



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

SPECIAL EXECUTIVE BOARD OPEN SESSION MEETING

Monday, June 22, 2021 1:30 P.M.

Zoom Meeting

<https://us02web.zoom.us/j/85493645914?pwd=YzZIYTdPR3NVcnYvbkpIQ2FTNFFQZz09>

Meeting ID: 854 9364 5914

Minutes – Approved 7/20/21 Act # 21-18

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

1.1 Meeting called to order by Chair Flint Fertig at 1:34 pm

1.2 Pledge of Allegiance

1.3 Roll call:

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

2.0 ORDER OF BUSINESS

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

None at this time

2.1.1 Approve the minutes of the April 19, 2021 / May 3, 2021 Regular Executive Board Open Session Meeting.

Act # 21-11 Motion by Mr. Fertig, seconded by Mr. Mr. Morris **Vote to Approve 6-0**
Representative Delvasto Y Representative Fertig Y Proxy McCraven Y
Representative Letourneau Y Representative Morris Y Proxy Valdez Y

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Mr. Hernandez advised that Julie Kane, the Azusa Adult School TOPSpro Enterprise data coordinator, and Dr. Valdez would be attending the CASAS Summer Institute which would be held virtually in June. Mr. Hernandez reported that graduation was held in person on the school field following social distance protocols and it was a big success. He advised that that all programs would return in-person in the fall with all students wearing masks and Azusa had finalized CTE program offerings for 2021-22. He looked forward to start recruiting for these programs.

Citrus: Ms. McCraven advised that some programs would return in person under college and county safety protocols. She advised that the programs for Automotive, Visual Performing Arts, Nursing, and labs would be in-person. Ms. McCraven advised that noncredit programs would stay continue to be delivered virtually. She advised that NC Counseling 201 would be offered in the fall and asked that K-12 CCAEC members work to get students enrolled into the class. The class would be similar to credit courses focusing on Career and Self-assessment. The class would be 18 hours and the first offering would run October 18, 2021 to November 2, 2021. Ms. McCraven also noted a new certificated program in Business Entrepreneur would be offered in the fall. The program would have different certifications in Accounting Principles, Marketing through Social Media and other areas. The program length would be 2-8 weeks.

Claremont: Mr. Delvasto advised that Claremont Adult School had its graduation on Thursday, June 17, 2021. Claremont had 29 graduates a number lower than normal due to the pandemic. The graduation was still a great success. Mr. Delvasto also advised that Claremont had procured an intent to hire letter for a Logistics Technician program that Claremont would be adding to I-TRAIN / ETPL. He said that Mr. Russell and he were working on finishing the curriculum and application for the Logistics Technician program and would submit for approval soon.

Duarte: Mr. Morris advised that the City of Hope was partnering with the school to provide an "Eat, Move, Live" culinary program for Duarte adult students. He said that Duarte had begun offering ASE online courses and that the school was serving 20-25 adult students. Mr. Morris also mentioned that he and Mr. Russell had been in contact with City of Hope to discuss the potential of starting a Patient Care Assistant (PCA) training program for the hospital.

Glendora: Mr. Letourneau advised that he had been given a number of directives from the GUSD district office and he would be working to address these directives. He noted that he would be reaching out to other consortium directors to pick their brains about these directives. He also said his first area of focus was to get the ESL program up and running post-pandemic and post-retirement of the ESL teacher.

Monrovia: Mr. Fertig reported that Monrovia had a drive-by graduation and the school had 27 HSD graduates and 13 HiSET completers. The graduation was really well received. He also advised that 2020-21 was an excellent year for CTE programs in terms of providing services and getting access to AJCC Title I funds for the students.

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.

4.0 BOARD APPROVAL OF 2021-22 BOARD MEETING CALENDAR

Act # 21-12 Motion by Mr. Morris, seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Proxy McCraven Y

Representative Letourneau Y Representative Morris Y Proxy Valdez Y

Proposed 2021-22 calendar was approved by the board conditioned upon the calendar having the correct address for the Azusa Adult Education Center address. The revised calendar is attached to these minutes.

5.0 BOARD APPROVAL OF AZUSA 2020-21 Q3 EXPENDITURE REPORT

Act # 21-13 Motion by Mr. Letourneau, seconded by Mr. Fertig **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Proxy McCraven Y

Representative Letourneau Y Representative Morris Y Proxy Valdez Y

Regional Director presented NOVA reports and the Azusa Q3 LAGL015 for approval and certification of Q3 expenditures.

6.0 BOARD APPROVAL OF CLAREMONT 2020-21 Q3 EXPENDITURE REPORT

Act # 21-14 Motion by Mr. Morris, seconded by Mr. Fertig **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Proxy McCraven Y

Representative Letourneau Y Representative Morris Y Proxy Valdez Y

Regional Director presented NOVA reports and the Claremont Q3 LAGL015 for approval and certification of Q3 expenditures. Mr. Delvasto explained that the very large carryover in the Claremont LAGL015 was due to accounting for the amount of money that was passed through for payment of CAEP funds to other districts

7.0 BOARD APPROVAL OF DUARTE 2020-21 Q3 EXPENDITURE REPORT

Act # 21-15 Motion by Dr. Valdez, seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Proxy McCraven Y

Representative Letourneau Y Representative Morris Y Proxy Valdez Y

Regional Director presented NOVA reports and the Duarte Q3 LAGL015 for approval and certification of Q3 expenditures.

8.0 BOARD APPROVAL OF GLENDORA 2020-21 Q3 EXPENDITURE REPORT

Act # 21-16 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Proxy McCraven Y

Representative Letourneau Y Representative Morris Y Proxy Valdez Y

Regional Director will present NOVA reports and the Glendora Q3 LAGL015 for approval and certification of Q3 expenditures.

9.0 BOARD APPROVAL OF MONROVIA 2020-21 Q3 EXPENDITURE REPORT

Act # 21-17 Motion by Dr. Valdez, seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Proxy McCraven Y

Representative Letourneau Y Representative Morris Y Proxy Valdez Y

Regional Director will present NOVA reports and the Monrovia Q2 LAGL015 for approval and certification of Q2 expenditures.

10.0 BOARD DISCUSSION OF 2021-22 CONSORTIUM EFFORTS TO PROCURE TITLE IFUNDS FOR CTE PROGRAMS

Regional Director to discuss plans for 2021-22 AJCC partnerships.

11.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting adjourned at 2:38.