



In accordance with the American with Disabilities Act, the Citrus College Adult Education Consortium (CCAEC) would accommodate those individuals who require special assistance to participate in this meeting. However, this Regular Executive Board Open Session Meeting is also being held by teleconference and is available to the public via the below teleconferencing information noted at the title of this agenda.

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 at the Azusa Adult Education main office 1040 E. Gladstone St., Azusa, CA 91702 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, August 16, 2022

1:30 p.m.

Zoom Meeting

<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 Paul Hernandez at \_\_\_\_\_

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	_____	John Russell, Program Director	_____
Flint Fertig, Representative	_____		
Paul Hernandez, 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 June 14, 2022 Regular Executive Board Open Session Meeting.  
 Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
 Representative Delvasto \_\_ Representative Fertig \_\_ Representative Hernandez \_\_  
 Representative Letourneau \_\_ Representative McCraven \_\_ Representative Morris \_\_
- Approve the minutes of the July 19, 2022 Regular Executive Board Open Session Meeting.  
 Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
 Representative Delvasto \_\_ Representative Fertig \_\_ Representative Hernandez \_\_  
 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 UPDATE OF CCAEC 2022-23 ANNUAL PLAN PROCESS**

Program Director to advise Board Reps about the 2022-23 Annual Plan process and discuss availability of draft of Annual Plan that is due September 14, 2022.

**5.0 UPDATE OF CCAEC 2022-23 MEMBER PROGRAM YEAR BUDGET AND WORK PLAN**

Program Director to advise Board Reps about the 2022-23 Budget and Work Plan which is due in NOVA October 30, 2022 for a November 30, 2022 approval in NOVA.

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



# Documents to Support Agenda Items

August 16, 2022 Agenda

Agenda Item 2.1.1

June 14, 2022 Minutes



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, June 14, 2022, 1:30 p.m.

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

### Zoom Meeting

<https://us02web.zoom.us/j/85145591925?pwd=WlcvWlhsL2RWUE1mYVJWWUY1Qno2UT09>

**Meeting ID: 851 4559 1925**

## Unapproved Minutes

- 1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30 p.m.)**
- 1.1 Meeting called to order by Vice-Chair Felipe Delvasto at **1:38 pm**
- 1.2 Pledge of Allegiance
- 1.3 Roll call:
 

Felipe Delvasto, Representative	(Virtually)	John Russell, Program Director	(Virtually)
Flint Fertig, Representative	(Virtually)	Rick Crosby, Proxy	Absent
Paul Hernandez, Representative	Absent		
Ron Letourneau, Representative	Absent		
Kevin Morris, Representative	(Virtually)		
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 May 17, 2022 Regular Executive Board Open Session Meeting.

**Act # 22-11** Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 4-0**  
Representative Delvasto Y Representative Fertig Y Representative Hernandez A  
Representative Letourneau A Representative McCraven Y Representative Morris Y

### 3.0 COMMUNICATIONS

3.1 Representative reports:

**Azusa:** No report.

**Citrus:** Ms. McCraven reported Citrus College's summer school starts June 27 and is running from 6/27 to 8/18. Almost all of the mid-term noncredit classes are full. Citrus is offering an Introduction to Automotive, a shorter class that will hopefully create a pathway to the Automotive program.

**Claremont:** Mr. Delvasto reported that Claremont Adult School was holding its commencement this week (week of 6/13) and there were 23 adult graduates. He also advised that Claremont's first cohort of Nurse Assistant Training Program students had just completed. He noted the program had its difficulties, but the school had learned from those difficulties and Mr. Delvasto felt like the school was set-up to have a successful program in the new school year.

**Duarte:** Mr. Morris reported that Duarte was preparing for 2022-23 Parent University. Duarte had one adult diploma graduate and many more students were poised to graduate next school year. Mr. Morris advised that Duarte's enrollment was growing because parents from current DUSD students were coming for educational services.

**Glendora:** No report.

**Monrovia:** Mr. Fertig reported that Monrovia had just completed its ESL summer program which had good enrollment. He reported that for the year Monrovia earned over \$400,000 in fees most of which was Title I fees from AJCCs. He expressed his gratitude to Mr. Russell and to the targeted marketing efforts that lead to these exceptional results. He also noted that MCAS had just held its commencement two weeks earlier and it was a tremendous success with over 40 high school diploma graduates / high school equivalency completers.

3.2 Regional Director report.

Mr. Russell advised that the Three Year Plan was completed and Reps would have one final opportunity to revise/edit the report before he submitted.

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 AZUSA 2021-22 Q3 EXPENDITURE REPORT

**Act # 22-12** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**  
Representative Delvasto Y Representative Fertig Y Representative Hernandez A  
Representative Letourneau A Representative McCraven Y Representative Morris Y

*(Because expenditure totals for all CCAEC members were entered into NOVA and were supported by backup accounting documents, Board Reps agreed to approve all Q3 Expenditure Reports under one motion.)*

Board Reps had no questions or concerns for Azusa's Q3 Expenditure Report.

