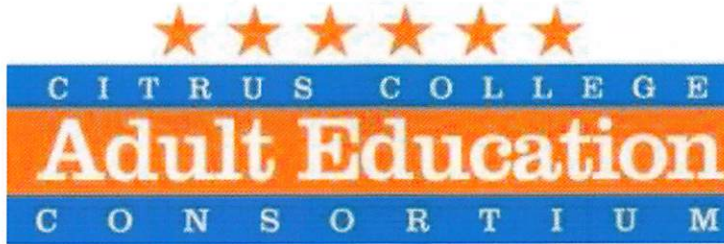




In accordance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please call the office at the Azusa Adult School, (626) 852-8400, 24 hours prior to meeting so that reasonable arrangements can be made. The Azusa Multi-Purpose room is wheelchair accessible.

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, August 10, 2021

1:30 p.m.

Azusa Adult Education Center – Multi-Purpose Room

1040 E. Gladstone St.

Azusa, CA 91702

AGENDA

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

1.1 Meeting called to order by Chair Flint Fertig at _____

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	_____	John Russell, Regional Director	_____
Flint Fertig, Representative	_____	Ivon McCraven, Proxy	_____
Paul Hernandez, Representative	_____	Saida Valdez, Proxy	_____
Ron Letourneau, Representative	_____	Rick Crosby, Asst. Supt.	_____
Kevin Morris, Representative	_____	Calvin McKendrick, Proxy	_____
Michael Wangler, Representative	_____	Virginia Kelsen, Asst. Supt.	_____

2.0 ORDER OF BUSINESS

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

2.1.1 Approve the minutes of the July 20, 2021 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____
Representative Delvasto __ Representative Fertig __ Representative Hernandez __
Representative Letourneau __ 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 BOARD APPROVAL OF SUBCONTRACTING FROM GLENDORA TO CLAREMONT FOR TOPSPRO ENTERPRISE DATA COORDINATOR

Motion by _____, seconded by _____ Vote _____
Representative Delvasto __ Representative Fertig __ Representative Hernandez __
Representative Letourneau __ Representative Morris __ Representative Wangler __

Board to vote to approve subcontracting of funds for a consultant agreement with Mark Tremper to complete all CAEP data reporting duties for Glendora. Contract is hourly and not to exceed \$10,000.

5.0 BOARD DISCUSSION AND REVIEW OF 2021-22 ANNUAL PLAN

Regional Director to present draft of Annual Plan for comment. Approval of Annual Plan will be completed electronically after input from this meeting is incorporated into the plan.

6.0 BOARD REVIEW OF BUDGET AND WORKPLAN PROCESS

Regional Director review of Budget and Workplan process, including utilization of member carryover.

7.0 BOARD DISCUSSIONS OF FALL PROFESSIONAL DEVELOPMENT CONFERENCE

Board to discuss CCAEC Fall Conference possibilities and set a date.

8.0 BOARD DISCUSSION OF HEALTHCARE ADVISORY MEETING

Board to discuss Healthcare Advisory Meeting for October.

9.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

August 10, 2021 Agenda

Agenda Item 2.1.1

July 20, 2021 Minutes



REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, July 20, 2021

1:30 p.m.

Azusa Adult Education Center – Room 8

1040 E. Gladstone St.

Azusa, CA 91702

Unapproved Minutes

1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30 p.m.)

1.1 Meeting called to order by Chair Flint Fertig at 1:57 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Regional Director	Present
Flint Fertig, Representative	Present	Ivon McCraven, Proxy	Absent
Paul Hernandez, Representative	Present	Saida Valdez, Proxy	Absent
Ron Letourneau, Representative	Present	Virginia Kelsen, Asst. Supt.	Absent
Kevin Morris, Representative	Tardy	Rick Crosby, Asst. Supt.	Absent
Michael Wangler, Representative	Absent	Jessica Ly	Present
		Katrina Cuasay	Present

2.0 ORDER OF BUSINESS

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

None at this time

- 2.1.1 Approve the minutes of the June 22, 2021 Regular Executive Board Open Session Meeting.
Act # 21-18 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 4-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris A Representative Wangler A

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Mr. Hernandez advised that Azusa had a new Director of Business Services and she was really great to work with. He advised that Azusa was finishing up the process of closing its accounting for the Adult Education Center for 2020-21 school year. He advised that Azusa Adult Education Center was having a WASC Full Self-study Visit November 15, 2021 to November 17, 2021. He said that he and his team were working to increase enrollment in all programs and that part of that effort was analyzing the viability of a Construction Tech program. Finally, he advised that Azusa had resubmitted its CNA booklet and received approval for block hours.

