



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, April 18, 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

Unapproved Minutes

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

1.1 Meeting called to order by Chair Felipe Delvasto at 1:35

1.2 Pledge of Allegiance

1.3 Roll call:

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

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 March 23, 2023 Regular Executive Board Open Session Meeting.
Act # 23-09 Motion by Mr. Fertig, seconded by Ms. Bordona **Vote to Approve 5-0**
Representative Bordona Y Representative Delvasto Y Representative Fertig Y
Representative Letourneau Y Representative McCraven Y Representative Morris A
Minutes approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Ms. Bordona reported that Azusa Adult Education Center currently had two Security Guard Card classes in progress. One of the classes met the requirements for AB1626 for school campus security officers.

Citrus: Ms. McCraven reported that all Spring Semester noncredit classes were full; that students were coming back to pre-pandemic levels.

She advised that Citrus College would receive funding from two different programs: the Institutional Effectiveness Partnership Initiative (IEPI), and the Institute for Evidence-Based Change (IEBC). The IEPI draws on the expertise and innovation from within the community college system to advance effective practices. The objective of IEBC is to create Caring Campuses to increase student retention and success in community colleges. These are one time grants to provide funding specifically for noncredit Citrus programs.

Claremont: Mr. Delvasto was happy to report that the last Claremont CAN cohort was pretty close to full. He advised that Claremont had piloted a mobile physician for CNA students to attain their physical, TB test, and vaccines. The pilot was a great success and he encouraged the consortium to explore using the service.

Duarte: No report.

Glendora: Mr. Letourneau advised that Glendora USD was holding interviews for his position (as Mr. Letourneau was retiring). Mr. Letourneau did meet with the two new Assistant Superintendents, HR and Ed Services, and Janette Walczak, as he advised he would do the month prior. The Assistant Superintendents advised that they want to continue adult education programs, but Mr. Letourneau explained that they would need the personnel and the campus space to make that work. Mr. Letourneau reported that the district was excited about adult education, but district staff did not have a real understanding as to what a new administrator would need to be successful. The program needs staff and a campus.

Monrovia: Mr. Fertig reported that Monrovia was needing to fill night ESL positions and that process had been difficult. He reported that MCAS held a Youth@Work event to get regional 14-24-year-olds work experience with Monrovia businesses. MCAS was hosting interested businesses on April 26.

3.2 Program 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 INFORMATIONAL ITEM – ADULTSCHOOLJOBS.COM

Ali Chishti and Amir Abbasi gave a presentation on an app/website to help adult education students find employment. Azusa, Claremont, and Monrovia are all very interested in pursuing this solution

5.0 BOARD DISCUSSION OF FUNDING AZUSA CONSULTANT FOR 2023-24 PROGRAM YEAR

Board Representatives discuss possibly setting aside funds in overhead for consultant to assist new Azusa Principal. The Board felt this would be a good use of overhead funds because the next Principal would most likely not have any adult education experience

6.0 BOARD APPROVAL OF 2023-24 CFAD FUNDING MECHANISM – FISCAL AGENT / DIRECT FUNDING

Act # 23-10 Motion by Mr. Fertig, seconded by Ms. Bordona **Vote to Approve 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris Y

Board approved continuing with a fiscal agent model of funding and keeping Claremont as the CCAEC fiscal agent.

7.0 BOARD REVIEW OF CCAEC 2023-24 CFAD REPORT

Program Director review the CFAD with Assurances, Allocations, and Governance

8.0 BOARD APPROVAL OF 2023-24 CFAD FUNDING ALLOTMENT PER MEMBER

Act # 23-11 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris Y

Program Director presented the CFAD Worksheet for CCAEC 2023-24 allocations and the Board approved CFAD allocation amounts based on the worksheet.

9.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Chair Delvasto adjourned the meeting at 2:27pm.