- 5.0 BOARD APPROVAL OF CLAREMONT 2021-22 Q3 EXPENDITURE REPORT**  
**Act # 22-12** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**  
Representative Delvasto Y Representative Fertig Y Representative Hernandez A  
Representative Letourneau A Representative McCraven Y Representative Morris Y  
Board Reps had no questions or concerns for Claremont's Q3 Expenditure Report.
- 6.0 BOARD APPROVAL OF DUARTE 2021-22 Q3 EXPENDITURE REPORT**  
**Act # 22-12** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**  
Representative Delvasto Y Representative Fertig Y Representative Hernandez A  
Representative Letourneau A Representative McCraven Y Representative Morris Y  
Board Reps had no questions or concerns for Duarte's Q3 Expenditure Report.
- 7.0 BOARD APPROVAL OF GLENDORA 2021-22 Q3 EXPENDITURE REPORT**  
**Act # 22-12** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**  
Representative Delvasto Y Representative Fertig Y Representative Hernandez A  
Representative Letourneau A Representative McCraven Y Representative Morris Y  
Mr. Fertig noted that Glendora had an extremely large carryover and reported that Glendora needs to have a clear, detailed plan as to how it plans on spending carryover at the Q4 Expenditure Board meeting in September.
- 8.0 BOARD APPROVAL OF MONROVIA 2021-22 Q3 EXPENDITURE REPORT**  
**Act # 22-12** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**  
Representative Delvasto Y Representative Fertig Y Representative Hernandez A  
Representative Letourneau A Representative McCraven Y Representative Morris Y  
Board Reps had no questions or concerns for Monrovia's Q3 Expenditure Report.
- 9.0 BOARD REVIEW AND REVISION OF CAEP THREE YEAR PLAN**  
Mr. Russell presented the final draft of CCAEC Three Year Plan. There were no further revisions. Board Reps expressed gratitude for completing an outstanding, comprehensive Plan.  
Board Reps would approve the Plan in NOVA, so there was no vote held on passing the Plan.
- 10.0 BOARD APPROVAL OF CHAIR AND VICE CHAIR FOR 2022-23 PROGRAM YEAR**  
**Act # 22-13** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**  
Representative Delvasto Y Representative Fertig Y Representative Hernandez A  
Representative Letourneau A Representative McCraven Y Representative Morris Y  
Mr. Fertig motioned that Mr. Hernandez continue to serve as Chair and Mr. Delvasto continue to serve as Vice Chair.
- 11.0 BOARD APPROVAL OF 2022-23 CALENDAR**  
**Act # 22-14** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**  
Representative Delvasto Y Representative Fertig Y Representative Hernandez A  
Representative Letourneau A Representative McCraven Y Representative Morris Y  
Board Reps approved the proposed 2022-23 Calendar of Board meetings.  
*(A copy of the Calendar is attached to these minutes.)*

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

Vice Chair Delvasto adjourned the meeting at 2:47.



# Documents to Support Agenda Items

August 16, 2022 Agenda

Agenda Item 2.1.1

June 14, 2022 Minutes





# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, July 19, 2022, 1:30 p.m.

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

### 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 Paul Hernandez at **1:56 pm**
- 1.2 Pledge of Allegiance
- 1.3 Roll call:
 

Felipe Delvasto, Representative	(Virtually)	John Russell, Program Director	(Virtually)
Flint Fertig, Representative	(Virtually)	Rick Crosby, Proxy	Absent
Paul Hernandez, Representative	(Virtually)		
Ron Letourneau, Representative	(Virtually)		
Kevin Morris, Representative	Absent		
Ivon McCraven, Representative	Absent		
- 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 June 14, 2022 Regular Executive Board Open Session Meeting.  
**Motion to Table** Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Table 4-0**  
Representative Delvasto Y Representative Fertig Y Representative Hernandez A  
Representative Letourneau Y Representative McCraven A Representative Morris A

### 3.0 COMMUNICATIONS

- 3.1 Representative reports:

**Azusa:** No report.

**Citrus:** No report.

**Claremont:** No report.

**Duarte:** No report.

**Glendora:** No report.

**Monrovia:** No report.

- 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 APPROVAL OF CCAEC ALLOCATION COLA

**Act # 22-15** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**  
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y  
Representative Letourneau Y Representative McCraven A Representative Morris A

The Governor's May revise resulted in an additional COLA of \$56,485 in CAEP funds.  
Member Representatives decided to allocate the funds according to enrollment over the past  
three years.

*(The enrollment worksheet that was used for this decision is attached. Allocation amendment  
amounts were based on these enrollment percentages and entered into NOVA. Board Reps  
approved the COLA amounts in NOVA.)*

### 5.0

#### ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Chair Paul Hernandez adjourned the meeting at 2:07.

Enrollment over Three Years for 2022-23 CFAD Calculations

School	Literacy				CAEP				Total Services - Unduplicated			
	2018-19	2019-20	2020-21	% of Total	2018-19	2019-20	2020-21	% of Total	2018-19	2019-20	2020-21	% of Total
<b>Azusa</b>	659	578	281	32.5%	967	705	408	33.9%	1,409	1,043	509	28.4%
<b>Citrus College</b>	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%
<b>Claremont</b>	639	540	155	28.6%	668	559	295	24.8%	1,157	784	511	23.5%
<b>Duarte</b>	0	21	10	0.7%	0	25	12	0.6%	0	68	25	0.9%
<b>Glendora</b>	67	65	0	2.8%	128	109	29	4.3%	146	125	56	3.1%
<b>Monrovia</b>	823	580	252	35.4%	965	788	476	36.3%	1,877	1,694	1,024	44.1%
	2,188	1,784	698	100.0%	2,728	2,186	1,220	100.0%	4,589	3,714	2,125	100.0%
<b>Total</b>			<b>4,670</b>				<b>6,134</b>				<b>10,428</b>	