Citrus: No report.

Claremont: Mr. Delvasto advised that Claremont Adult School had its two CNA programs approved by the California Department of Public Health and he was excited to get programs operational. The next challenge was hiring an instructor. He advised that Claremont received approval in I-TRAIN for its Logistics Technician and he discussed the partnership with Amazon to get potential hires for Amazon through the program. Mr. Delvasto introduced Ms. Jessica Ly, who would be helping him as an administrator with adult education programs.

Duarte: No report.

Glendora: No report.

Monrovia: Mr. Fertig reported that Monrovia was attempting to address personnel issues because some teachers were retiring or moving to full-time positions. He noted that the MCAS Pre-certification CNA class starting 8/2/21 was full but he needed a teacher for the class. He noted that Monrovia USD had a new Superintendent of Schools, Dr. Ryan Smith, who was coming from Paramount USD.

3.2 Regional Director report. Mr. Russell had no 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.

Agenda Items 4.0 to 7.0 generated a tremendous amount of board representative dialogue, understanding, and collaboration around these critical topics. Detailed discussions in the minutes would be onerous to read. Therefore, the minutes only include highlights of presentations and critical points of agreement.

4.0 BOARD DISCUSSION ON DELIVERY OF CTE PROGRAMS AND LEVERAGING OF CAEP FUNDS

Mr. Russell presented Education Code 84906 regarding the intent of AB 104 to partner with the workforce development system. He presented the CCAEC Logic Model Goals and CTE Program Delivery Modalities – Beginning to Advance facilitate a board discussion about the

importance for CCAEC members to work with the County WDB and its AJCCs in the delivery of CCAEC CTE programs. Conversation was very robust and included all reps. Critically, members agreed that strong partnerships with AJCCs was mission critical for expending CAEP funds and working to increase leverage of Title I fees for I-TRAIN-approved programs.

5.0 BOARD DISCUSSION OF CONSORTIUM-WIDE UNIFORM CTE PROGRAM DELIVERY

Mr. Russell discussed the need for all CCAEC CTE programs offered by K-12 members to be uniform in length and cost on the California Employee Training Provider List. Ms. Katrina Cuasay explained that having one Nurse Director for the three Pre-certification CNA programs would benefit each member program for a number of reasons. She also explained that we were working to this and it would take this year to achieve it. Mr. Russell explained that uniformity of cost and length would help members work together and not compete. He advised Mr. Hernandez that he would for certain get Azusa's Pre-certification class beginning 8/23/21 filled and funded.

Board reps recognized the need to align programs and will be working to do so this year.

6.0 BOARD REVIEW OF MEMBERSHIP EFFECTIVENESS / CERTIFICATION & ASSURANCES

Mr. Russell presented extensive state guidance on membership effectiveness and the required Certification & Assurances that members agree to with approval of the CFAD. Extensive board discussions followed.

Members agreed to update bylaws this year per new state requirements for member effectiveness and work on all issues to avoid member effectiveness problems.

7.0 CCAEC FINANCIAL UPDATE BASED ON PRELIMINARY Q4 EXPENDITURE REPORTS

Regional Director presented present updated consortium member finances and facilitated board discussion on allocation of additional CAEP COLA funds.

8.0 BOARD APPROVAL OF ADDITIONAL CAEP COLA ALLOCATION FUNDS

Act # 21-19 Motion by Mr. Hernandez, seconded by Mr. Fertig **Vote to Approve 5-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Representative Wangler A

Based on discussions of Items 4.0 – 7.0, Mr. Hernandez offered the following motion:

“Claremont move \$28,000 of CCAEC consortium overhead carryover to its operational funds. Claremont receive \$42,544 of the additional COLA amount. Monrovia receive the balance of \$70,000 for operational funds.”

The motion carried with little deliberation.

