



Citrus College Adult Education Consortium (CCAEC) Board Meetings are held in person at Monrovia Community Adult School at the address noted below in this agenda. In accordance with the American with Disabilities Act, if you need special assistance to participate in CCAEC Board Meeting, please call the office at the Monrovia Community Adult School, (626) 471-3035, 24 hours prior to the meeting so that reasonable arrangements can be made.

Though CCAEC Board Meetings are in person, in order to comply with AB361 and to encourage public participation of CCAEC Executive Board Meetings during the current pandemic, meetings will be presented in a hybrid manner. The link to access the meeting via teleconference is noted below.

In accordance with a recent amendment to the Ralph M. Brown Act, public records related to this public session agenda, that are provided to the Executive Board less than 72 hours before a regular meeting may be inspected by the public (for this meeting) at the Monrovia Community Adult School, 920 S. Mountain Ave., Monrovia 91016 during regular office hours (8:00am – 4:00pm) and on the CCAEC website <http://www.ccadulted.org/>



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday November 15, 2022, 1:30 p.m.

Monrovia Community Adult School – Room 33
920 S. Mountain Ave., Monrovia 91016

Zoom Meeting Information

<https://us02web.zoom.us/j/84952685021?pwd=Y2kzN1RLT1pvZTIIZkxWcHRPNTBIQT09>

Meeting ID: 849 5268 5021

AGENDA

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

1.1 Meeting called to order by Chair Felipe Delvasto at _____

1.2 Pledge of Allegiance

1.3 Roll call:

Mari Bordona, Representative	_____	John Russell, Program Director	_____
Felipe Delvasto, Representative	_____		
Flint Fertig, Representative	_____		
Ron Letourneau, Representative	_____		
Ivon McCraven, Proxy	_____		
Kevin Morris, Representative	_____		

2.0 ORDER OF BUSINESS

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

2.1 Approve the minutes of the October 18, 2022 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____
Representative Bordona __ Representative Delvasto __ Representative Fertig __
Representative Letourneau __ Representative McCraven __ Representative Morris __

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa _____ Duarte _____
Citrus _____ Glendora _____
Claremont _____ Monrovia _____

3.2 Program Director report.

3.3 Public comment for items not on the agenda.

3.3.1 Public comments for items on the Open Session Agenda.

4.0 BOARD APPROVAL OF CCAEC PROGRAM REPORTING AREA REQUIREMENT

Motion by _____, seconded by _____ Vote _____
Representative Bordona __ Representative Delvasto __ Representative Fertig __
Representative Letourneau __ Representative McCraven __ Representative Morris __

Program Director and each member Representative will review the member’s 2021-22 CAEP Program Area Reporting submission in NOVA. Board can ask questions of member Reps regarding the report. This approval is for all member submissions.

5.0 BOARD APPROVAL OF SUBCONTRACTING OF FUNDS FROM MONROVIA TO CLAREMONT FOR CTE LEADS CONSULTANT

Motion by _____, seconded by _____ Vote _____
Representative Bordona __ Representative Delvasto __ Representative Fertig __
Representative Letourneau __ Representative McCraven __ Representative Morris __

Monrovia Representative and Program Director to discuss consortium needs to hire CTE Leads Consultants to manage contacting leads for consortium-wide CTE programs.

Requested amount in attached document.

6.0 BOARD APPROVAL OF AZUSA 2022-23 BUDGET AND WORKLPLAN

Motion by _____, seconded by _____ Vote _____
Representative Bordona __ Representative Delvasto __ Representative Fertig __
Representative Letourneau __ Representative McCraven __ Representative Morris __

Azusa Representative and CCAEC Program Director will review Azusa 2022-23 Budget and

Workplan and supporting documentation for board approval.

7.0 BOARD APPROVAL OF CLAREMONT 2022-23 BUDGET AND WORKLPLAN

Motion by _____, seconded by _____ Vote _____

Representative Bordona __ Representative Delvasto __ Representative Fertig __

Representative Letourneau __ Representative McCraven __ Representative Morris __

Claremont Representative and CCAEC Program Director will review Claremont 2022-23 Budget and Workplan and supporting documentation for board approval.

