangler Abstain)*

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Ms. McNary advised the board that she would be retiring at the end of the year. Other board members expressed their appreciation for her work on the board and sadness for her leaving. Ms. McNary also advised the she had hired a night-time administrator for Azusa and that Mr. Fertig would be serving in that capacity.

Citrus: Mr. Wangler expressed excitement for being able to attend the board meeting and for being an ongoing presence at future board meetings. He advised that he had spoken to Mr. Russell before this meeting and they had discussed the need for consortium transitions to improve, as well as how Citrus College was engaged in a campaign to improve its student transitions from noncredit to credit. He saw how regional adult education schools could be an important part of those efforts. He reported that Citrus had a new coordinator position that would help with those efforts and that interviews were being finalized to have someone in that position. He felt that with Jason serving as the consortium Transition Specialist would be of great service to the consortium and to Citrus.

Claremont: No report.

Duarte: Mr. Morris noted that Parent University was going well and they were quite dependent upon MCAS and Mark Tremper for assistance with TOPSpro Enterprise. He expressed that Mr. Tremper was very helpful in getting Duarte's data. He also expressed that he had a meeting at the district and he would have to leave early.

(Due to Mr. Morris leaving only four voting representatives remained, but that was still a quorum.)

Glendora: Mr. Letourneau reported that by the December break Glendora had 8-10 high school graduates. He advised that the parent success classes and ESL classes were well attended and off to a good start in the new year.

Monrovia: No report.

- 3.2 Regional Director report.

Mr. Russell deferred his report.

- 3.3 Public comment for items not on the agenda.

None at this time.

- 3.3.1 Public comments for items on the Open Session Agenda.

None at this time.

4.0 ONBOARDING AND ASSIGNMENTS PLAN FOR CCAEC TRANSITIONS SPECIALIST

The CCAEC Transition Specialist, Jason Green, was officially introduced to the CCAEC board and what followed was a very long discussion clarifying immediate next steps and job responsibilities for the remainder of the school year. These minutes summarize those discussions as succinctly as possible.

Mr. Green expressed his excitement to be working with the consortium students and stressed that attaining transition outcomes for the consortium was mission critical. He was looking for direction from the board as to next steps. He advised that he wanted to get to all sites and meet counselors, teachers, and students informally and formally.

The Ms. McNary, Mr. Delvasto, and the Regional Director advised they would be contacting him to coordinate initial meet-and-greets.

A long discussion followed regarding what counseling class Mr. Green would be teaching for the consortium students. Mr. Russell reiterated past discussions that the idea was to have a class taught by Mr. Green one day per week at Azusa, Claremont, and Monrovia. Mr. Fertig expressed interest and other board members agreed with him that an ideal situation would be teaching a Citrus College credit counseling class at each of the sites. That way students would earn college credit and would all be a transition outcome. Also, they would get an idea of the rigor of a college class and have the benefit of being enrolled as a Citrus student. Mr. Green noted that he would be available to students outside of the class time on each school's scheduled day to provide help registering with Citrus and other counseling / transition responsibilities.

Mr. Wangler informed the board that Citrus offered 1 credit counseling classes (COUN 101, COUN 102, COUN 103, and COUN 110) and discussions followed about the feasibility of offering these. Discussions centered on timing to ramp these classes up, getting them into the course catalogue and Mr. Green's availability to teach the classes on such short notice. After weighing the many issues the board began discussing noncredit options (NC COUN 200).

Discussions were eventually tabled with Mr. Wangler advising that he would do some more research into this and speak with Mr. Green's dean, Dr. Nicole Smith.

(Mr. Wangler did much due diligence and he and Mr. Russell spoke on two occasions, primarily a long conversation on January 30, 2020. Due to a number of factors, most critically the rushed nature of trying to get a current class onto campuses, he and Mr. Russell devised the following plan:

In the spring, each adult school would work to get a high school credit class scheduled and filled for six weeks and three hours per day. Mr. Green would teach this class and the curriculum for the class would be the same as the noncredit Citrus counseling class. This would serve as a "beta test" for each adult school to see what the student interest would be for the class and to determine how students would perform in the class. In the summer or fall, Mr. Green would be available to teach a Citrus noncredit counseling (NC 200).

