



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, January 10, 2017

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

### Minutes – Approved 4/18/17

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

1.1 Meeting called to order by Chair Felipe Delvasto at 1:35 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Program Director	Present
Flint Fertig, Representative	Present	Debbie Vanschoelandt, Proxy	Tardy
Mary Ketza, Representative	Present	Jessica Michel, Secretary	Present
Jim Lancaster, Representative	Tardy	Daniel Soriano, Proxy	Present
Ron LeTourneau, Representative	Present	Rebecca Summers, Proxy	Present
Kevin Morris, Representative	Absent	Norman Anderson, 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 December 13, 2016 Regular Executive Board Open Session Meeting.

**Act # 17-01** Move to vote by Mr. Fertig, seconded by Mr. Soriano **Vote to Approve 4-0**

Representative Delvasto Y Representative Fertig Y Representative Ketzka Y

Representative Lancaster A Representative Letourneau Y Representative Morris A

\*Dr. Lancaster absent at this time.

## 3.0 COMMUNICATIONS

### 3.1 Representative reports:

**Azusa:** Mr. Soriano wanted to take a moment to welcome Ms. Ketzka back.

**Citrus:** Dr. Lancaster was not present yet at this time.

**Claremont:** Mr. Delvasto reported that Claremont was still in their 1<sup>st</sup> semester and had about 2 more weeks left.

**Duarte:** No report. (absent)

**Glendora:** No report.

**Monrovia:** No report.

### 3.2 Program Director report.

#### I. Confirmation of 2016-17 Budget Submission

- Mr. Russell advised that the budget was aggregated and submitted by the October 31, 2016 deadline. However, Neil Kelly said that the budget was not correct and that only the fiscal agent budget should have amounts in object codes and the rest of the budget would be reflected in category 7000, Other Outgo. While this made no sense from an audit point of view, Mr. Russell said he did what he was advised to and the 2016-17 budget was certified.

#### II. Data and Accountability Work Plan

- Mr. Russell advised that the Data and Accountability Work Plan was pushed to a due date February 20, 2017. This plan has been greatly affected by the state requirement that all data be submitted through TOPSPro Enterprise. The Expenditure and Progress Report deadline has been pushed as well, so the consortium does not need to complete this by January 31, 2017.

#### III. Year-to-Date Expenditure and Progress Report due January 31, 2017

- Mr. Russell advised that he and David Conway would be coordinating with each member Business Services to get expenditure information for the 2015-16 Allocation funds and 2016-17 AEBG funds. He stated he sent an email to Business Services personnel that day to request expenditure by Object Code. Mr. Russell

stated that each grant required a separate Annual Expenditure report and that account numbers were by year:

\*63911.0 is 15/16

\*63911.1 is 16/17

- Mr. Russell stated that the by-laws call for ratification, then public disclosure, move for public comment, and then board approval. He reminded the board that they do not have a meeting scheduled before the 31<sup>st</sup>. He advised the board to plan for a conference call to ratify and approve.
- Mr. Delvasto requested the date Mr. Russell needed the narrative by. Mr. Russell stated the original date was the 21<sup>st</sup>, but he clarified he needed the narratives by 25<sup>th</sup>/26<sup>th</sup> at the latest.
- Dr. Summers wanted clarification on what the narrative is for, for 15/16. Mr. Russell said 15/16 funds be used for the 15/16 plan, even though the funds were not provided until February. Mr. Russell stated that narrative should say that we continue to address gaps, professional development, and seamless transitions. We continue to address the 15/16 plan in a belated fashion.
- Mr. Russell reminded the board to contact David for business services questions.
- Mr. Russell will send out google doc for the narrative, and excel template for expenditures. BOTH narrative and expenditure report due by the 21<sup>st</sup>...for approval on the 31<sup>st</sup>.