8.0 BOARD APPROVAL OF DUARTE 2022-23 BUDGET AND WORKLPLAN

Motion by _____, seconded by _____ Vote _____

Representative Bordona __ Representative Delvasto __ Representative Fertig __

Representative Letourneau __ Representative McCraven __ Representative Morris __

Duarte Representative and CCAEC Program Director will review Duarte 2022-23 Budget and Workplan and supporting documentation for board approval.

9.0 BOARD APPROVAL OF GLENDORA 2022-23 BUDGET AND WORKLPLAN

Motion by _____, seconded by _____ Vote _____

Representative Bordona __ Representative Delvasto __ Representative Fertig __

Representative Letourneau __ Representative McCraven __ Representative Morris __

Glendora Representative and CCAEC Program Director will review Glendora 2022-23 Budget and Workplan and supporting documentation for board approval.

10.0 BOARD APPROVAL OF MONROVIA 2022-23 BUDGET AND WORKLPLAN

Motion by _____, seconded by _____ Vote _____

Representative Bordona __ Representative Delvasto __ Representative Fertig __

Representative Letourneau __ Representative McCraven __ Representative Morris __

Monrovia Representative and CCAEC Program Director will review Monrovia 2022-23 Budget and Workplan and supporting documentation for board approval.

11.0 BOARD DISCUSSION OF WINTER PROFESSIONAL DEVELOPMENT CONFERENCE

Program Director to discuss focus of Winter conference and ask board Representatives to confirm December 9, 2022 date.

12.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

November 15, 2022 Agenda

Agenda Item 2.1.1

October 18, 2022 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, October 18, 2022, 1:30 p.m.

Monrovia Community Adult School – Room 33
920 S. Mountain Ave., Monrovia 91016

Zoom Meeting

<https://us02web.zoom.us/j/84952685021?pwd=Y2kzN1RLT1pvZTIIZkxWcHRPNTBIQT09>

Meeting ID: 849 5268 5021

Unapproved Minutes

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

1.1 Meeting called to order by Chair Felipe Delvasto at 1:34 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Program Director	Present
Flint Fertig, Representative	Present		
Mari Bordona, Representative	Present		
Ron Letourneau, Representative	Present		
Kevin Morris, Representative	Absent		
Ivon McCraven, Representative	(Virtually)		

2.0 ORDER OF BUSINESS

Rep 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 20, 2022 Regular Executive Board Open Session Meeting.

Act # 22-24 Motion by Mr. Letourneau, seconded by Mr. Fertig **Vote to Approve 5-0**
Representative Bordona Y Representative Delvasto Y Representative Fertig Y
Representative Letourneau Y Representative McCraven Y Representative Morris A

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Ms. Mari Bordona reported that Security Education Institute had been Board approved to be a vendor and the first cohort of Security students would be training soon. She also reported that the Pharmacy Technician class that had been delayed would start November 7, 2022.

Citrus: Ms. McCraven reported that Citrus College registration for Winter classes would begin on 11/1 and classes would start January 9, 2023.

Claremont: Mr. Delvasto reported Claremont's first CNA cohort of the year finished in October and the 2nd CNA cohort on October 17.

Duarte: No report.

Glendora: Mr. Letourneau reported that CASAS testing for Glendora high school diploma students was successfully ongoing.

Monrovia: Mr. Fertig reported that Monrovia's enrollment was up. He also advised that the California DPH was pulling the emergency allowance of clinical CNA training in the classroom.

3.2 Regional Director report.
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 DISCUSSION FOR CCAEC PROGRAM REPORTING AREA REQUIREMENT

Mr. Russell reviewed the state guidance and explained Program Area Reporting would be agendized at the next Board meeting because this was a report that needed to be certified in NOVA and thus, other member Reps should be aware of what members were reporting.

He noted that members need to make sure that the hours of instruction they reported were equal to the correct amount of CAEP program hours culled from TOPSpro Enterprise. He advised that there was a report in TE titled "CAEP" program hours and members should use that report to enter the Instructional Hours data of the Program Area Report section.

