



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, September 24, 2019

1:30p.m.

Azusa Adult School – Room 16

1134 S. Barranca Ave.

Glendora, CA 91740

## Minutes – Approved 10/21/19 Act # 19-21

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

1.1 Meeting called to order by Chair Linda McNary at 1:40 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Citrus College, Representative	Absent	Marc Bommarito, Bus. Serv.	Present
Felipe Delvasto, Representative	Present	David Conway, Bus. Serv.	Present
Flint Fertig, Representative	Present	Rick Crosby, Proxy	Absent
Ron Letourneau, Representative	Present	Pamela Escalante, Bus. Serv.	Absent
Linda McNary, Representative	Present	Julia Reyes, Bus. Serv.	Present
Kevin Morris, Representative	Present	Saida Valdez	Present
John Russell, Regional Director	Present	Janette Walczak, Bus. Serv.	Present
		Karen Waltman, Bus. Serv.	Present

## 2.0 ORDER OF BUSINESS

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

Mr. Russell advised the board that Neil Kelly from the state office was a special visitor and he asked if the agenda could be modified to have Mr. Kelly report to the board updates for CAEP. The board agreed to have Mr. Kelly comment during the comments portion of the agenda so that item numbering did not need to be changed.

### 2.1 Approve the minutes of the August 13, 2019 Regular Executive Board Open Session Meeting.

**Act # 19-21** 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

## 3.0 COMMUNICATIONS

### 3.1 Representative reports:

**Azusa:** Ms. McNary reported that Azusa Adult School hired a part-time administrator for two nights per week. Her name is Linda Ju-Ung and she comes from the Inland Career Center. Ms. Ju-Ung has expertise in CASAS. Ms. McNary also advised that the move to Gladstone elementary would be occurring this year.

Ms. McNary also advised that an interim representative from Citrus College had arrived at the school on 9/17 for the meeting that was moved to 9/24. She advised that she was not attending in an official capacity.

*(As an addendum to these minutes, Mr. Russell saw Dr. Arvid Spor at a function and was advised that a new representative was selected to serve as Citrus College representative. Mr. Russell has followed up with an email and was advised the new Citrus rep is Mr. Michael Wangler. Mr. Russell is scheduling time to get Mr. Wangler up to speed on consortium business.)*

**Citrus:** No report.

**Claremont:** Mr. Delvasto reported that Claremont Adult School has had a very large enrollment for classes and this is causing a parking problem at the district office where classes are held. He also advised that CTE programs were starting soon including Pharmacy Technician, Home Care Aide, and Security Guard.

**Duarte:** Mr. Morris advised that the first Parent University program was beginning and that Duarte will definitely have TE data to report this quarter.

**Glendora:** Mr. Letourneau reported that Glendora's three programs (which have year-round enrollment) are running for the fall session.

**Monrovia:** Mr. Fertig reported that Monrovia held Census training and got nearly 100 students trained and hired for the Census 2020. He said Monrovia's Security Officer classes have been successful. He also mentioned that Monrovia is working to partner with Duarte for CNA

### 3.2 Regional Director report.

Mr. Russell deferred reporting due to Mr. Kelly in attendance and the Q4 expenditures being on the agenda.

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

Mr. Neil Kelly reported out to the board about the following CAEP developments:

- Mr. Kelly advised first about where 2019-20 funds were. He said the Interagency Agreement had been signed by the CCCCO on September 9 and that the contract was being processed by the CDE. He advised that Mr. Russell, as CCAEC Regional Director, could email TAP and put pressure on them so that TAP could put pressure on the CDE for processing of the funds.
- CAEP data requirements mean members should no longer use service hours as classroom hours and follow that with fidelity.
- SB554, the Roth bill, is being enacted so that adults enrolled in HSD programs could enroll for free at community colleges.
- Mr. Kelly also explained that CTE classes could show growth through skills gains instead of pre- and post-testing.

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 AZUSA Q4 EXPENDITURE REPORT**

**Act # 19-22** Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 5-0**

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

Ms. McNary and Mr. Bommarito presented Azusa's LAGL2015C and LAGL2019C and updated the school's carryover amount.

#### **5.0 BOARD APPROVAL OF CLAREMONT Q4 EXPENDITURE REPORT**

**Act # 19-23** Motion by Mr. Letourneau, seconded by Ms. McNary **Vote to Approve 5-0**

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

Mr. Delvasto and Ms. Waltman presented Claremont's LAGL2015C and LAGL2019C and reported that some expenditures from community based fee classes had been include in the reports. The report in NOVA would accurately reflect the correct expenditures. For 2019-20 Claremont advised they would be using resource code 00000 for fee classes and keep expenditures separate.

#### **6.0 BOARD APPROVAL OF DUARTE MEMBER USE REVISION**

This vote was tabled as there was no document.

#### **7.0 BOARD APPROVAL OF DUARTE Q4 EXPENDITURE REPORT**

**Act # 19-24** 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

Mr. Morris and Ms. Reyes presented Duarte's LAGL2015C and LAGL2019C and updated the school's carryover amount. The school's budget in NOVA would need to be changed to accurately reflect actual expenditures.

#### **8.0 BOARD APPROVAL OF GLENDORA Q4 EXPENDITURE REPORT**

**Act # 19-25** 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

Mr. Letourneau and Ms. Walczak presented Glendora's LAGL2015C and LAGL2019C and updated the school's carryover amount. The school's budget in NOVA would need to be changed to accurately reflect actual expenditures.

#### **9.0 BOARD APPROVAL OF MONROVIA Q4 EXPENDITURE REPORT**

**Act # 19-26** Motion by Mr. Fertig, seconded by Ms. McNary **Vote to Approve 5-0**

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

Mr. Fertig and Mr. Conway presented Duarte's LAGL2015C and LAGL2019C. The school's budget in NOVA would need to be changed to accurately reflect actual expenditures.

#### **10.0 REVISED DISBURSEMENT SCHEDULE AND UPDATE**

Ms. Waltman provided reps with a revised disbursement schedule based on changes to allocation.

#### **11.0 UPDATE ON HIRING OF TRANSITIONS SPECIALIST**

The board decided to hire the position beginning in January.

#### **12.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**

Meeting was adjourned by Chair McNary at 3.05.