9.0 BOARD REVIEW OF ANNUAL PLAN DRAFT AND DISCUSS STAKEHOLDER INPUT PROCESS

Regional Director was to present Annual Plan draft and discuss stakeholder input process.

This item was pushed due to time constraints.

10.0 BOARD REVIEW OF BUDGET AND WORKPLAN PROCESS

Regional Director was to review Budget and Workplan process, including utilization of member carryover.

This item was pushed due to time constraints.

11.0 BOARD DISCUSSIONS OF FALL PROFESSIONAL DEVELOPMENT CONFERENCE

Board to discuss CCAEC Fall Conference possibilities and set date.

This item was pushed due to time constraints.

12.0 BOARD DISCUSSION OF HEALTHCARE ADVISORY MEETING

Board to discuss Healthcare Advisory Meeting for October.

This item was pushed due to time constraints.

13.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned at 4:10 and items not covered were pushed for the August meeting.



Documents to Support Agenda Items

August 10, 2021 Agenda

Agenda Item 5.0

CCAEC 2021-22 Annual Plan - DRAFT

California Adult Education Program : Annual Plan : 2021-22 Produced: Aug 10, 2021, 02:34 PM UTC John Russell

09 Citrus College Adult Education Consortium

Plans & Goals - Draft

Executive Summary

The members of the Citrus College Adult Education Consortium (CCAEC) have engaged in robust collaborative planning as our institutions prepare to individually provide CAEP programs to regional adults in what will certainly be a challenging 2021-22 school year as we continue to address our mission during the COVID-19 pandemic. Despite the shock to consortium programs caused by the pandemic, all CCAEC members continue to diligently pursue the two simple vision statements outlined in our Three Year Plan: 1) All CCAEC K-12 adult students are prepared for and given the opportunity to transition to a postsecondary institution and 2) Regional employers meet their employment needs with well-trained CCAEC students. The California Legislature has graciously provided a 4% COLA increase to statewide CAEP funds. Throughout numerous CCAEC board meetings and discussions, members effectively allocated funds with the ethos of "hold harmless" to member schools who saw a dramatic decrease in enrollment. Despite the COLA, members continue to expand Career Technical Education programs and leverage all possible funding sources to better buffer the consortium's future financial position. Members allocated CAEP funds with a plan to better access and leverage WIOA Title I funding from America's Job Centers of California (AJCC) for CTE programs where there was still high growth employment potential. Despite the pandemic CCAEC efforts to leverage AJCC funds were very successful in 2020-21. CCAEC schools earned nearly \$500,000 in Title I fees for CTE programs listed on the California Employee Training Provider List (ETPL) and the Los Angeles County Intrastate Training and Information Network (I-TRAIN). That amount represents 11.3% of the consortium's CAEP funding. The consortium has a goal to raise that to 15% of CAEP funds in 2021-22. Governed by K-12 Local Education Agencies, CCAEC K-12 member institutions are following California and Los Angeles County Department of Public Health (DPH) K-12 guidelines which are informed by the Center for Disease Control (CDC) "Guidance for COVID-19 Prevention in K-12 Schools" updated July 9, 2021. The foundational principle of the CDC, California, and County guidance is "students benefit from in-person learning, and safely returning to in-person instruction in the fall 2021 is a priority." Thus, at this time, K-12 institutions are endeavoring to open all programs in 2021-22 and attempting to conduct them via in-person instruction. In contrast, almost all noncredit and credit Citrus College courses will begin the 2021-22 year virtually. This difference in delivery approaches between members has provided an excellent opportunity to maximize program options for regional adult learners and increase transitions to Citrus College. CCAEC members will be working together to transition adults to a program delivery modality that works for them, whether it be in person or virtually. K-12 member institutions will guide students to Citrus College for virtual offerings and Citrus will be directing students who need in-person instruction. While K-12 administrators are excited for return to in-person instruction for the 2021-22 school year, all K-12 member administrators understand the gravity and complexity of each district's decision to return to in-person instruction. While the staff of many K-12 members are eager to return to in-person instruction, we know that many students will have safety concerns. All CCAEC member institutions are committed to the safety of all our students and staff. The CCAEC 2021-22 Annual Plan meets the continued regional challenges of the COVID-19 to provide quality educational programs and transition our students to postsecondary education or employment. The 2021-22 Annual Plan aligns well with the Logic Model goals called for by the CCAEC Three Year Plan. Those goals included: increase student persistence and performance; create and implement Employment Training Plan to increase leveraged funds and better serve industry; and improve CCAEC student transitions to postsecondary institutions. CCAEC members recognize we have much work to do increase enrollment, persistence, and performance. However, members made excellent gains on the latter Regional Needs despite the pandemic. Partnerships with the County Workforce Development Board and regional AJCCs are incredibly strong as demonstrated by the \$500,000 in Title I fees. Also, current Citrus College administration has provided strong leadership, quality expertise, and financial resources to create transition pathways during the pandemic. Citrus College has utilized Strong Workforce funds to create myriad programs and pathways to transition regional adults to the workforce. These funds have also paid for the CCAEC Transitions Specialist who, despite the pandemic, laid a solid foundation for transitioning K-12 adults to Citrus College. CCAEC members will work tirelessly to implement this plan and meet the vision for the adults we serve.

