



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, June 25, 2019

2:30 p.m. (meeting moved to 2:30)

Azusa Adult School – Room 16

1134 S. Barranca Ave.

Glendora, CA 91740

Minutes – Approved 09/24/19 Act # 19-21

1.0 CONVENE REGULAR EXECUTIVE BOARD CLOSED SESSION MEETING (2:30)

1.1 Meeting called to order by Chair Linda McNary at 2:39 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Citrus College Representative	Absent	John Russell, Regional Director	Present
Felipe Delvasto, Representative	Present	Calvin McKendrick, Proxy	Absent
Ron Letourneau, Representative	Present	Rick Crosby, Proxy	Absent
Flint Fertig, Representative	Present	Rebecca Summers, Proxy	Absent
Linda McNary, Representative	Present	Saida Valdez, Proxy	Absent
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 April 23, 2019 Regular Executive Board Open Session Meeting.
Act # 19-16 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 5-0**
Representative Citrus College A Representative Delvasto Y Representative Letourneau Y
Representative Fertig Y Representative McNary Y Representative Morris Y

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Ms. McNary reported that registration had begun and that classes were scheduled to begin on August 26.

Citrus: No report.

Claremont: Mr. Delvasto reported that Claremont Adult School that classes started September 3 and the school was anticipating to continue its large growth in enrollments.

Duarte: Mr. Morris.

Glendora: Mr. Letourneau reported that Glendora has year-round enrollment and classes were well attended over the summer and at the time of the board meeting.

Monrovia: Mr. Fertig reported that the CNA Pre-certification program had already started and most other classes were set to begin August 26.

- 3.2 Regional Director report.

Mr. Russell deferred reporting due to the large number of items on the agenda.

- 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 DATA & ACCOUNTABILITY FUNDS – 63920

Act # 19-17 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

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

This action item was previously approved by email vote as the July board meeting was canceled due to lack of a quorum. Though passed via email, this action item was added to the agenda for the purpose of these minutes. The final submission of Data & Accountability Funds was completed in the CCCC MIS system and the report was included in the 8/13/19 Agenda with Supporting Documents.

5.0 BOARD APPROVAL OF 2019-20 ANNUAL PLAN

Act # 19-18 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

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

After motion, Ms. McNary requested verbiage in the Professional Development section of the Annual Plan change as follows: add Technology to conference in Strategy #1, and add Strategy

3 to utilize CalPro for Professional Development.

The Fiscal Management section of the Annual Plan asked for the consortium approach for incorporating carry-over funds from prior years. Thus, the draft plan required feedback from reps as to how to address this issue. Documentation from Claremont and Monrovia demonstrated that the carryover would be inconsequential. Based on Q3 reporting it was apparent that Glendora and Azusa would have significant carryover (proportionally to initial allocation). However, at the time of the board meeting, Azusa and Glendora did not have exact carryover amount. Mr. Fertig amended the motion as follows: "Move to approve the 2019-20 Annual Plan under the condition that the Regional Director work with Glendora and Azusa to acquire exact carryover amounts and create plans to address that carryover." This motion was approved.

Revised Annual Plan is attached to these minutes and contains the following in the Fiscal Management section:

One CCAEC member expended 61.2% of its 2018-19 budget and has \$934,000 in carryover. The Board of this member's LEA has decided to sell the current campus and move the school. This member budgeted to expend funds in 2018-19 to assist the LEA with the move, but the move did not occur in 2018-19, which has resulted in the large carryover. To expend the carryover, the school will be using funds to paying increased salaries, enhancing CTE programs, and upgrading the new campus in the following amounts: \$250,000 for technology upgrades, \$100,000 for new Counseling and Transition Center, \$100,000 for classroom furniture upgrade, \$20,000 for increased licenses for Odysseyware, \$20,000 professional development extra pay for staff, \$50,000 CTE program enhancements (Auto program, security guard, CNA or MA), \$20,000 increased salaries for certificated teachers per AFAE MOU. Another member expended 60.9% of its 2018-19 budget and has \$142,799 carryover. These two members will also be subcontracting \$40,000 to pay for a Transitions Specialist to improve transition results for CCAEC students. To address the remaining carryover that each member has, the CCAEC members will discuss subcontracting to address the goals of this plan, which would lead to some reallocation of funds.

The revised Annual Plan was submitted in NOVA and was approved individually by each member representative. Proof of representative approval is included in the Revised Annual Plan attached to these minutes.

6.0 BOARD APPROVAL OF REVISED 2019-20 TRANSITIONS PLAN

Act # 19-19 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

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

Reps made one minor change to Transitions Plan: adding "valid" driver's license to job description. Reps also changed breakdown of budget: number of weeks was reduced from 36 to 32 and Supplies was cut. Total budget is \$40,000 and it was agreed upon that Claremont as Fiscal Agent would hire the Transition Specialist and would do so as a consultant.

7.0 BOARD APPROVAL OF SUB-CONTRACTING OF FUNDS TO IMPLEMENT 2019-20 TRANSITIONS PLAN

Act # 19-20 Motion by Mr. Fertig, seconded by Mr. Letourneau **Vote to Approve 5-0**

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

After analyzing supporting agenda documents, board reps agreed to re-allocate 2019-20 funds such that the \$40,000 to Claremont for the Transitions Specialist would come as follows:

- Azusa \$20,000
- Glendora \$19,000
- Duarte \$1,000

These changes will be submitted in NOVA and representatives will approve them in that system. A spreadsheet with the revised allocations is included in these minutes and a disbursement schedule will be presented by the Fiscal Agent at the September board meeting.

8.0 BOARD DISCUSSION OF Q4 EXPENDITURE REPORT BOARD MEETING IN SEPTEMBER

Board representatives had voted to approve the Q3 Expenditure Report with the reservation of a “No Confidence” vote for Duarte. Representatives had questions about the fiscal reports submitted by Duarte to serve as back-up to Q3 NOVA reporting. Mr. Delvasto and Mr. Fertig asked Mr. Morris why “Mt. Olive” school was listed under the LAGL2015C description as this was a high school. Mr. Morris replied that was the described school because it is the only school of record. Though Mt. Olive was listed, Mr. Morris advised funds were expended on adults not high school students. This gave representatives more confidence in the 2015C report, but reps still wanted a deeper explanation of funds expended for the Q4 report.

9.0 BOARD DISCUSSION OF OCTOBER CONFERENCE

Ms. McNary confirmed that Azusa would be the site for the October 24 CCAEC Winter Conference.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair McNary at 3.44.