



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, November 11, 2017

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

Minutes – Approved 12/12/17 Act # 17-20

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

1.1 Meeting called to order by Chair Flint Fertig at 1:37 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Program Director	Present
Flint Fertig, Representative	Present	Jessica Michel, Secretary	Present
Linda McNary, Representative	Present	Daniel Soriano, Proxy	Present
Jim Lancaster, Representative	Absent	Rebecca Summers, Proxy	Absent
Ron LeTourneau, Representative	Present	Kevin Morris, Proxy	Absent
Norman Anderson, Representative	Tardy	Julianne Ceccarelli, Proxy	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 Approve the minutes of the August 16, 2017 Regular Executive Board Open Session Meeting.

Act # 17-19 Move to vote by Mr. Delvasto, seconded by Mr. LeTourneau **Vote to Approve 4-0**

Representative Delvasto Y Representative Fertig Y Representative McNary Y

Representative Lancaster A Representative LeTourneau Y Representative Anderson A

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Mrs. McNary reported that Azusa is in the midst of starting their second session for CNA; they had a full group for orientation. Azusa is also having orientation on December 1st for Medical Billing and Coding and ACG.

Citrus: Absent.

Claremont: Mr. Delvasto reported that they are finishing up pretesting for CASAS for ESL, diploma, and GED. They are getting ready for the post test around December. Claremont will be starting a new ESL Literacy class the end of November.

Duarte: Not present during this portion of the meeting.

Glendora: No report.

Monrovia: No report.

3.2 Program Director report.

Mr. Russell deferred his report to provide more time for NOVA training.

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 CLAREMONT UPDATE ON ADDRESSING ADULTS WITH DISABILITIES PROGRAM

Mr. Delvasto stated that Claremont is interested in starting an adult transition program using AEBG funds. Mr. Russell had previously discussed this initiative with Mr. Delvasto as a possible way for the consortium to provide services to the AEBG program area of Adults with Disabilities. Mr. Fertig noted that this type of program as described would not be appropriate use of AEBG funds and recommended further discussion between Monrovia and Claremont.

Mr. Russell clarified that he had instructed Mr. Delvasto to put this on the agenda and noted that his understanding of AEBG use of funds in this arena was incorrect.

5.0 FISCAL AGENT REPORT ON 2017-18 DISPERSEMENTS AND CLOSING EXPENDITURES 2016-17

Mr. Russell stated that checks for September-October-November are on their way and will go to each school's business offices. For December and the months beyond that, the checks will be processed by the first week of each month.

6.0 PROGRAM DIRECTOR TRAINING ON NOVA, NEW STATE FINANCIAL SYSTEM AND ANSWER BUSINESS SERVICES QUESTIONS

Mr. Russell provided a NOVA training for Business Services personnel and member representatives.

In attendance were Marc Bommarito from Azusa and Karen Waltman from Claremont.

Below are the highlights of the training:

- Mr. Russell explained that in 15/16, the consortium was only required to report Allocation funding. In 16/17 and going forward, the state required the entire AEBG amount (MoE and Allocation funds).
- Mr. Russell stated that all reporting and plan information that was in old portal is now uploaded into NOVA.
- He stated that the Data and Accountability Plan expenditure reports will be still be generated in the old MIS system. He advised that all members know that all Data and Accountability funds must be expended by the end of December this year.
(As it turns out, the funds must be expended by December 31, 2018. Mr. Russell later disseminated the correct information via email.)
- Mr. Russell then demonstrated the log in and user interface for NOVA. Some members did not have log ins and Mr. Russell advised he would send those members the links and assist in getting them logged into the system.
- Mr. Russell demonstrated to members how to complete the Work Plan, which is based on the Annual Plan submitted on 8/15/17. Completion of the Work Plan section leads to the Budget section. During the Work Plan demonstration, Mr. Russell reminded Mr. Anderson that they had talked about utilizing Duarte funds to expand Parent University and address this program area. Mr. Fertig and Mr. Russell stated that they would call Rick Crosby regarding this.
- He explained that the first field to be entered in each member Budget was the carryover amount. This carryover amount needed to match carryover amounts previously reported in the old MIS system for the 2016-17 Q3 Annual Expenditure Report.
(Karen Waltman asked about the ability to update expenditures for the 2016-17 Q3 Report as that report was based on 5/31/17 expenditures and year-end totals would have changed. Mr. Russell advised he would find out if totals could be revised and, indeed, that is the case. Members provided revised 2016-17 totals, Mr. Russell re-certified 2016-17 budget and expenditures and the carryover as a consortium will match the sum of each member's revised carryover amount as reported.)

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING AT 2:38 PM.

After NOVA training, the board adjourned.