Regional Planning Overview

Logic Model goals noted above come from the CCAEC Three Year Plan: 1) increase student persistence and performance; 2) create and implement Employment Training Plan to increase leveraged funds and better serve industry; 3) and improve CCAEC student transitions to postsecondary institutions. These goals will drive 2021-22 consortium efforts; the Inputs and Activities must be

modified to meet the continued challenges of this pandemic. The Regional Needs identified in this Annual Plan speak to how those Inputs and Activities will change.

Meeting Regional Needs

Regional Need #1

Gaps in Service / Regional Needs

Increase student persistence and performance for either in-person or online delivery of consortium educational services for English language acquisition or attainment of high school diploma / high school equivalency.

How do you know? What resources did you use to identify these gaps?

Member stakeholders analyzed enrollment data from 2018-19, 2019-20, and 2020-21 from TOPSpro Enterprise and Banner and noted the obvious decline in student enrollment, attendance, persistence and performance. Final CCAEC K-12 enrollment for 2019-20 was down 19.9% from 2018-19 and enrollment for 2020-21 dipped another eye-popping 52% from 2019-20 levels. Moving from direct instruction to distance learning was a very difficult transition for English Learners and adult high school students and fueled this enrollment decline. Also, County regulations forcing all CTE classroom instruction to virtual delivery (except "hands on" skills for Essential Critical Infrastructure sector training programs) affected enrollment as well.

How will you measure effectiveness / progress towards meeting this need?

Members will analyze student enrollment, attendance, persistence, and performance data for the 2021-22 school year compared to 2019-20 levels. The goal is to increase consortium 2021-22 enrollment and attendance in ESL and ASE/ABE programs by 10% and persistence and performance rates by 10% over 2019-20 levels. The consortium will also be measuring CAEP Summary postsecondary transition data and has set the goal of a 10% increase from 2019-20 levels.

Regional Need #2

Gaps in Service / Regional Needs

Create and implement Employment Training Plan to increase leveraged funds and better serve industry employment needs.

How do you know? What resources did you use to identify these gaps?

CCAEC members analyzed CTE employment outcomes from TOPSpro Enterprise and Banner, consortium-wide Title I fees collected from AJCCs and input from the County workforce system. Members continually meet with County Workforce Development Board staff and regional AJCC Directors to better understand High Growth employment sectors that regional AJCCs are to address. Based on these discussions, CCAEC members have increased training program offerings on the California Employee Training Provider List (ETPL) and the Los Angeles County Intrastate Training and Information Network (I-TRAIN) and have leveraged targeted marketing efforts to help AJCCs reach their performance targets. These efforts need to continue to improve.

How will you measure effectiveness / progress towards meeting this need?

Members will analyze TOPSpro Enterprise and Banner data for student CTE enrollment in Strong Workforce and Title I CTE programs, fees collected, and most critically, number of students gainfully employed.

Regional Need #3

Gaps in Service / Regional Needs

Improve CCAEC K-12 student transition to postsecondary institutions, most specifically Citrus College.

How do you know? What resources did you use to identify these gaps?

