



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

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

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

Zoom Meeting

<https://us02web.zoom.us/j/81558636298>

Meeting ID: 815 5863 6298

Minutes – Approved 5/17/22 Act # 22-07

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

1.1 Meeting called to order by Chair Paul Hernandez at 1:40 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Program Director	Present
Flint Fertig, Representative	Present	Rick Crosby, Proxy	Absent
Paul Hernandez, Representative	Present		
Ron Letourneau, Representative	Present		
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 March 8, 2022 Regular Executive Board Open Session Meeting.
Act # 22-07 Motion by Mr. Delvasto, seconded by Mr. Hernandez **Vote to Approve 6-0**
Representative Delvasto Y Representative Fertig A 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 experiencing increased ESL enrollment, but that CTE programs were at about 50% of capacity. He advised Gladstone High School was creating Medical Pathways that could lead students to transition to Azusa Adult Education medical programs.

Mr. Hernandez reported that Azusa was close to completing the process to offer the HiSET in Spanish. He advised that Azusa to date had approximately 25 graduates / equivalency completers.

Citrus: Ms. McCraven reported that Citrus hybrid ESL classes were experiencing good enrollment. She reported that the new certificate programs were approved and on the schedule. These programs included: Drone Technology, Business Management, Small Business Management, Intro to Automotive, and Intro to Medical Terminology, among others.

She advised that the college had implemented an Aesthetics mirror course. This mirror course allowed noncredit students who passed the course to earn credits.

Claremont: Mr. Delvasto reported that he was excited that Claremont Adult School had started its first Nurse Assistant Training Program with 7 students. He noted the program would be starting the clinical portion soon.

He reported Claremont was back in person for daytime ESL classes, but that evening classes would stay virtual. He noted that Claremont evening classes had enrolled students from around the world. These classes were 6:00 p.m. to 9:00 p.m. four nights per week.

Duarte: Mr. Morris reported that Duarte had started the City of Hope 12-week Parent University program, "Eat, Live, Move." He advised Duarte's adult programs would be back in person next year. He reported that the district staff wanted to offer ESL classes again. He asked that Mr. Fertig and Mr. Russell meet and discuss how to achieve that.

Glendora: Mr. Letourneau reported that he and Glendora USD's Assistant Superintendent met with Mr. Russell and discussed Glendora Adult School CTE programs. He noted that he was aware of Glendora's carryover amount and that Mr. Russell advised what the limitations were to creating new CTE programs. He explained this was a good meeting to understand how GUSD could utilize the carryover to create CTE programs and the staffing that would be required to create new programs.

Monrovia: Mr. Fertig reported that enrollment in Monrovia's ESL programs had increased dramatically, but was not to pre-pandemic levels. He advised that MCAS had recently had some successful recruitments for Medical and Security programs.

He explained that Monrovia had a Superintendent and a new Cabinet. Almost all of the MUSD Directors had left or were leaving.

3.2 Regional Director report.

Mr. Russell had 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 2022-23 CFAD FUNDING MECHANISM – FISCAL AGENT / DIRECT FUNDING

Act # 22-08 Motion by Mr. Delvasto, seconded by Mr. Hernandez **Vote to Approve 6-0**

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

Board deliberated and approved to stay with Fiscal Agent and to keep Claremont as that Fiscal Agent

5.0 BOARD APPROVAL OF 2022-23 CFAD FUNDING ALLOTMENT PER MEMBER

Act # 22-09 Motion by Mr. Delvasto, seconded by Mr. Hernandez **Vote to Approve 6-0**

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

Program Director walked Board reps through the Worksheet for CCAEC 2022-23 allocations and CFAD so they could deliberate on CFAD allocation amounts.

Mr. Fertig began Board deliberations by noting that every year Monrovia has expended every dollar of CAEP funds allocated to the school since the advent of AEBG. Monrovia has never had any carryover. He noted that every school had carryover and in some cases the carryover was very significant in terms of percentage of total Allocation.

Mr. Fertig then explained that annually the district has given MCAS \$250,000 and that those funds were possibly in danger of being kept under the leadership of new district staff. Also, Monrovia had approved a 3.5% raise retroactively for the year and going forward. Those were putting serious pressures on Monrovia's budget.

Mr. Fertig ended by noting that Monrovia over the years has been a team player with allocations going back to previous Directors at Azusa. Monrovia always offered up part of its allocation to ensure compromises were met and negotiations were positive.

In light of these points, Mr. Fertig was asking that the entirety of the COLA go to Monrovia.

Mr. Delvasto responded by acknowledging that all of Mr. Fertig's points were correct in terms of carryover and past efforts of being a team player. The concern he had was if Monrovia used this increase to create programs that would need to maintain that level of funding, that could affect future allocations once schools worked through their carryover. Mr. Fertig assured that he would not put the school in a position where programs eliminated flexibility to reallocate CAEP funding to other schools.

Mr. Hernandez asked about what percentage of CAEP funds covered MCAS expenses. Mr. Russell explained that MCAS annual expenditures are approximately \$2.3 million and that CAEP allocation covers about 65% of that. He advised that Title I CTE fees and Title II AEFLA funds fill the balance.

Board passed the motion per the Allocations in the Worksheet. Members also approved the Allocation in NOVA

6.0 BOARD DISCUSSION ON THREE YEAR PLAN METRICS

Mr. Russell presented TOPSpro Enterprise reports and laid out the Metrics each CCAEC member must attain for 2022-23 Program Year per the Three Year Plan.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting adjourned at 2:47.