



In accordance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please call the office at the Azusa Adult School, (626) 852-8400, 24 hours prior to meeting so that reasonable arrangements can be made. The Azusa Multi-Purpose room is wheelchair accessible.

In accordance with a recent amendment to the Ralph M. Brown Act, public records related to this public session agenda, that are provided to the Executive Board less than 72 hours before a regular meeting may be inspected by the public at the Azusa Adult Education main office 1134 S. Barranca Ave., Glendora, CA 91740 during regular office hours (8:00am – 4:00pm) and on the CCAEC website <http://www.ccadulted.org/> .



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, January 12, 2020

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

## AGENDA

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

1.1 Meeting called to order by Chair Linda McNary at \_\_\_\_\_

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	_____	John Russell, Regional Director	_____
Flint Fertig, Representative	_____	Calvin McKendrick, Proxy	_____
Ron Letourneau, Representative	_____	Rick Crosby, Proxy	_____
Linda McNary, Representative	_____	Rebecca Summers, Proxy	_____
Kevin Morris, Representative	_____	Saida Valdez, Proxy	_____
Michael Wangler, Representative	_____		_____

**2.0 ORDER OF BUSINESS**

Representative discussion/presentation of agenda items which could be moved up on the agenda.

**2.1 Approve the minutes of the October 21, 2019 Regular Executive Board Open Session Meeting.**

Motion by \_\_\_\_\_ , seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Delvasto \_\_ Representative Fertig \_\_ Representative Letourneau \_\_  
Representative McNary \_\_ Representative Morris \_\_ Representative Wangler \_\_

**2.2 Approve the minutes of the December 10, 2019 Regular Executive Board Open Session Meeting.**

Motion by \_\_\_\_\_ , seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Delvasto \_\_ Representative Fertig \_\_ Representative Letourneau \_\_  
Representative McNary \_\_ Representative Morris \_\_ Representative Wangler \_\_

**3.0 COMMUNICATIONS**

**3.1 Representative reports:**

Azusa \_\_\_\_\_ Duarte \_\_\_\_\_  
Citrus \_\_\_\_\_ Glendora \_\_\_\_\_  
Claremont \_\_\_\_\_ Monrovia \_\_\_\_\_

**3.2 Regional Director report.**

**3.3 Public comment for items not on the agenda.**

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

**4.0 ONBOARDING AND ASSIGNMENTS PLAN FOR CCAEC TRANSITIONS SPECIALIST**

Jason Green to officially meet and present personal mission to the CCAEC board, Regional Director and board members to clarify onboarding, and all parties to discuss assignments and next action steps.

**5.0 BOARD APPROVAL OF CCAEC 2019-20 FISCAL REPORTING AGREEMENT**

Motion by \_\_\_\_\_ , seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Delvasto \_\_ Representative Fertig \_\_ Representative Letourneau \_\_  
Representative McNary \_\_ Representative Morris \_\_ Representative Wangler \_\_

Regional Director will present board new agreement for oversight based on using LAGL015 and LAGL019 for budget purposes replacing the previous Member Annual Plan document.

**6.0 BOARD APPROVAL OF DATE FOR NEXT HEALTHCARE INDUSTRY ADVISORY MEETING**

Motion by \_\_\_\_\_ , seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Delvasto \_\_ Representative Fertig \_\_ Representative Letourneau \_\_  
Representative McNary \_\_ Representative Morris \_\_ Representative Wangler \_\_  
Regional Director to present options for the next Healthcare IAB for board approval.

**7.0 BOARD APPROVAL OF JOB DESCRIPTION FOR CCAEC TRANSLATION SPECIALIST / WEB MAINTENANCE**

Motion by \_\_\_\_\_ , seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Delvasto \_\_ Representative Fertig \_\_ Representative Letourneau \_\_  
Representative McNary \_\_ Representative Morris \_\_ Representative Wangler \_\_  
Action item to approve the Job Description for a CCAEC Translation Specialist.

