



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, September 15, 2020

1:30 p.m.

Zoom Meeting

<https://us02web.zoom.us/j/88018935404>

Meeting ID: 880 1893 5404

Minutes – Approved 10/29/20 Act # 20-31

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:		Meghna Bulsara Bus. Serv.	Absent
	Felipe Delvasto, Representative	Present	David Conway, Bus. Serv.	Present
	Flint Fertig, Representative	Present	Julia Reyes, Bus. Serv.	Present
	Paul Hernandez, Representative	Present	Janette Walzcak, Bus. Serv.	Present
	Ron Letourneau, Representative	Present	Karen Waltman, Bus. Serv.	Present
	Kevin Morris, Representative	Tardy	Ivon McCraven, Proxy	Present
	Michael Wangler, Representative	Present	Rebecca Summers, Proxy	Absent
	John Russell, Regional Director	Present	Saida Valdez, Proxy	Present

2.0 ORDER OF BUSINESS

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

Mr. Russell requested that Agenda Items 9.0 and 10.0 be moved up as there was a possibility that Mr. Letourneau would have to leave to attend another Glendora district meeting. Board representatives approved.

2.1 Approve the minutes of the July 28, 2020 Regular Executive Board Open Session Meeting.

Act # 20-19 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris T Representative Wangler Y

Minutes were approved without revision.

Approve the minutes of the August 11, 2020 Regular Executive Board Open Session Meeting.

Act # 20-20 Motion by Mr. Delvasto, seconded by Mr. Hernandez **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris T Representative Wangler Y

Minutes were approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Mr. Hernandez reported that Azusa had just completed a Federal Program Monitoring (FPM) audit and he thanked Dr. Valdez for her help in getting excellent results with the audit. The three findings for growth were very slight because 99.99% of what was reviewed was very positive.

Citrus: Mr. Wangler reported that NC200 had been approved as a 1 week course to help CCAEC K-12 adult school students better transition to Citrus College. The course is 12 hours and learning objectives focus skills to help students become successful at the community college level. Mr. Wangler discussed how Citrus had been a part of a Regional Application for Strong Workforce to assist noncredit transition to CCD IT/IS and Business/Entrepreneurship programs. The application calls for certificate programs that provide pathways to workforce credit programs that have been organized based on EMSI data.

Claremont: Mr. Delvasto reported that he was very concerned at the significant drop off in enrollment. Enrollment in ESL and Academic classes was down 55% from last year during the same period. While enrollment is down, Mr. Delvasto reported engagement has increased for the students who do show up.

Duarte: Mr. Morris reported that he had spoken to Mad Men and the firm was marketing to get students to Duarte. Mr. Morris had surveyed Duarte faculty and they expressed a need for basic academic classes in Math, English and Basic Computer to improve skills, so Mr. Morris is looking into developing those courses online. Parent University online is starting and Mark Tremper is continuing to helping with Duarte's data.

Glendora: Mr. Letourneau reported that Parent Success classes had started online and were getting good attendance. He also advised that the Glendora HSD program was using Odysseyware and was having good attendance as well.

Monrovia: No report.

3.2 Regional Director report.

Mr. Russell had no 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.

9.0 BOARD APPROVAL OF GLENDORA MEMBER USE OF ALLOCATION REVISION

Act # 20-21 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y

Representative Letourneau Y Representative Morris Y Representative Wangler Y

Mr. Russell explained that Glendora had a different carryover amount than what was showing in NOVA. He advised that he and Ms. Walzcak would collaborate to come up with the correct carryover amount.

Mr. Russell went on to explain that despite not having a *Member Use of Allocation Revision*, Glendora 2019-20 Object Code 1000 expenditures were higher to account for incorrect reported amounts from 2016-17. Object Codes 2000 and 4000 were slightly lower because classified salaries and supplies were not as high due to COVID shutdown. Based on this presentation, representatives approved pending receipt of the actual *Member Use of Allocation Revision*.

10.0 BOARD APPROVAL OF GLENDORA Q4 EXPENDITURE REPORT

Act # 20-22 Motion by Mr. Hernandez, seconded by Mr. Morris **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y

Representative Letourneau Y Representative Morris Y Representative Wangler Y

Mr. Russell, Mr. Letourneau, and Ms. Walzcak noted that Glendora's 015C and 019 supporting documents differed from actual expenditures, which occurred for the reasons noted above in Item 9.0. Representatives believed the discrepancy was slight enough that Q4 Expenditures could be approved pending revisions presented to the board at the 9/29/2020 meeting.

4.0 BOARD APPROVAL OF AZUSA MEMBER USE OF ALLOCATION REVISION

Tabled Motion by Mr. Fertig, seconded by Mr. Wangler **Vote to Table 6-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y

Representative Letourneau Y Representative Morris Y Representative Wangler Y

Board representatives had questions and Azusa Fiscal was not in attendance to answer the questions. Mr. Delvasto asked Mr. Russell to gather representative questions and email them to Ms. Bulsara for reply. Mr. Russell suggested that the board reconvene in two weeks to address any outstanding issues with final Q4 Expenditure Report.

