



**CITRUS COLLEGE ADULT EDUCATION CONSORTIUM
REGULAR EXECUTIVE BOARD OPEN SESSION MEETING Tuesday,
August 16, 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

Minutes – Approved 9/20/22 Act # 22-17

- 1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30 p.m.)**
- 1.1 Meeting called to order by Chair Paul Hernandez at 1:33 pm
- 1.2 Pledge of Allegiance
- 1.3 Roll call:

Felipe Delvasto, Representative	(Virtually)	John Russell, Program Director	(Virtually)
Flint Fertig, Representative	(Virtually)		
Paul Hernandez, Representative	(Virtually)		
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 June 14, 2022 Regular Executive Board Open Session Meeting.
Act # 22-15 Motion by Mr. Morris, seconded by Mr. Hernandez **Vote to Approve 5-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau A Representative McCraven Y Representative Morris Y

Approve the minutes of the July 19, 2022 Regular Executive Board Open Session Meeting.

Act # 22-16 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau A Representative McCraven Y Representative Morris Y

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Mr. Hernandez reported that Azusa Adult Education Center was preparing to start the 2022-23 academic year. Mr. Hernandez noted that the Azusa Nurse Assistant Training Program had a full cohort and he thanked Mad Men for finding students and procuring funds from Pomona Valley AJCC and Ms. Monica Pringle, the Azusa Office Manager, for her hard work in getting everyone processed. He advised that Azusa Pharmacy Tech instructor quit two weeks before the training program was to start, but that he had been in contact with Ms. Yecsenia Delgado to help find and mentor a new instructor.

Citrus: Ms. McCraven reported that Citrus College starts Fall classes on August 29, 2022. Citrus is offering a number of certificate programs in Drone Technology, Intro to Health, Medical Terminology, Intro to Automotive Technology, CPR, and business certificates in classes such as Human Resources, and Accounting and Payroll.

Ms. McCraven reported that delivery of instruction for Citrus College Noncredit classes in the fall will be about 50/50 online and in-person. She reported that in-person classes were using HyFlex cameras to deliver instruction virtually to students online.

Finally, Ms. McCraven noted that Citrus College had a new Interim Vice President of Academic Affairs, Dr. Dana Hester.

Claremont: Mr. Delvasto reported Claremont was starting classes on Monday, August 22, 2022. He advised that Claremont was addressing some employee issues as he had two teachers resign and he had no administration at the Claremont Continuation High School.

He reported that online evening classes were full and that Claremont was starting its fall CNA cohort with 9 students. He also noted that Pharmacy Tech program had 8 or 9 students and was scheduled to start on 8/30.

Duarte: Mr. Morris advised that Duarte had started enrolling students for its high school diploma program on 8/15 and that Parent University would start again in September.

Glendora: No report.

Monrovia: Mr. Fertig reported that Monrovia would hold its staff Back-to-Campus meeting on Monday, August 22 and that ESL and Academic classes would start the day after on Tuesday, August 23. He advised that MCAS was in a WASC Full Self-study year and this would be the focus of much of the Back-to-Campus staff meeting.

He reported that MCAS had steady enrollment in its CTE Medical classes. He also advised that he had lost his Assistant Principal Calvin McKendrick as he was moved to Monrovia High School and he was replaced by Mr. Brian Ilharreguy.

3.2 Regional Director report.
Mr. Russell reminded Mr. Morris to make sure that he was pre- and post-testing his high school diploma students. Mr. Russell noted he would remind Mr. Letourneau of Glendora to do the same.

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 UPDATE OF PAC 2022-23 ANNUAL PLAN PROCESS

Mr. Russell advised the Board Reps that he had almost completed the CCAEC 2022-23 Annual Plan. The Annual Plan aligned with the Three Year Plan which was intentional by the state. He advised he would email a draft of the Annual Plan to Reps shortly as it is due September 14, 2022.

(Reps approved the Annual Plan in NOVA on September 14, 2022.)

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

Mr. Russell advised 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. He noted that the 2021-22 CCAEC budgeting process had some issues because members did not submit final correct budgets addressing carryover in a timely process. He informed Board Reps member institutions needed to show better fidelity the 2022-23 budget process.

6.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Before adjourning the meeting, Chair Paul Hernandez advised CCAEC Board Representatives that he had been offered a new Director's position at the Azusa Unified School District office and this would potentially be his last meeting as a Board Rep. He said how much he had enjoyed serving on the Board and thanked the Board Reps and the Program Director for being collaborative. All CCAEC Reps thanked Mr. Hernandez for his service and dedication to the consortium. All wished him well in his new endeavors.

Meeting was adjourned at 1:58.