**8.0 BOARD APPROVAL OF SUBCONTRACTING OF FUNDS FROM MONROVIA TO CLAREMONT TO FUND TRANSLATION SPECIALIST**

Motion by \_\_\_\_\_ , seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Delvasto \_\_ Representative Fertig \_\_ Representative Letourneau \_\_  
Representative McNary \_\_ Representative Morris \_\_ Representative Wangler \_\_  
Monrovia to subcontract \$10,000 to pay for the Translation Specialist.

**9.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**



## **CITRUS COLLEGE ADULT EDUCATION CONSORTIUM 2019-20 FISCAL REPORTING AGREEMENT**

- I. Members are expected to follow all state instructions in the Allowable Uses Guide, Program Guidelines and meet reporting requirements in NOVA.
- II. Members are to report all available funds for adult education and uses of CAEP fund allocations. Reporting of funds outside of CAEP funds will be completed in NOVA by the required deadlines and reported to other members by the Regional Director.
- III. All K-12 members receiving CAEP consortium funds will submit a PeopleSoft LAGL015c report to the consortium board representatives for budgeting purposes. Board representatives will use this document and NOVA budget reporting for board deliberations and approval of budgets.
- IV. All consortium members receiving CAEP funds are expected to report quarterly expenditures of consortium allocations for public and board representatives' review.
- V. Expenditures will be certified according to each member's institutional accounting processes prior to reporting quarterly expenditures.
- VI. Members will input expenditures into NOVA prior to the board meeting where quarterly and annual expenditures are approved.
- VII. Back-up documentation from each members' accounting system will accompany the NOVA reporting. For quarterly reports that back-up documentation will be the PeopleSoft LAGL015c and for annual reports it will be the PeopleSoft LAGL015c and LAGL019.
- VIII. For the approval of Annual Expenditures, each member must have personnel from business services at the board meeting to answer questions.
- IX. *A Member Use of Allocation Revision* will be submitted by member agencies and approved by the governing board representatives prior to adjusting expenditures in the approved budget, if revisions by Object Code exceed 5%.
- X. Member agencies are encouraged to expend allocations according to its proposal at a rate which utilizes its allocation at a minimum of 60% annually.
- XI. If a member agency expends less than 60% of its allocation, the member will submit a plan, a timeline, and a revision, for the use of unexpended funds to the public for review and to the consortium governing board representatives for approval.
- XII. State assistance will be requested for any member agency which is not in good standing with the consortium for reasons to include but not limited to: mismanagement of consortium funds, non-compliance of the state guidelines, non-alignment of expenditure activities with annual plan, neglect to provide expenditures and outcomes reports, or lack of involvement in fiscal decisions and consortium activities.
- XIII. Approval of the Citrus College Adult Education Consortium Fiscal Reporting Agreement by the CCAEC board is required for implementation. Upon approval, members will adhere to the guidelines to remain in good standing with the consortium. Annual review of the agreement will provide an opportunity for amending the document.

## **CCAEC Adult Ed Bi-Lingual Communications Consultant Job Description**

### **Qualifications/Skills:**

- Excellent communication (oral & written) in both Spanish and English
- Minimum 2 years-experience teaching or administrating in Adult Ed environment
- Exceptional organizational skills
- Background in and knowledge of various Adult Ed Programs
- Familiarity with effective Marketing techniques and procedures
- Experience updating and managing Web site in dual languages
- Extraordinary interpersonal skills using tact, patience and courtesy
- Ability to work independently with minimal direction
- History of establishing and maintaining cooperative and effective working relationships with others

### **Essential Duties:**

- Oversee Consortium and School Web pages and make necessary changes and updates
- Represent the consortium/individual schools as a Spanish speaker in community forums for the purpose of:
  - maintaining ongoing community support for educational goals
  - establishing school/community partnerships
  - assisting with issues related to school environment
- Perform written translation for product that addresses above