



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Thursday, March 23, 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 4/18/23 Act #23-09

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

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

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 January 17, 2023 Regular Executive Board Open Session Meeting.  
**Act # 23-03** 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  
Minutes approved without revision.

Approve the minutes of the February 21, 2023 Regular Executive Board Open Session Meeting.

**Act # 23-04** 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  
Minutes approved without revision.

### 3.0 COMMUNICATIONS

3.1 Representative reports:

**Azusa:** Ms. Bordona reported that Azusa USD Business Services has advised that they will be closing the accounting books for the 2022-23 school year on March 31, 2023. No spending will be allowed after this date. Ms. Bordona advised this has the potential to interfere with Azusa's ability to spend down its carryover to the required 15%.

**Citrus:** Ms. McCraven reported that the Spring Semester was in progress for Citrus College and enrollment was up 77%. She noted that Citrus was offering new certifications for Adults with Disabilities and an Introduction to Art program for Older Adults. She did explain that the Adults with Disabilities certification programs did not provide aides.

**Claremont:** Mr. Delvasto reported that Claremont was seeing increased enrollment in its ESL program and he reported that Mad Men had been providing up to 100 leads on a weekly basis. He advised that Claremont's fourth CNA cohort had started this week with 10 students.

**Duarte:** No report.

**Glendora:** Mr. Letourneau advised that the Glendora Adult School diploma program teacher, John Willert, was retiring at the end of this year. This means that Glendora does not have an ESL instructor and an Academic instructor for the 2023-24 program year. Mr. Letourneau was frank in his assessment of the future advising he had no idea about the future for the Glendora Adult School. He did report that Glendora had two new Assistant Superintendents, HR and Ed Services, and he was meeting with both Assistant Superintendents in a week to have candid conversations about the future of the program. He also reported that the Glendale High School Diploma program has 7 graduates to date.

**Monrovia:** Mr. Fertig reported that Monrovia had just completed hosting a Visiting Committee for a WASC accreditation visit this week and the visit went extremely well. He also noted enrollment in all programs was up and he was grateful for Mad Men in helping with increased enrollment.

3.2 Program Director report.

Mr. Russell reported that he had completed the Request for Application (RFA) for WIOA Title II Adult Education and Family Literacy Act funding for Azusa, Claremont, and Monrovia and all three schools were awarded funding. Representatives Bordona, Delvasto and Fertig all expressed their gratitude for Mr. Russell's efforts on the application.

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 AZUSA 2022-23 Q2 EXPENDITURE REPORT**

**Act # 23-05** Motion by Mr. Fertig, seconded by Mr. Letourneau **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 NOVA reports and the Azusa Q2 CCAEC Q2 Expenditure Report for approval and certification of Q2 expenditures.

*(Board deliberation for this Agenda Item was extensive. The following attempts to capture the extent of the Board conversations, but be efficient and brief.)*

Ms. Bordona began by noting that Azusa hired an accounting clerk that is supposed to assist with budgeting and expenditure reports for CAEP funds. She reported that she had never seen the normal approval workflow in Best (the district's new accounting system) for this position and the clerk assisting had not been overly helpful to date.

Ms. Bordona shared a number of problems she was attempting to overcome in order to help Azusa Adult Education Center avoid being labeled ineffective by exceeding the carryover limit of 15%. She noted that a hiring freeze meant that the district could not replace her position and this affected expenditures in Object Code 1000. She revisited how the Business Services Azusa's expenditure cutoff date of 3/31 for the 2022-23 school year was very problematic because, as of the day of this Board meeting, she had only one week to push through all open Purchase Orders in order to expend carryover funds. She noted that requests to transfer funds between Object Codes were not being completed in a timely fashion. She advised that Azusa USD Business Services never matched Best budget amounts with the amounts that were initially reported in NOVA.

Mr. Russell advised that at the September 2022 Board meeting where 2022-23 Q4 Expenditures were approved, he clearly articulated that Business Services needed to work with Board Representatives to ensure Best budgets matched what was in NOVA. It seemed this was not occurring with Azusa.

Mr. Fertig expressed frustration noting that Azusa's carryover has been a problem since 2017 and has continued to grow. He noted that past carryover had been used for capital improvements and purchased expensive medical program equipment that was never used. He questioned if this was what taxpayer dollars were intended to fund.

Mr. Delvasto asked Board Representatives what can be done so as to prevent labeling Azusa as an ineffective member. He advised that the Board should consider subcontracting and submit an amendment this year to ensure Azusa was not labeled ineffective. He noted the Board would be forced to do this now or by next year and it would be better to get out ahead of it.

Mr. Russell noted that the next Board meeting was one in which the CCAEC CFAD for 2023-24 and program year funding allocations for members would be approved. He suggested that all members provide Q3 expenditures for this meeting to get a good idea of expenditures to date and have that information inform CFAD deliberations.

Board Representatives felt this was a good strategy. If reallocation was necessary, the Board could approve an amendment in June.

## **5.0 BOARD APPROVAL OF CLAREMONT 2022-23 Q2 EXPENDITURE REPORT**

**Act # 23-06** 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

Program Director presented NOVA reports and the Claremont Q2 CCAEC Q2 Expenditure Report for approval and certification of Q2 expenditures.

Mr. Delvasto noted that though Claremont had a carryover, he had a concrete plan to ensure the carryover was spent down below the 15% threshold by the end of the year.

## **6.0 BOARD APPROVAL OF DUARTE 2022-23 Q2 EXPENDITURE REPORT**

**MOTION TO TABLE** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Table 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y  
Representative Letourneau Y Representative McCraven Y Representative Morris Y

Duarte Q2 CCAEC Q2 Expenditure Report was not submitted at the time of the Board meeting. This item was tabled accordingly.

*(Duarte input expenditure amounts into NOVA and Board Representatives approved the Q2 report in NOVA. That action serves as Board approval of Duarte's Q2 expenditure report.)*

## **7.0 BOARD APPROVAL OF GLENDORA 2022-23 Q2 EXPENDITURE REPORT**

**Act # 23-07** Motion by Mr. Fertig, seconded by Mr. Letourneau **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 NOVA reports and the Glendora Q2 CCAEC Q2 Expenditure Report for approval and certification of Q2 expenditures.

Mr. Russell noted that Glendora had a carryover issue worse than Azusa's issue. He also noted that Glendora would have no instructors for two of its three primary programs. Mr. Letourneau advised that he would be meeting with GUSD Assistant Superintendents about the future of the Glendora programs.

Mr. Delvasto expressed concern if Glendora shut down its adult education programs asking would the state reduce total CCAEC funds. Mr. Russell said he would explore that option and report back.

## **8.0 BOARD APPROVAL OF MONROVIA 2022-23 Q2 EXPENDITURE REPORT**

**Act # 23-08** Motion by Mr. Letourneau, 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 NOVA reports and the Monrovia Q2 CCAEC Q2 Expenditure Report for approval and certification of Q2 expenditures.

Mr. Fertig noted that Monrovia's Q2 expenditure did not reflect the 6.5% pay increase. He advised that every year Monrovia has spent CAEP funds down to zero and Monrovia will do so again this year.

## **9.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**

Mr. Delvasto adjourned the meeting at 1:32 pm.