(Board meeting to approve Azusa Q4 Expenditures was scheduled for September 29, 2020. The email with board questions is attached to these minutes. Azusa Fiscal Services response to the email and supporting documents are included in the 9/29/20 agenda.)

5.0 BOARD APPROVAL OF AZUSA Q4 EXPENDITURE REPORT

Tabled Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Table 6-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y

Representative Letourneau Y Representative Morris Y Representative Wangler Y

For reasons noted in Item 4.0, this item was tabled as well.

6.0 BOARD APPROVAL OF CLAREMONT Q4 EXPENDITURE REPORT

Act # 20-23 Motion by Mr. Fertig, seconded by Mr. Wangler **Vote to Approve 6-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Representative Wangler Y

Mr. Delvasto and Ms. Waltman presented Claremont's LAGL2015C and LAGL2019C. Expenditures were exactly in line with budgeted amounts. Representatives had no questions and the motion to approve carried

7.0 BOARD APPROVAL OF DUARTE MEMBER USE OF ALLOCATION REVISION

Act # 20-24 Motion by Mr. Delvasto, seconded by Mr. Fertig **Vote to Approve 6-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Representative Wangler Y

Mr. Russell noted that a final *Member Use of Allocation Revision* had not been submitted, but explained Object Code 1000 was 81.1% lower than budgeted because Parent University spring classes were canceled due to COVID-19 and because an outside TOPSpro Enterprise consultant was used to manage the testing and data processes which were originally budgeted to be addressed by certificated staff. Object Code 2000, Classified Salaries, was 168.5% higher than budgeted because with the change in using a consultant, more classified staff was required to help the consultant. Object Code 4000 increased because additional supplies were required for Parent University. Based on this presentation, representatives approved pending receipt of the actual *Member Use of Allocation Revision*.

8.0 BOARD APPROVAL OF DUARTE Q4 EXPENDITURE REPORT

Act # 20-25 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 6-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Representative Wangler Y

Mr. Russell, Mr. Morris, and Ms. Reyes noted that Duarte's LAGL015C and LAGL019 supporting documents differed from actual expenditures. All percentages of variance were magnified because Duarte USD does not receive a large amount funds. Thus, small amounts of variance can result in a larger percentage change. Representatives believed the discrepancy was slight enough that Q4 Expenditures could be approved pending slight revisions to be presented at the 9/29/2020 meeting.

11.0 BOARD APPROVAL OF MONROVIA MEMBER USE OF ALLOCATION REVISION

Act # 20-26 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 6-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Representative Wangler Y

Mr. Fertig explained budget and actual discrepancies. Object Code 2000 was lower than budgeted because the original budget included hiring part-time clerical and with COVID-19 and impending budget cuts, MCAS did not hire this position. Object Code 3000 was lower for the same reason. Object Code 4000 was lower because a decision was made to spend less on supplies and materials again due to COVID and impending budget cuts. Object Code was simply not correctly budgeted as this represents targeted marketing expenses (which should have been budgeted at approximately \$90,000) and a consultant for distance learning instruction.

Board approved pending receipt of the actual *Member Use of Allocation Revision*.

12.0 BOARD APPROVAL OF MONROVIA Q4 EXPENDITURE REPORT

Act # 20-27 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 6-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Representative Wangler Y

Mr. Russell, Mr. Fertig, and Mr. Conway noted that Monrovia's LAGL015C and LAGL019 supporting documents differed from actual expenditures in NOVA. Representatives approved Q4 Expenditures pending revisions to be presented at the 9/29/2020 meeting.

13.0 BOARD APPROVAL OF CCAEC 2020-21 FISCAL REPORTING AGREEMENT

Act # 20-28 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau A Representative Morris Y Representative McCraven Y

The primary revision to the Agreement requests that members include Goal Objective in 2020-21 LAGL015 reports for budgeted amounts to better comply with NOVA Program Area Reporting requirements for expenditures by CAEP Program Area. Reps and Business Services need to discuss merits and feasibility of this. Representatives believed this requirement would be too onerous to do this year and agreed to ensure this occurred next year. CCAEC representatives approve the CCAEC 2020-21 Fiscal Reporting Agreement without this provision.

14.0 BOARD INFORMATIONAL ITEM FOR NC200

Ms. McCraven updated the board on Citrus College's noncredit counseling course NC200. She advised Citrus was ready to start and was hoping class could start by October 15, 2020. She advised the CCAEC Transition Specialist, Jason Green, would be teaching the class. She asked all Directors (reps) and other stakeholders to let students at member schools to work on getting students into the class. Mr. Delvasto expressed concerns about adult education students being able to handle the registration process. Ms. McCraven advised to send students to Jason and he and Jackie Gardner would assist students with the registration process.

15.0 CCAEC ANNUAL DATA REVIEW 2020 VOL. 1

Regional Director asked to push this Item due to time constraints.

16.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned at 3:12pm.