Mr. Wangler felt noncredit would be less problematic to implement and noted students would still be registered as Citrus students and get Citrus Student ID cards. Mr. Russell also noted that this would still be a transition because students would be enrolled in Citrus. The consortium gets the outcome whether the student transitions to a credit or noncredit Citrus class. Mr. Wangler also noted that this dovetailed nicely with the college's efforts to move students from noncredit to credit as students could ease from adult schools into a noncredit

Citrus class housed on adult school campuses and then eventually transition to Citrus' campus and credit classes.

At the time these minutes were distributed Mr. Green had already met with stakeholders from all schools and the process to get the class on each school's schedule was underway)

5.0 BOARD APPROVAL OF CCAEC 2019-20 FISCAL REPORTING AGREEMENT

Act # 20-03A Motion by Mr. Fertig , seconded by Mr. Letourneau **Vote to Approve 4-0**

Representative Delvasto A Representative Fertig Y Representative Letourneau Y

Representative McNary Y Representative Morris A Representative Wangler Y

Board discussed that the previous Agreement requirement of the Member Annual Plan document was onerous and repetitive with members using LAGL015 and LAGL019 for budget purposes replacing the previous. A copy of the new agreement is attached to these minutes.

6.0 BOARD APPROVAL OF DATE FOR NEXT HEALTHCARE INDUSTRY ADVISORY MEETING

Act # 20-03B Motion by Mr. Fertig , seconded by Ms. McNary **Vote to Approve 4-0**

Representative Delvasto A Representative Fertig Y Representative Letourneau Y

Representative McNary Y Representative Morris A Representative Wangler Y

The board agreed to the date of March 12, 2020 as date for the next Healthcare IAB for board approval. The Regional Director would follow-up and invite members.

7.0 BOARD APPROVAL OF JOB DESCRIPTION FOR CCAEC BI-LINGUAL COMMUNICATIONS CONSULTANT

Act # 20-04 Motion by Mr. Fertig , seconded by Mr. Letourneau **Vote to Approve 4-0**

Representative Delvasto A Representative Fertig Y Representative Letourneau Y

Representative McNary Y Representative Morris A Representative Wangler Y

Mr. Fertig put forward this action item to approve the Job Description for a CCAEC Bi-Lingual Communications Consultant (formerly called Translation Specialist). He explained that the person who maintained the consortium website was no longer employed by MCAS and that his school often needed Spanish translations for documents and community members. He advised that the position would be available consortium wide. He also advised that Mr. Calvin McKendrick has been serving in this capacity already for the entire school year and it was simply not fair to expect him to continue to do this work outside of his current duties.

8.0 BOARD APPROVAL OF SUBCONTRACTING OF FUNDS FROM MONROVIA TO CLAREMONT TO FUND BI-LINGUAL COMMUNICATIONS CONSULTANT

Act # 20-05 Motion by Mr. Fertig, seconded by Mr. Letourneau **Vote to Approve 4-0**

Representative Delvasto A Representative Fertig Y Representative Letourneau Y

Representative McNary Y Representative Morris A Representative Wangler Y

Mr. Fertig put forward this action item to approve the funds for the position as described in Item 7.0. Monrovia would subcontract \$10,000 back to Claremont who would then hire Mr. Calvin McKendrick as a consultant to maintain the website and translate consortium and site documents.

(This item required an Amendment of Allocation of funds in NOVA. All representatives are required to approve the amendment in NOVA. The NOVA documentation is attached to these minutes. Claremont, as the fiscal agent, will amend the distribution of funds accordingly based on the new amounts in NOVA and complete process to onboard Mr. McKendrick.

9.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Chair McNary closed the meeting at 3:23.