



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

Thursday, May 28, 2020

1:30 p.m.

Zoom Meeting

<https://us02web.zoom.us/j/82813181361>

Meeting ID: 828 1318 1361

## Unapproved Minutes

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

1.1 Meeting called to order by Chair Linda McNary at 1:38 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Regional Director	Present
Flint Fertig, Representative	Present	Saida Valdez, Proxy	Present
Ron Letourneau, Representative	Present	Calvin McKendrick, Proxy	Absent
Linda McNary, Representative	Present	Rick Crosby, Proxy	Absent
Kevin Morris, Representative	Present	Rebecca Summers, Proxy	Absent
Michael Wangler, Representative	Present	Ivon McCraven, Citrus Proxy	Present
		Jason Green, Transition Specialist	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 March 11, 2020 Regular Executive Board Open Session Meeting.

**Act # 20-10** Motion by Mr. Fertig , seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Letourneau Y  
Representative McNary Y Representative Morris Y Representative Wangler Y

Minutes were approved pending revision of Citrus and Azusa reports. Those revisions were completed.

Approve the minutes of the April 21, 2020 Regular Executive Board Open Session Meeting.

Motion was tabled at the meeting as the 4/21/20 minutes were not available.

### 3.0 COMMUNICATIONS

- 3.1 Representative reports:

**Azusa:** Ms. McNary reported that Azusa was providing a drive-through graduation for students on June 9.

**Citrus:** Mr. Wangler reported that all Citrus fall classes would be delivered online except Auto and Nursing. The college has yet to determine what would occur with delivery those programs.

**Claremont:** Mr. Delvasto reported that Claremont had finished the previous Thursday (May 21, 2020). He said that Claremont always has one graduation for Claremont HS, the continuation school, and adult graduates. Currently the district has pushed the graduation to July 30, 2020 in the hopes they can have an in-person graduation.

**Duarte:** No report.

**Glendora:** Mr. Letourneau reported that Glendora's ESL instructor, Olga Habayeb, was retiring. All reps know Olga and expressed what a loss this would be for Glendora. Mr. Letourneau was going to fly the position to find her replacement.

**Monrovia:** Mr. Fertig advised that Monrovia was doing drive through graduations for the continuation school and comprehensive high school. He was hoping to be doing the same for the Adult School.

- 3.2 Regional Director report.

Mr. Russell reported that MCAS had received a waiver from the state to offer clinical hours in a classroom setting. This was an excellent new development to help the current cohort of students get through their training and be able to sit for their licensure exam. The nursing team, Mr. Fertig, and an MCAS counselor had met and created steps to get the

- 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 2020-21 CFAD REDUCTIONS**

**Act # 20-11** Motion by Mr. Fertig , seconded by Ms. McNary **Vote to Approve 6-0**  
Representative Delvasto Y Representative Fertig Y Representative Letourneau Y  
Representative McNary Y Representative Morris Y Representative Wangler Y

Mr. Russell advised that this was a simple approval because all members were expected to to take an equal 12.0155% reduction in CFAD amounts based on the May revise budget. Mr. Russell advised that any other subcontracting would need to occur for 2019-20 CFAD funds.

Board approved after minimal deliberations.

**5.0 BOARD APPROVAL OF 2020-21 CALENDAR OF BOARD MEETING DATES**

**Act # 20-12** Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**  
Representative Delvasto Y Representative Fertig Y Representative Letourneau Y  
Representative McNary Y Representative Morris Y Representative Wangler Y

Board approved calendar of meetings for 2020-21.

**6.0 BOARD DISCUSSION ON CONSORTIUM SUPPORT SERVICES**

Board representative Fertig presented the concept of Consortium Support Services so that consortium members can share personnel and benefit from economies of scale. A worksheet was included in the agenda to describe these services. Mr. Fertig explained that Azusa and Glendora had carryovers that could help with these services.

Ms. McNary advised that her carryover was closer to \$250,000 and she did not agree with the way her carryover was characterized in the worksheet.

After discussions with Ms. McNary before the meeting, Mr. Russell presented a revised Worksheet that requested no funds for Consortium Support Services be removed from Azusa. That worksheet is attached to these minutes.

Ms. McNary noted that after Azusa had their CAEP funds cut based on the new CCAEC enrollment formula and then had funds cut 12% based on the May revise that agreeing to anymore cuts was not fair.

Other representatives tabled the discussion.

**7.0 BOARD APPROVAL OF 2019-20 CFAD ALLOCATION AMENDMENT**

This was tabled for future discussions.

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

Chair McNary closed the meeting at 3:07.

