



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, November 27, 2018

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

## Minutes – Approved 12/14/18 Act # 18-26

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

1.1 Meeting called to order by Chair Linda McNary at 1:44 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Rocky Cifone, Representative	Absent	John Russell, Regional Director	Present
Felipe Delvasto, Representative	Present	Flint Fertig, Proxy/Prog. Asst.	Absent
Ron Letourneau, Representative	Present	Jessica Michel, Secretary	Present
Calvin McKendrick, Representative	Present	Rick Crosby, Proxy	Absent
Linda McNary, Representative	Present	Rebecca Summers, Proxy	Absent
Kevin Morris, Representative	Absent	Saida Valdez, Proxy	Present
		Debbie Wong, 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 October 23, 2018 Regular Executive Board Open Session Meeting.

**Act # 18-24** Motion by Mr. Delvasto, seconded by Mr. McKendrick **Vote to Approve 4-0**

Representative Cifone A Representative Delvasto Y Representative Letourneau Y

Representative McKendrick Y Representative McNary Y Representative Morris A

## 3.0 COMMUNICATIONS

3.1 Representative reports:

**Azusa:** Ms. McNary reported that the Thanksgiving break was a good one for all Azusa staff.

**Citrus:** Absent.

**Claremont:** No report.

**Duarte:** Absent.

**Glendora:** No report.

**Monrovia:** No report.

3.2 Program Director report.

Mr. Russell advised that representatives would receive the agenda for the December 14 “Moving the Needle” conference. Reps would also receive the link so member staff could register for the event. He stated that a good portion of the conference would be dedicated to regional data review for the 3 year planning process. He also advised he was working on the breakout sessions and if any member faculty wanted to present, to please contact him. Mr. Russell advised the that there would be three one hour session and the following topics were being addressed by presenters:

- Nearpod for immediate student feedback
- Google Suite of products (Forms, Drive, Classroom, etc.) for student engagement
- Using Aztec for hybrid delivery
- Lesson Design Toolkit (which he advised would be good for CTE faculty)

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 MEMBER ANNUAL PLAN & BUDGET DOCUMENT AND PROCESS

Mr. Russell presented the MCAS Member Annual Plan and Budget and supporting documents to demonstrate what members should be completing as oversight back-up for member budget

submissions. He explained that the Annual Plan portion of the documentation was not included as the Annual Plan had already been approved. He only wanted representatives to see the budget section.

Mr. Russell explained that the budget he was presenting was off a little over \$700 due, but that the document would work for explanatory purposes.

*(Attached to these minutes is the corrected MCAS budget as well as other institutional budgets and supporting documents.)*

Mr. Russell explained that Section 1 should include a row for each category of funds received by the member institution and that members with carryover should add a row to separate those funds from the 2018-19 CFAD allocation they were scheduled to receive.

Mr. Russell did engage in a somewhat tangent conversation about whether to call the funds AEBG or AEP when completing the Annual Plan and Budget report. Mr. Russell asked Mr. Fertig to explain the issue around what seems to be a simple discussion. Mr. Fertig discussed a potential problem with Ed Code compliance if the state calls these funds “program” funds, instead of “grant” funds. He explained that if these funds are “grant” funds, then the consortium structure of governance and oversight currently in place works. He said if these funds are termed “program” funds, then by Ed Code they subject to LEA authority. Thus, by demanding that AEBG funds be called AEP, adult education schools may have opened themselves to having funds back under the control of their district offices, who swept a significant amount of money during the Great Recession. Mr. Fertig relayed discussions he had heard at director’s meetings of San Gabriel Valley K-12 adult schools where this topic had been discussed.

Mr. Russell then explained that all members would need to complete the Member Annual Plan and Budget report for the November 30, 2018 Budget and Workplan submission deadline. He advised that reps only needed to complete the AEBG budget portion of the report and that member reps would complete the section that budgeted other categorical funds by Program and Object Code for approval at a later meeting. He asked all members to submit their Member Annual Plan and Budget report and complete the Budget and Workplan in NOVA. He would gather all documents and email them to all reps for an email approval.

Ms. McNary asked about CalWorks allocations which had just been released via email. Mr. Russell advised not to include those funds in the 2018-19 budget as they would not be received until next school year.

*(Attached to these minutes are all member Annual Plan and Budget reports, supporting documents, and NOVA submissions. Also attached is the email thread in which member representatives approved the budgets.)*

## **5.0 BOARD APPROVAL OF Q1 EXPENDITURE REPORTS IN NOVA**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

Representative Cifone \_\_\_ Representative Delvasto \_\_\_ Representative Letourneau \_\_\_

Representative McKendrick \_\_\_ Representative McNary \_\_\_ Representative Morris \_\_\_

This agenda item was tabled and not put up for a vote as Q1 expenditures could not be approved until Budgets and Workplans were complete. Mr. Russell advised that Q1 expenditures were not as critical as Q4 expenditures which required more comprehensive documentation and support from business services personnel. Mr. Russell said that the LAGL015 report would suffice for Q1 expenditures.

Mr. Russell advised that he would submit certification of Q1 Expenditure reports once individual members input them into NOVA.

*(Attached to these minutes is the CCAEC Q1 expenditure report as entered into NOVA by individual members and certified . Thus:*

***Act # 18-25 Vote to Approve 6-0***

*Representative Cifone Y Representative Delvasto Y Representative Letourneau Y  
Representative McKendrick Y Representative McNary Y Representative Morris Y )*

**6.0 BOARD APPROVAL OF 2018-19 FISCAL REPORTING AGREEMENT**

Motion by \_\_\_\_\_ , seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Cifone \_\_\_ Representative Delvasto \_\_\_ Representative Letourneau \_\_\_  
Representative McKendrick \_\_\_ Representative McNary \_\_\_ Representative Morris \_\_\_

This agenda item was tabled and not put up for a vote because member reps are still awaiting direction from business services offices and approval from individual member Boards. The 2018-19 Fiscal Reporting Agreement was CCAEC board ratified and individual members were supposed to get approval from member institution Boards.

Mr. Russell did advise that all members are fiscally operating based on the board ratification of the document. Though individual member Boards have not approved, the document lays out the expectations for all members in terms of budgeting, planning and expending funds.

**7.0 REGIONAL DIRECTOR UPDATE ON 3 YEAR PLANNING PROCESS**

Mr. Russell explained that the 3 Year Planning process would receive a very significant push during the 12-14 conference. By having stakeholders analyze detailed regional student demographic and performance data, the 3 Year Plan would have a strong foundation. Follow-up meetings in the spring with a variety of stakeholders would build on that foundation and ensure the report detailed a comprehensive approach to providing regional services.

**8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**

Meeting was adjourned at 2:40pm.