



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

Minutes – Approved 11/15/22 Act # 22-27

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.