**Total Students Enrolled**

School	Literacy			CAEP			Total Services - Unduplicated		
	2018-19	2019-20	% of Total	2018-19	2019-20	% of Total	2018-19	2019-20	% of Total
Azusa Adult School	659	578	31.1%	967	705	34.0%	1,409	1,034	30.7%
Citrus College	0	0	0.0%	0	0	0.0%	0	0	0.0%
Claremont Adult School	639	540	29.7%	668	559	25.0%	1,157	781	25.2%
Duarte Adult School	0	21	0.5%	0	25	0.5%	0	68	0.0%
Glendora Adult School	67	65	3.3%	128	109	4.8%	146	125	3.2%
Monrovia Adult School	823	580	35.3%	965	788	35.7%	1,877	1,702	40.9%
<b>Total</b>	<b>2,188</b>	<b>1,784</b>	<b>100.0%</b>	<b>2,728</b>	<b>2,186</b>	<b>100.0%</b>	<b>4,589</b>	<b>3,710</b>	<b>100.0%</b>
		<b>3,972</b>			<b>4,914</b>			<b>8,299</b>	

**CURRENT CFAD AMOUNT PER NOVA**

**CCAEC Total CFAD \$4,514,345**

**CAEP**

School	2018-19	2019-20	% of Total	CAEP Funds	Overhead	Net	CFAD Amount	Balance Check	Delta
Azusa Adult School	967	705	34.0%	\$1,536,016	\$53,079	\$1,482,937	\$1,482,937		\$214,885
Citrus College	0	0	0.0%	\$0	\$0	\$0	\$0		\$0
Claremont Adult School	668	559	25.0%	\$1,127,208	\$38,952	\$1,088,256	\$1,244,256		\$188,931
Duarte Adult School	0	25	0.5%	\$22,967	\$794	\$22,173	\$22,173		\$3,760
Glendora Adult School	128	109	4.8%	\$217,725	\$7,524	\$210,201	\$210,201		\$26,425
Monrovia Adult School	965	788	35.7%	\$1,610,429	\$55,651	\$1,554,778	\$1,554,778		\$149,682
<b>Total</b>	<b>2,728</b>	<b>2,186</b>	<b>100.0%</b>	<b>\$4,514,345</b>	<b>\$156,000</b>	<b>\$4,358,345</b>	<b>\$4,514,345</b>	<b>\$4,514,345</b>	<b>\$101,063</b>
		<b>4,914</b>							

**MAY REVISE CFAD AMOUNTS**

**CCAEC Total CFAD**

**\$3,967,860**

School	2020-21	CFAD	Rev. CFAD	Balance Check	Current Carryover	Projected Carryover	Current Overhead	
	CFAD	Reduction	Amount				Program Management	Fiscal Agent
Azusa Adult School	\$1,482,937	(\$179,517)	\$1,303,420		\$1,498,750	\$1,098,750	\$60,000	\$56,000
Citrus College	\$0	\$0	\$0		\$0	\$0	\$40,000	
Claremont Adult School	\$1,244,256	(\$150,624)	\$1,093,632		\$427,549	\$0		
Duarte Adult School	\$22,173	(\$2,684)	\$19,489		\$20,882	\$0		
Glendora Adult School	\$210,201	(\$25,446)	\$184,755		\$207,656	\$164,181		
Monrovia Adult School	\$1,554,778	(\$188,214)	\$1,366,564		\$502,264	\$0		
<b>Total</b>	<b>\$4,514,345</b>	<b>(\$546,485)</b>	<b>\$3,967,860</b>	<b>\$3,967,860</b>			<b>Total Overhead</b>	<b>\$156,000</b>

## Total Students Enrolled

Subcontracting from Large Carryover				
	Decrease	Move / Fill	Reserve	Total
Azusa	\$0	\$750,000	\$348,750	\$1,098,750
Glendora	\$110,000	\$25,000	\$30,000	\$165,000
	\$110,000			

Current Overhead	
Program Management	\$60,000
Fiscal Agent	\$56,000
Transitions Plan	\$40,000
Total Overhead	\$156,000
12.11%	\$18,885
Current Overhead	\$137,115

	2019-20 CFAD	2019-20 Subcontract	2019-20 Revised	Balance Check
Azusa Adult School	\$1,697,822	\$0	\$1,697,822	
Citrus College	\$0	\$0	\$0	
Claremont Adult School	\$1,055,325	\$77,409	\$1,275,801	
Duarte Adult School	\$18,413	\$0	\$18,413	
Glendora Adult School	\$236,626	\$110,000	\$126,626	
Monrovia Adult School	\$1,405,096	\$110,476	\$1,294,620	
	\$4,413,282	\$297,885	\$4,413,282	\$297,885

Consortium Support Services	
Current Overhead	\$137,115
Program Mgmt. Delta	\$36,000
Nurse Coordinator	\$30,000
Job Developer	\$15,000
Marketing - ESL / ASE	\$48,000
Marketing - CTE	\$150,000
Total CSS / Net New Expenditures	\$279,000
Reduction Correction	\$18,885
Total Additional Funds	\$297,885
Subcontract from A&G	\$110,000
Balance to Cover	\$187,885

	2020-21 CFAD	Balance Check
Claremont Adult School	\$1,093,632	
CAEP Program Funds		\$956,517
Original Overhead		\$137,115
		\$1,093,632
Reduction Correction		\$18,885
CSS		\$279,000
CUSD Contribution		-\$77,409
Net to CUSD		\$220,476
2020-21 Act. CUSD Total		\$1,314,108
		\$297,885

**Potential New CSS Positions**

Consortium Nurse  
Consortium MA