



REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, October 12, 2021, 1:30 p.m.

Azusa Adult Education Center – Room 7
1040 E. Gladstone St., Azusa 91702

Zoom Meeting

<https://us02web.zoom.us/j/81759815949?pwd=Y0RwUjh2eEl4bE9CTVhpV3grT1I2UT09>

Meeting ID: 817 5981 5949

Minutes – Approved 12/14/21 Act # 21-35

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

1.1 Meeting called to order by Chair Flint Fertig at 1:40 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Regional Director	Tardy
Flint Fertig, Representative	Present	Rick Crosby, Proxy	Absent
Paul Hernandez, Representative	Present	Saida Valdez, Proxy	Absent
Ron Letourneau, Representative	Present		
Kevin Morris, Representative	Tardy		
Ivon McCraven, 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 September 14, 2021 Regular Executive Board Open Session Meeting.

Act # 21-26 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 McCraven Y Representative Morris Y

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Mr. Hernandez reported that Azusa was battling enrollment issues in its programs. Enrollment continues to be down across programs. He advised that Azusa was planning to combine a number of its Medical classes such as Medical Secretary and Coding and Billing into a more comprehensive Medical Assisting training program that would be listed on I-TRAIN

Mr. Hernandez advised that Azusa was looking forward to creating a truck driving school at Azusa. He mentioned that Mr. Russell had included Azusa and its potential truck driving school in grant discussions with Managed Career Solutions.

Citrus: Ms. McCraven's initial report centered around Jason Green, the CCAEC Transition Specialist. She noted that Jason was able to visit the K-12 adult schools and recruited 19 students for the NC201 Counseling class. She also advised that internal regulations prohibited Jason from serving in a counselor position working with the K-12 adult schools using Strong Workforce funds. Mr. Russell explained that the board was aware of that and deliberations in the meeting would address it.

Ms. McCraven noted that Citrus had many certificate programs in the pipeline. These classes included Medical Terminology, Intro to Automotive Technology, and business classes such as Human Resources, and Accounting and Payroll. These certificated programs were intended to train individuals for entry level positions and to start an understanding of these careers.

Ms. McCraven advised that there should be a new Dean of Noncredit by January and that Citrus College had a new President, Dr. Greg Schulz. Dr. Schulz came from a continuing education background so he had practical knowledge of our programs.

Claremont: No report.

Duarte: Mr. Morris advised that Duarte had successful enrollment in its Culinary Arts program such that they needed to add two more sections. He noted that Mark Tremper, the Duarte TOPSpro Data Technician, advised that these CTE classes did not need pre- and post-testing. Mr. Morris reported that Duarte ASE programs had an enrollment of 12 / 13 students.

Glendora: Mr. Letourneau reported that GUSD was making very slow steps to hiring a new ESL teacher. He noted the district had received the Job Description for the position and they were starting the hiring process, albeit slowly.

Monrovia: Mr. Fertig reported that ESL enrollment had grown to the point that ESL 1/2 class needed to be split into two classes. CTE programs, such as CAN and MA, continued to have excellent enrollment because of targeted marketing efforts.

3.2 Regional Director report.

Mr. Russell followed up on his discussion about the Transition Specialist noting in the agenda the amount of funds for the position and the job descriptions.

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 SUBCONTRACTING OF FUNDS TO CLAREMONT FOR TRANSITION SPECIALIST AND INCREASED FISCAL AGENT FEE

Act # 21-27 Motion by Mr. Letourneau, seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative McCraven Y Representative Morris Y

To help the board deliberate a \$19,000 increase in Fiscal Agent fee and \$22,100 reallocation to pay for Transition Specialist, Mr. Russell walked Reps through a complicated spreadsheet explaining how funds would be reallocated. Because Claremont was processing a number of new consultant agreements, the board agreed that CUSD should receive the additional funds.

During these discussions, it was noted that Monrovia and Claremont had revised their CTE program totals, thus lowering the amount of funds earmarked for targeted marketing. Mr. Hernandez also requested to lower his estimate from \$100,000 to \$75,000.

The final spreadsheet that determined revised allocations in NOVA is attached to these minutes and the amounts matched the amounts in NOVA that all reps approved.

5.0 BOARD APPROVAL OF SPECIAL OPEN SESSION MEETING TO REVIEW MEMBER BUDGETS AND SUPPORTING DOCUMENTS

Act # 21-28 Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative McCraven Y Representative Morris Y

Because the board had not finalized final allocations for 2021-22, reps scheduled a Special Open Session Meeting to review member LAGL 015c for approval of Budgets and Workplans.

6.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned at 2:39 p.m.