He explained that members should enter CAEP financial data in the Leveraged Funds section based on the amount of CAEP funds expended and use the Goal noted in supporting accounting documents to determine percentages of funds expended by Program Area. He advised that members needed to include WIOA Title II, fees and other funding sources proportional to Program expenditures. He advised that he was available

5.0 BOARD APPROVAL OF SUBCONTRACTING OF FUNDS FROM AZUSA TO CLAREMONT FOR PHARMACY TECHNICIAN AND MEDICAL ASSISTANT CONSULTANTS

Act # 22-25 Motion by Mr. Fertig, seconded by Mr. Letourneau **Vote to Approve 5-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris A

Mr. Russell advised this Agenda item had been tabled at the previous Board meeting because the need had not been confirmed and the amount not quantified. Ms. Bordona explained that she needed 150 hours for Yecsenia Delgado to mentor the new Azusa Pharmacy Technician instructor and help her get the class functional in the online learning management system. She also advised that she needed 150 hours for Diana Escutia de Jesus for 150 hours to get the Azusa Medical assisting program functioning for 2022-23.

The Board agreed to subcontract \$15,000 for this through an Allocation Amendment in NOVA.

(The Allocation Amendment was entered into NOVA and approved by CCAEC Reps on 10/26/22.)

6.0 BOARD REVIEW OF BUDGET AND WORKPLAN PROCESS

Mr. Russell reviewed 2022-23 Budget and Workplan process. He noted that each member budget must be entered into NOVA by October 30, 2022 and that budgets would be approved at the next Board meeting. He stressed that all members need to work closely with their Business Services to submit accurate budget amounts by Object Code.

7.0 BOARD APPROVAL OF 2022-23 FISCAL REPORTING AGREEMENT

Act # 22-26 Motion by Mr. Fertig, seconded by Mr. Letourneau **Vote to Approve 5-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris A

CCAEC Board Representatives approved 2022-23 Fiscal Reporting Agreement without revision.

8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned at 2:30p.m.



Documents to Support Agenda Items

November 15, 2022 Agenda

Agenda Item 4.0

2021-22 Program Area Reporting

Preview & Submittal

Submittal

2021-22 Program Area & Leveraged Funds

Submitted

Unsubmit Actuals

Member Representatives

Mari Bordona

Hours of Instruction

CAEP Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	7261
AWD	0
ESL/El Civics	16437
K12 Success	0
Pre-Apprenticeship	0
Short Term CTE	14591
Workforce Reentry	16539
Total	54828 Hours

Leveraged Funds by Program Area

Fund	ABE/ASE	AWD	ESL/El Civics	K12 Success	Pre-Apprenticeship	Short Term CTE	Workforce Reentry	Totals
California Adult Education Program	\$177,394	\$0	\$432,839	\$0	\$0	\$599,691	\$199,897	\$1,409,821
CalWORKs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NonCredit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Perkins	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LCFF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees	\$0	\$0	\$0	\$0	\$0	\$95,000	\$0	\$95,000
K12 Adult Ed Jail Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WIOA II	\$47,612	\$0	\$54,719	\$0	\$0	\$65,954	\$28,266	\$196,551
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$225,006	\$0	\$487,558	\$0	\$0	\$760,645	\$228,163	\$1,701,372

Certification

09 Citrus College Adult Education Consortium - Primary Contact

John Russell

Program Director

jrussell@monroviashools.net

Flint Fertig

ffertig@monroviashools.net

Preview & Submittal

Submittal

2021-22 Program Area & Leveraged Funds

Submitted

Unsubmit Actuals

Member Representatives

Felipe Delvasto

Hours of Instruction

CAEP Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	4519
AWD	0
ESL/El Civics	23067
K12 Success	0
Pre-Apprenticeship	0
Short Term CTE	0
Workforce Reentry	0
Total	27586 Hours

