



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, February 21, 2023, 1:30 p.m.

Monrovia Community Adult School – Room 33

920 S. Mountain Ave., Monrovia 91016

Zoom Meeting Information

<https://us02web.zoom.us/j/84952685021?pwd=Y2kzN1RLT1pvZTIIZkxWcHRPNTBIQT09>

Meeting ID: 849 5268 5021

Minutes – Approved 3/23/23 Act #23-04

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

1.1 Meeting called to order by acting Chair Felipe Delvasto at 1:38

1.2 Pledge of Allegiance

1.3 Roll call:

Mari Bordona, Representative	(Virtually)	John Russell, Program Director	(Virtually)
Felipe Delvasto, Representative	(Virtually)		
Flint Fertig, Representative	(Virtually)		
Ron Letourneau, Representative	(Virtually)		
Kevin Morris, Representative	(Virtually)		
Ivon McCraven, Representative	Absent		

2.0 ORDER OF BUSINESS

Representative discussion/presentation of agenda items which could be moved up on the agenda.

None at this time.

- 2.1 Approve the minutes of the January 17, 2023 Regular Executive Board Open Session Meeting.
MOTION TO TABLE Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Table 5-0**
Representative Bordona Y Representative Delvasto Y Representative Fertig Y
Representative Letourneau Y Representative McCraven A Representative Morris Y
Minutes were not ready at this time so approval was moved to next Board meeting.

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Ms. Bordona introduced Chelsea Mendoza who would be helping with program outcome data and budgeting as a Lead Accounting Clerk.

Citrus: No report.

Claremont: No report.

Duarte: No report.

Glendora: No report.

Monrovia: No report.

- 3.2 Program Director report.

Mr. Russell reported members needed to submit 2022-23 Q2 expenditures into NOVA by March 1. He also welcomed Ms. Mendoza and offered to help her with NOVA reporting and the intricacies of CAEP data and fiscal reporting

- 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 TO REDISTRIBUTE CONSULTING FUNDS FOR WEBSITE, TRANSLATION, AND CURRICULUM DEVELOPMENT

Act # 23-02 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McCraven A Representative Morris Y

Board approved redistributing existing carryover consulting funds from Calvin McKendrick to the Best Alternative so that the organization could take responsibility for the website maintenance and translation. Also, Board approved carryover of Yecsenia Delgado funds for Pharmacy Technician curriculum development in NEO.

Carryover amount for website maintenance was \$5,455 and for NEO curriculum development was \$8,490.

5.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Mr. Delvasto adjourned the meeting at 1:58pm.