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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, January 29, 2019

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

AGENDA

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

1.1 Meeting called to order by Chair Linda McNary at _____

1.2 Pledge of Allegiance

1.3 Roll call:

Rocky Cifone, Representative	_____	John Russell, Regional Director	_____
Felipe Delvasto, Representative	_____	Flint Fertig, Proxy/Prog. Asst.	_____
Ron Letourneau, Representative	_____	Jessica Michel, Secretary	_____
Calvin McKendrick, Representative	_____	Rick Crosby, Proxy	_____
Linda McNary, Representative	_____	Rebecca Summers, Proxy	_____
Kevin Morris, Representative	_____	Saida Valdez, Proxy	_____
		Debbie Wong, Proxy	_____

2.0 ORDER OF BUSINESS

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

2.1 Approve the minutes of the December 14, 2018 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____
Representative Cifone __ Representative Delvasto __ Representative Letourneau __
Representative McKendrick __ Representative McNary __ Representative Morris __

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 DEBRIEF FROM 12/14/18 CONFERENCE AND SET DATE FOR SPRING CONFERENCE

Board will analyze survey data via online, discuss successes and areas for growth of the December 14, 2018 "Moving the Needle" conference, and set the date for the spring CCAEC conference.

5.0 REGIONAL DIRECTOR PRESENTATION OF BUDGET BILL PROCESSES IN NOVA

Regional Director will present a tutorial about entering information into NOVA and presenting statewide FAQs so individual member institutions comply with Budget Bill requirements.

6.0 BOARD DISCUSSIONS ABOUT CONTINUED ESL FAC MEETINGS

Yecsenia Delgado has requested that the CCAEC ESL FAC meet for 2-3 hours to review CCAEC ESL Language Proficiency Objectives and push to ensure they are being implemented in the classroom.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

January 29, 2019 Agenda

Agenda Item 2.1

December 14, 2018 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Friday, December 14, 2018

9:00 a.m.

Monrovia Community Adult School – Multi-Purpose Room 33

920 S. Mountain Ave.

Monrovia, CA 91016

Unadopted Minutes

1.0 CONVENE REGULAR EXECUTIVE BOARD CLOSED SESSION MEETING (9:00)

1.1 Meeting called to order by Chair Linda McNary at 9:42 a.m.

1.2 Pledge of Allegiance

1.3 Roll call:

Rocky Cifone, Representative	<u> A </u>	John Russell, Regional Director	<u> P </u>
Felipe Delvasto, Representative	<u> P </u>	Flint Fertig, Proxy/Prog. Asst.	<u> P </u>
Ron Letourneau, Representative	<u> P </u>	Jessica Michel, Secretary	<u> A </u>
Calvin McKendrick, Representative	<u> T </u>	Rick Crosby, Proxy	<u> A </u>
Linda McNary, Representative	<u> P </u>	Rebecca Summers, Proxy	<u> A </u>
Kevin Morris, Representative	<u> P </u>	Saida Valdez, Proxy	<u> P </u>
		Debbie Wong, Proxy	<u> A </u>
Neil Kelly, CAEP Office	<u> P </u>		
Jay Wright, TOPSpro Enterprise	<u> P </u>		

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 November 27, 2018 Regular Executive Board Open Session Meeting.

Act # 18-26 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 5-0**
Representative Cifone A Representative Delvasto Y Representative Letourneau Y
Representative McKendrick Y Representative McNary Y Representative Morris Y

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Ms. McNary reported that Azusa is wrapping the 1st semester in January. Also, Azusa hosted community organization speakers for their ESL students as a part of a civic engagement component for the program. The Azusa Community Health Center, the Azusa Library, and Azusa Parks and Recreation provide students information about city services and support that are available to them.

Citrus: Absent.

Claremont: No report.

Duarte: No report..

Glendora: No report.

Monrovia: No report.

3.2 Regional Director report.

Mr. Russell deferred presenting a report to allow conference attendees the greatest opportunity for Q&A with board representatives.

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 REGIONAL DIRECTOR PRESENTATION OF BUDGET BILL PROCESSES IN NOVA

Due to time constraints, Mr. Russell asked the board to table this agenda item until next board meeting.

5.0 BOARD Q&A WITH “MOVING THE NEEDLE” CONFERENCE ATTENDEES

At the beginning of the board meeting, each board member introduced themselves and their member institution. Ms. McNary, as Chair, from the beginning of the meeting had been

explaining to the conference attendees each agenda item as encountered so attendees were able to understand how a board meeting operated.

Questions from attendees and conversations that ensued from the questions were extensive and varied. Neil Kelly from the California AEP office and Jay Wright from TOPSpro Enterprise were at the conference and often provided clarifying or edifying comments during the conversations. These minutes do not make an attempt to detail the 50 minutes of Q&A, but do present a broad summary of issues discussed.

Discussions centered on a few major themes: board operations, consortium funding, and data and accountability.

Chair Linda McNary explained often during proceedings how the board worked to address issues that came before it. Additionally, Mr. Russell explained that one major role of the board was transparency in handling the state money that financed all adult education programs. He stressed that any decision that involved the distribution and subcontracting of state funds was brought before the board through agenda items, voted on by the board, and recorded in meeting minutes. Those agendas, minutes and supporting documents were all on the website for public perusal. Every financial decision was transparent and could be tracked by any member of the public.

Attendees were given time to peruse the minutes from the November 27, 2018 meeting. Those minutes contained an updated CCAEC CFAD and questions were asked about funds. Mr. Russell explained that the consortium bylaws stated that each member received a minimum amount of funding which was based on what the state previously called Maintenance of Effort. Additional funding to the consortium was called Allocation funding and after the most recent COLA, that amount was approximately \$950,000. The distribution of those dollars was one of the primary responsibilities of the board. When asked how the board decided to allocate those funds, Mr. Russell said enrollment of students served was a consideration, but Mr. Delvasto explained that the state required a 3 year plan and an annual plan as to how the funds were to be spent. The board's responsibility was to approve the plans and allocate funds to make sure the plans were enacted.

A number of discussions concerning data and accountability occurred and often Mr. Kelly and Mr. Wright joined in those discussions. Mr. Kelly had noted in his key note speech the CCAEC data outcomes in EFL gain and student retention exceeded the state, the county, and surrounding regions. Conversations about what data the state was looking for and how the consortia was accountable to that data were extensive.

One interesting point Mr. Kelly presented concerned addressing gaps. Significant gaps between census data on the number of regional residents needing services (e.g. needing a high school diploma) and the actual number of students served in schools was extremely large. Mr. Kelly advised that many regions were looking at how to close that gap by reaching out to get those who needed service into the schools. Mr. Kelly suggested that perhaps a better approach would be for consortia to look at those students who left after less than 12 hours and determine why they were leaving and increase retention of that population.

Q&A consumed around 40 minutes of the board meeting.

6.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned at 10:31am.