Leveraged Funds by Program Area

Fund	ABE/ASE	AWD	ESL/El Civics	K12 Success	Pre-Apprenticeship	Short Term CTE	Workforce Reentry	Totals
California Adult Education Program	\$245,068	\$0	\$1,240,191	\$0	\$0	\$0	\$0	\$1,485,259
CalWORKs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NonCredit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Perkins	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LCFF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
K12 Adult Ed Jail Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WIOA II	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$245,068	\$0	\$1,240,191	\$0	\$0	\$0	\$0	\$1,485,259

Certification

09 Citrus College Adult Education Consortium - Primary Contact

John Russell

Program Director

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Flint Fertig

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Preview & Submittal

Submittal

2021-22 Program Area & Leveraged Funds

Draft

Member Representatives

Kevin Morris

Hours of Instruction

CAEP Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	426
AWD	0
ESL/El Civics	0
K12 Success	0
Pre-Apprenticeship	366
Short Term CTE	0
Workforce Reentry	0
Total	792 Hours

Leveraged Funds by Program Area

Fund	ABE/ASE	AWD	ESL/El Civics	K12 Success	Pre- Apprenticeship	Short Term CTE	Workforce Reentry	Totals
California Adult Education Program	\$23,495	\$0	\$0	\$15,664	\$0	\$0	\$0	\$39,159
CalWORKs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NonCredit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Perkins	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LCFF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
K12 Adult Ed Jail Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WIOA II	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$23,495	\$0	\$0	\$15,664	\$0	\$0	\$0	\$39,159

Certification

09 Citrus College Adult Education Consortium - Primary Contact

John Russell

Program Director

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Flint Fertig

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Awaiting Submittal



California
Community
Colleges



Preview & Submittal

Submittal

2021-22 Program Area & Leveraged Funds

Submitted

Unsubmit Actuals

Member Representatives

Ron Letourneau

Hours of Instruction

CAEP Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	418
AWD	0
ESL/El Civics	0
K12 Success	3788
Pre-Apprenticeship	0
Short Term CTE	0
Workforce Reentry	0
Total	4206 Hours

Leveraged Funds by Program Area

Fund	ABE/ASE	AWD	ESL/El Civics	K12 Success	Pre-Apprenticeship	Short Term CTE	Workforce Reentry	Totals
California Adult Education Program	\$129,338	\$0	\$0	\$86,226	\$0	\$0	\$0	\$215,564
CalWORKs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NonCredit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Perkins	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LCFF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
K12 Adult Ed Jail Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WIOA II	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$129,338	\$0	\$0	\$86,226	\$0	\$0	\$0	\$215,564

Certification

09 Citrus College Adult Education Consortium - Primary Contact

John Russell

Program Director

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Flint Fertig

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Preview & Submittal

Submittal

2021-22 Program Area & Leveraged Funds

Submitted

Unsubmit Actuals

Member Representatives

Flint Fertig

John Russell

Hours of Instruction

CAEP Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	17062
AWD	0
ESL/El Civics	49134
K12 Success	0
Pre-Apprenticeship	0
Short Term CTE	24011
Workforce Reentry	20490
Total	110697 Hours

Leveraged Funds by Program Area

Fund	ABE/ASE	AWD	ESL/El Civics	K12 Success	Pre-Apprenticeship	Short Term CTE	Workforce Reentry	Totals
California Adult Education Program	\$350,973	\$0	\$388,170	\$0	\$0	\$537,680	\$135,830	\$1,412,653
CalWORKs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NonCredit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Perkins	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LCFF	\$75,000	\$0	\$75,000	\$0	\$0	\$75,000	\$25,000	\$250,000
Fees	\$8,135	\$0	\$0	\$0	\$0	\$326,309	\$0	\$334,444
K12 Adult Ed Jail Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WIOA II	\$41,140	\$0	\$126,907	\$0	\$0	\$0	\$55,140	\$223,187
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$475,248	\$0	\$590,077	\$0	\$0	\$938,989	\$215,970	\$2,220,284

Certification

09 Citrus College Adult Education Consortium - Primary Contact

John Russell

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Flint Fertig

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Documents to Support Agenda Items

November 15, 2022 Agenda

Agenda Item 5.0

Subcontracting for Leads Consultant