



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, December 10, 2019

1:30p.m.

Azusa Adult School – Multi-purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

Minutes – Approved Electronically 02/11/2020 Act # 20-02

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

1.1 Meeting called to order by Chair Linda McNary at 1:45 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Citrus College, Representative	Absent	John Russell, Regional Director	Present
Felipe Delvasto, Representative	Present	Saida Valdez, Proxy	Present
Flint Fertig, Representative	Present	Calvin McKendrick, Proxy	Absent
Ron Letourneau, Representative	Present	Rick Crosby, Proxy	Absent
Linda McNary, Representative	Present	Rebecca Summers, Proxy	Absent
Kevin Morris, Representative	Present	Michelle Yanez, Citrus Work Force	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 October 21, 2019 Regular Executive Board Open Session Meeting.
Motion was tabled at the meeting as the minutes were not available.

(Minutes were presented at the January 12 board meeting and Mr. Russell requested that reps look over the minutes and he would email reps for a vote to approve minutes. The email thread approving the minutes is attached to these minutes.)

ACT #20-01 Electronic Vote to Approve 5-0-1

*Representative Delvasto Y Representative Fertig Y Representative Letourneau Y
Representative McNary Y Representative Morris Y Representative Wangler Abstain)*

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Ms. McNary requested that agendas be consistently sent the Friday before the meeting and suggested that agenda items be submitted earlier so that this could be the case from now on.

Citrus: No report.

Claremont: Mr. Delvasto reported that on November 21, Claremont USD had been the victim of a ransomware attack on its financial and email systems. He explained that the virus had been planted on the CUSD system 4-5 weeks prior and sat idle on their servers until the attackers had ascertained what firewall and virus protection measures the district utilized. Once the attackers knew everything about the district's cybersecurity measures and could work around them the virus was triggered. When the Director of Finance turned on her computer, the OS shut down and displayed a message saying if the district wanted their data back, they would need to send bit coin to the listed email address.

Mr. Delvasto advised that the district would not be paying the ransom and was in the process of recovering data and getting its email functional again. He advised until district email was up that if anyone needed to communicate with him electronically, he or she should use his personal email.

Duarte: No report.

Glendora: No report.

Monrovia: No report.

- 3.2 Regional Director report.

Mr. Russell deferred his 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

4.0 BOARD APPROVAL OF ACTUAL INSTRUCTIONAL HOURS AND EXPENDITURES BY PROGRAM AREA

Act # 19-28 Motion by Mr. Fertig , seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Citrus College A Representative Delvasto Y Representative Letourneau Y
Representative Fertig Y Representative McNary Y Representative Morris Y

Institutions entered 2018-19 Instructional Hours and Expenditures by program area into NOVA.
The actual report from NOVA is attached to these minutes.

5.0 BOARD APPROVAL OF Q1 EXPENDITURE REPORT

Motion was tabled at the meeting as Q1 Expenditures in NOVA had not been completely submitted.

However, in the context of Agenda Item 4.0, the board discussed fine tuning expenditure reporting so that the legislature's requirement for the consortium reporting instructional hours and expenditures by program area would be more transparent. Ms. McNary advised that Azusa's LAGL015 report breaks the Goal down in the account string so that total expenditures by program area are readily available with the report. Board reps agreed this would be an excellent protocol to follow for all members in 2020-21. Below are the Goals as were discussed:

Goal	Category
41102	General Program costs / Marketing
41104	Academic Programs
41108	ESL Programs
41110	CTE Programs
41111	Reimbursable costs for CTE Programs
41120	Fees / 00000 / Community Based

Board members agreed that all LAGL015 and LAGL019 reports used to justify expenditures in 2020-21 would be broken down using these goals.

(All members submitted expenditures in NOVA and emailed out LAGL015 reports. Members approved the Q1 expenditure report via email on December 20, 2019. A copy of the email thread is included in these minutes. Also included are each member's LAGL015 and the NOVA report. Duarte did not vote to approve electronically.)

The following discrepancies were noted in the email:

Attached please find the Q1 Expenditure report submitted in NOVA with LAGL015 reports as supporting documentation.

There are a few discrepancies:

- Azusa has reported partial indirect expenses in NOVA, but that amount is not yet reflected in the 015*
- Duarte did not budget for indirect expenses, but has claimed an amount so this means there will need to be a budget change request*
- Monrovia's Object Code 5000 amount in the 015 is higher than budgeted; this will be changed as these expenditures should be in Monrovia's 00000 account*

ACT #19-28 Electronic Vote to Approve 4-0

6.0 BOARD DISCUSSION ABOUT HEALTHCARE ADVISORY AND NEXT STEPS

Board discussed the success of the Healthcare Advisory meeting and said another meeting should happen by end of March 2020.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting adjourned by Chair at 2:46.