



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

SPECIAL EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, December 15, 2020

1:00 p.m.

Zoom Meeting

<https://us02web.zoom.us/j/88571519696>

Meeting ID: 885 5715 9696

Minutes – Approved 1/12/21 Act # 21-01

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

1.1 Meeting called to order by Chair Flint Fertig at 1:38 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	_____	John Russell, Regional Director	_____
Flint Fertig, Representative	_____	Ivon McCraven, Proxy	_____
Paul Hernandez, Representative	_____	Saida Valdez, Proxy	_____
Ron Letourneau, Representative	_____	Rebecca Summers, Proxy	_____
Kevin Morris, Representative	_____	Rick Crosby	_____
Michael Wangler, Representative	_____		

2.0 ORDER OF BUSINESS

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

None at this time.

2.1.1 Approve the minutes of the October 29, 2020 Regular Executive Board Open Session Meeting.

Act # 20-38 Motion by Mr. Morris, seconded by Mr. Delvasto **Vote to Approve 6-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Proxy McCraven Y

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Mr. Hernandez advised Azusa was close to offering its Home Care Aid training program and night time CNA trainings. He advised that Azusa had been implementing online registration and there were growing pains with that. He advised that Azusa has been developing a Construction pathway and affiliated training programs by leveraging Gladstone HS Woodshop program resources.

Citrus: Ms. McCraven advised the Counseling NC160 class had completed with many students passing the class. She advised Citrus has created three Customer Service certification programs as well as a certification in Business Entrepreneurship using Strong Workforce funds. The Customer Service certifications were three independent programs. The first program will start February 17, 2021, the Call Center program starts April 19, 2021, and the Retail program starts May 17, 2021. Each program meets 3 days per week, 2 hours per day for 4 weeks. Citrus has also created a Business Technology program with 8 weeks of Microsoft Office and 8 weeks of keyboarding. This noncredit program will also be paired with its ESL programs.

Claremont: Mr. Delvasto advised that Claremont was finalizing course outlines and I-TRAIN submission for a Health Care Administrative Assistant training program. He reiterated that the pandemic had substantially decreased enrollment and he was exploring ways to mitigate that drop.

Duarte: Mr. Morris advised that Foothill Credit union was providing a virtual delivery of Parent University on Personal Financial Literacy. Also City of Hope was presenting a program on COVID starting February 24, including COVID-19 and Communities of Color and COVID-19 Vaccine and Clinical Trials. Board reps asked Mr. Morris to send flyers on this Parent University program.

Glendora: Mr. Letourneau advised that he was meeting with the new Asst. Superintendent of Business Services to explain the Adult Ed program. Mr. Russell advised he was available to help Mr. Letourneau with whatever preparation was required.

Monrovia: Mr. Fertig reported that Monrovia Community Adult School has been successfully leveraging Workforce AJCC funds, but he still had budget concerns for 2021-22. While CTE enrollment is actually up from last year Monrovia, the school has seen a significant decline in ESL enrollment. He mentioned 15 students from the MCAS Citizenship class passed the naturalization exam and became citizens.

3.2 Regional Director report.
Mr. Russell had no report.

3.3 Public comment for items not on the agenda.
No public comments accepted for this Special Session.

3.3.1 Public comments for items on the Open Session Agenda.

None at this time.

4.0 BOARD APPROVAL OF STATE REQUIRED PROGRAM AREA REPORTING – INSTRUCTIONAL HOURS AND EXPENDITURES BY AREA

Act # 20-39 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 Proxy McCraven Y

Board approved Program Requirement reporting for all member institutions.

5.0 BOARD APPROVAL OF Q1 EXPENDITURE REPORT

Act # 20-40 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 Proxy McCraven Y

Azusa representative presented LAGL015C and 2020-21 NOVA Work Plan and subsequent board discussion led to approval in accordance with CCAEC Fiscal Agreement.

6.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting adjourned by Mr. Fertig at 2:29