



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, May 17, 2022, 1:30 p.m.

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

Zoom Meeting

<https://us02web.zoom.us/j/84522641382?pwd=S1hRSTIxUTFyMVdUQXN5NktoZnlpUT09>

Meeting ID: 845 2264 1382

Minutes – Approved 6/14/22 Act # 22-11

- 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	Absent	John Russell, Program Director	(Virtually)
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 April 18, 2022 Regular Executive Board Open Session Meeting.
Act # 22-10 Motion by Mr. Letourneau, seconded by Mr. Fertig **Vote to Approve 5-0**
Representative Delvasto A Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative McCraven Y Representative Morris Y

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Mr. Hernandez reported they are preparing for graduation and still enrolling high school students and ESL students for the Azusa summer session.

Citrus: Ms. McCraven reported Citrus College is currently registering for summer and fall courses. Current Citrus enrollment has increased 20% compared to last year at this time.

Claremont: No report.

Duarte: Mr. Morris reported that Duarte would be finishing high school diploma classes next week and there were 5 adults who earned high school diplomas that would be walking in the graduation ceremony. He was encouraged as parents of continuation students have started signing up for adult diploma classes.

Glendora: Mr. Letourneau reported Glendora is focused on planning for graduation.

Monrovia: Mr. Fertig reported about a successful Open House of the MCAS One Stop Career Center that was held Friday, May 13, 2022. Monrovia Community Adult School's One Stop Career Center has a strong partnership with LA County WDB AJCCs which has significantly improved employment services for job seekers and businesses in Monrovia and the surrounding area. This Open House was attended by Supervisor Barger's office, local elected officials and MUSD board members as well as many job seekers.

(The event gained media attention including a feature article in the SGV Tribune, link below:)

<https://www.sgvtribune.com/2022/05/16/photos-monrovia-community-adult-school-has-two-reasons-to-celebrate-at-open-house/>

- 3.2 Regional Director report.

Mr. Russell advised that the meeting's pressing topic was the Three Year Plan. He had no report to ensure there was adequate time for plan discussions.

- 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 CALENDAR

TABLED Motion to table by Mr. Hernandez **Vote to TABLE 5-0**

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

Mr. Hernandez asked to table this item since Mr. Delvasto was not in attendance to confirm if the Calendar of Board dates would work.

5.0 BOARD REVIEW / DISCUSSION OF THREE YEAR PLAN DRAFT TO DATE

Program Director presented the Three Year Plan draft to date for member input.

Mr. Russell announced that three major sections were finished and that remainder of the report would be finished in time for the June board meeting.

Mr. Russell walked Reps through the draft Three Year Plan:

He advised that the Executive Summary would be the final section completed. It will summarize the main points of the plan.

In Section 2: Assessment, he advised that Citrus had outstanding data and this data needed to be submitted to him in order to be included in the plan. Ms. McCraven requested a previous copy of data that Citrus submitted so that she had a sample to provide her data team.

Also, in discussing Section 2, Mr. Russell pointed out that data in LaunchBoard, the state data system, was very problematic. Member Reps looked at the data and discussed the inaccuracies. For example, Citrus had 786 youth from the Citrus summer school program for regional school districts, but who should not be identified as adults. Ms. McCraven advised she would work with her research department to verify that the data is being captured and reported is accurate.

Board Reps looked through the Plan and analyzed if metrics and goals were realistic. Mr. Russell advised he would alter metrics and goals based on discussions during the meeting.

6.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting adjourned at 2:58.