Members analyzed CAEP Summary Table Postsecondary Transition data for the 2020-21 school year compared to 2019-20 levels and anecdotal data from Citrus College.

How will you measure effectiveness / progress towards meeting this need?

Members will continue to analyze CAEP Summary Table Postsecondary Transition data for the 2021-22 school year compared to 2018-19 and 2019-20 levels.

Regional Need #4

Gaps in Service / Regional Needs

Identify how programs and services are impacted by structural racism and formulate strategies and student supports to increase equitable access.

How do you know? What resources did you use to identify these gaps?

Stakeholders will analyze TOPSpro Enterprise and Banner demographic data in the 2021 Annual Data Review.

How will you measure effectiveness / progress towards meeting this need?

Through TE and Banner enrollment data and survey data.

Gaps In Service**New Strategies****Strategy #1**

Consortium members will better leverage resources, such as a marketing, AJCC access and expertise, and a consortium Pre-certification CNA Nurse Director, to gain economies of scale and deliver more performance outcomes.

Strategy #2

To maximize enrollment, CCAEC members will collaborate on program offerings, guide students to member schools, and provide seamless pathways for students to enroll in virtual or in-person programs as they prefer.

Strategy #3

Consortium members will coordinate CTE efforts with each other and regional worksorce partners to work towards achieving an Advanced mode of CTE delivery.

Strategy #4

Consortium members will utilize various consortium-wide and local strategies to improve gaps with students who enroll, but do not persist to 12 hours of instruction (defined by the consortium as micro gaps).

Seamless Transitions**New Strategies****Strategy #1**

Build upon 2020-21 successes and have Transition Specialist support all noncredit CCAEC students in their academic, social/emotional, and college/career development process and improve postsecondary transition rates.

Strategy #2

Increase awareness of and enrollment in articulated credit and noncredit Citrus College classes to increase the number of CCAEC K-12 adult students who earn college credit and college prep skills.

Strategy #3

Improve regional workforce development collaboration and labor market analysis to increase student transitions to employment.

Strategy #4

Implement various additional strategies to increase K-12 student transitions to Citrus including: 1) have field trips to Citrus College for various ESL and HSD/HSE students; 2) hold information sessions with Transitions Specialist on each K-12 campus; 3) have former students who made the transition to Citrus meet with current K-12 students; 4) have classroom visits from Transitions Specialist.

Student Acceleration

New Strategies

Strategy #1

Use WIOA 243 IET contextualized learning strategies to get ESL students trained and hired as Home Care Aides, Certified Nursing Assistants, Pharmacy Technicians, and Medical Assistants.

Professional Development

New Strategies

Strategy #1

Create and implement a consortium-wide Professional Development Plan to improve learner outcomes.

Strategy #2

Hold consortium Professional Development conference as part of CCAEC PD Plan.

Strategy #3

Train CCAEC staff and teachers on Citrus College noncredit and credit course options so K-12 faculty and staff better understand what options exist for k-12 students.

Strategy #4

Use CCAEC consortium Annual Data Review to inform consortium-wide and individual institutional Professional Development.

Leveraging Resources

New Strategies

Strategy #1

Align consortium efforts to better access AJCC Title I funding for CTE programs.

Strategy #2

Leverage Strong Workforce funds to offer a variety of career pathway training for regional students.

Fiscal Management

A narrative justifying how the planned allocations are consistent with the annual adult education plan which is based on your CAEP 3-year plan.

CCAEC representatives used the Three-Year Plan process to identify regional priorities and subsequent allocations support this Annual Plan and Three-Year Plan priorities. The Three-Year Plan logic models were carefully analyzed to drive funding to each member institution. If changes to initial allocations are required to better serve regional priorities, the CCAEC board has a well-documented and fair system to subcontract allocations to do so.

An approach to incorporating remaining carry-over funds from prior year(s) into strategies planned for 2021-22.

CCAEC members have engaged in extensive discussions about carryover in the context of member effectiveness. Member representatives understand that one key measure of member effectiveness is utilizing carryover funds. To that end, each member

with significant carryover has created a strong plan to spend carryover. Following are highlights of those plans by member:
INSERT DETAILS HERE FROM EACH MEMBER.

Certification

No approver contacts.



California
Community
Colleges



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