#### IV. CPS Update

- Mr. Russell advised there have been two Counselor Pathways for Success (CPS) meetings and they have been very productive.
- The three major initial goals the group agreed to pursue were:
  1. Improve communication between K-12 and CCD counselors to help students transition to postsecondary institutions.
  2. Create a clear pathway document for students to see how they can transition to postsecondary institutions.
  3. Create an Exit Survey to encourage transitions to postsecondary institutions.

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 DISCUSSION AND APPROVAL OF WIOA SUBMISSION PROTOCOL**

**Act # 17-02** Move to vote by Mr. Fertig, seconded by Ms. Ketza **Vote to Approve 4-1**

Representative Delvasto N Representative Fertig Y Representative Ketza Y  
Representative Lancaster Y Representative Letourneau Y Representative Morris A

Motion put forth was to submit WIOA Title II Request For Application individually by institution, not as a consortium.

Mr. Russell advised that he spoke Cliff Moss at the CDE and he advised that it was not a problem that Citrus did not sign Phase 1 MOU with LA County. Manny Ruiz at the LA County WDB advised that Citrus College could take part in Phase 2 deliberations even though they had not signed Phase 1. Thus, Mr. Russell advised, Citrus was eligible to apply for WIOA Title II funds.

The Board wanted to know: does applying as a consortium jeopardize the distribution of funds?

Mr. Russell relayed his conversation with Mr. Moss at the state. Mr. Moss made clear this was an RFA, not RFP: applicants would get dollar amount based on enrollment in the application. It was not competitive.

Mr. Moss told Mr. Russell, that since the money comes through a fiscal agent, theoretically, through the leverage in this board, members can move funds around based on performance.

Dr. Lancaster advised the board that due to a conversation with the College Vice President, Citrus will most likely not participate at this time. Dr. Lancaster and Mr. Delvasto asked if Mr. Russell could verify that the CCAEC can still apply as a consortium WITHOUT members. Mr. Fertig believed that would not be an issue, seeing that Duarte wasn't applying either.

Mr. Russell reminded the board that the application is due February 10<sup>th</sup> and that the board needed to make a decision that day.

Mr. Fertig feels that as a consortium it would be great to work on the applications together. However, he also stated that there are so many nuances of each program for each school. As a result, he feels that we should submit individually. Ms. Ketza agreed with Mr. Fertig. The motion eventually was put forth to submit as individual institutions.

**5.0 BOARD APPROVAL OF DISTRIBUTION OF ALLOCATION FUNDS AVAILABLE FOR SUBCONTRACTING**

**Act # 17-03** Move to vote by Mr. Fertig, seconded by Dr. Lancaster **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y  
Representative Lancaster Y Representative Letourneau Y Representative Morris A

Mr. Fertig put forth a motion for the board to accept redistribution of the Citrus Allocation funds available for consortium subcontracting according to the spreadsheet Mr. Russell prepared.

Mr. Delvasto wanted to know when the funds will be dispersed to everyone. Ms. Vanschoelandt said Todd Owens had requested an invoice from the consortia. Mr. Russell said Monrovia will invoice it and cut the checks to members as soon as funds are received.

**6.0 BOARD DISCUSSION OF AZUSA LIBRARY REQUEST FOR FUNDS FOR CITIZENSHIP**

Mr. Russell referred to Cathay's letter from the last meeting agenda. He did not want to vote on it yet, but just bring it up for more discussion with the board.

Mr. Russell suggested to Ms. Ketzka to look at Cathay's proposal and keep in mind concerns Dr. Lancaster had previously mentioned, and initiate a conversation with Cathay.

Mr. Fertig suggested that the board should say "no" for now, and investigate further. Ms. Ketzka asked if there was a need for more classes. Dr. Lancaster said there is room to add, just needs to see the demand. Mr. Fertig reiterated that Ms. Ketzka should look over the proposal, and decide if Azusa finds value to this proposal. He also added that this proposal is not of any value to Monrovia because Monrovia already has all those resources with its own library. Dr. Lancaster feels this should be more of a contract service agreement.

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

2:31 PM.