



In accordance with the American with Disabilities Act, the Citrus College Adult Education Consortium (CCAEC) will accommodate those individuals who require special assistance to participate in this meeting. If you need special assistance to participate in the meeting, please call the office at the Monrovia Community Adult School, (626) 471-3035, 24 hours prior to meeting so that reasonable arrangements can be made. Monrovia Community Adult School Room 33 is wheelchair accessible.

Though CCAEC Board Meetings are in person, in order to comply with AB361 and to encourage public participation of CCAEC Executive Board Meetings during the current pandemic, meetings will be presented in a hybrid manner. The link to access the meeting via teleconference is noted below.

In accordance with a recent amendment to the Ralph M. Brown Act, public records related to this public session agenda, that are provided to the Executive Board less than 72 hours before a regular meeting may be inspected by the public at the Monrovia Community Adult School main office 920 S. Mountain Avenue, CA 91016 during regular office hours (8:00am – 4:00pm) and on the CCAEC website <http://www.ccadulted.org/>.



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, May 16, 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**

## AGENDA

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

1.1 Meeting called to order by Chair Delvasto at \_\_\_\_\_

1.2 Pledge of Allegiance

1.3 Roll call:

Mari Bordona, Representative \_\_\_\_\_ John Russell, Regional Director \_\_\_\_\_

Felipe Delvasto, Representative \_\_\_\_\_

Flint Fertig, Representative \_\_\_\_\_

Ron Letourneau, Representative \_\_\_\_\_

Ivon McCraven, Proxy \_\_\_\_\_

Kevin Morris, Representative \_\_\_\_\_

**2.0 ORDER OF BUSINESS**

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

- 2.1 Approve the minutes of the April 18, 2023 Regular Executive Board Open Session Meeting.  
 Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
 Representative Bordona \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
 Representative Letourneau \_\_ Representative McCraven \_\_ Representative Morris \_\_

**3.0 COMMUNICATIONS**

3.1 Representative reports:

Azusa _____	Duarte _____
Citrus _____	Glendora _____
Claremont _____	Monrovia _____

3.2 Program Director report.

3.3 Public comment for items not on the agenda.

3.3.1 Public comments for items on the Open Session Agenda.

**4.0 BOARD APPROVAL OF 2022-23 CALENDAR**

Representative Bordona \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
 Representative Letourneau \_\_ Representative McCraven \_\_ Representative Morris \_\_  
 Board to approve Calendar of Meetings for 2023-24 Program Year.

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

Representative Bordona \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
 Representative Letourneau \_\_ Representative McCraven \_\_ Representative Morris \_\_  
 Board to approve funds set aside for Azusa Administrative Consultant for 2023-24 Program Year.

**6.0 BOARD APPROVAL OF CONSULTANT TO SERVE AS CCAEC LEAD MANAGER**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
 Representative Bordona \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
 Representative Letourneau \_\_ Representative McCraven \_\_ Representative Morris \_\_  
 Board to approve funds set aside for CCAEC CTE Leads Manager.

**7.0 BOARD APPROVAL OF NURSE DIRECTOR RAISE FOR 2023-24 PROGRAM YEAR**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
 Representative Bordona \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
 Representative Letourneau \_\_ Representative McCraven \_\_ Representative Morris \_\_  
 Board to approve increase in funds set aside for CCAEC Nurse Director for 2023-24.

**8.0 BOARD APPROVAL OF CLAREMONT PAYING FOR MOBILE DOCTOR FOR CAN PROGRAM**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Bordona \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative Letourneau \_\_ Representative McCraven \_\_ Representative Morris \_\_  
Board to approve Claremont Business Services paying invoices for CAN program mobile doctor.

**9.0 BOARD APPROVAL OF INCREASING CLAREMONT FISCAL AGENT FEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Bordona \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative Letourneau \_\_ Representative McCraven \_\_ Representative Morris \_\_  
Board to approve fiscal agent fee for Claremont Business Services.

**10.0 BOARD APPROVAL OF REVISED 2023-24 CFAD FUNDING ALLOCATION PER MEMBER**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Bordona \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative Letourneau \_\_ Representative McCraven \_\_ Representative Morris \_\_  
Program Director will present revised Worksheet for CCAEC 2023-24 allocations based on revised overhead amounts and board will use the document to deliberate on CFAD allocation amounts.

**11.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**



# Documents to Support Agenda Items

May 16, 2023 Agenda

Agenda Item 2.1.1

April 18, 2023 Minutes



# 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.



# Documents to Support Agenda Items

May 16, 2023 Agenda

Agenda Item 4.0

Proposed Calendar of Board Meetings for 2023-24



## Proposed CCAEC Board Meeting Dates for 2023-24 Program Year

Time: 1:30 am

Locale: Monrovia Community Adult School

Board Date	Agenda Items Due	CAEP Item Due / Primary Board Business	Due in NOVA
July 18, 2023	July 13, 2023	No relevant CAEP delivery dates	
August 15, 2023	August 10, 2023	No relevant CAEP delivery dates	
September 19, 2023**	September 14, 2023	Approve & Certify Q4 2019-20 Expense Report** Submit 2023-24 Budget and Work Plan	9/30/2023 9/30/2023
October 17, 2023	October 12, 2023	Certify 2023-24 Budget and Work Plan	10/30/2023
November 14, 2023	November 9, 2023	Actual 2022-23 Expenditures & Hours by Program Area due in NOVA and must be Certified	12/1/2023
December 19, 2023	December 14, 2023	Approve and Certify Q1 2023-24 Expense Report	12/31/2023
January 16, 2024	January 11, 2024	No relevant CAEP delivery dates	
February 20, 2024	February 15, 2024	No relevant CAEP delivery dates	
March 19, 2024	March 14, 2024	Approve and Certify Q2 2021-22 Expense Report	3/31/2024
April 16, 2024	April 11, 2024	Approve 2024-25 CFAD	5/2/2024
May 14, 2024	May 9, 2024	Approve 2024-25 Board Meeting Calendar	
June 18, 2024	June 13, 2024	Approve and Certify Q3 2021-22 Expense Report	6/30/2024

**\*\* Fiscal / Business Services must be at September 20, 2023 meeting to review 2022-23 expenditures and answer board questions.**



# Documents to Support Agenda Items

## May 16, 2023 Agenda

Agenda Item 10.0  
Revised CFAD Worksheet

CFAD Worksheet

May 16, 2023 Revise

School	Literacy					CAEP					Total Services - Unduplicated				
	2018-19	2019-20	2020-21	2021-22	% of Total	2018-19	2019-20	2020-21	2021-22	% of Total	2018-19	2019-20	2020-21	2021-22	% of Total
Azusa Adult School	659	578	281	405	33.5%	967	705	408	489	34.0%	1,409	1,043	509	701	28.4%
Citrus College	0	0	0	0	0.0%	0	0	0	0	0.0%	0	0	0	0	0.0%
Claremont Adult School	639	540	155	262	27.8%	668	559	295	275	23.8%	1,157	784	511	463	22.6%
Duarte Adult School	0	21	10	0	0.5%	0	25	12	16	0.7%	0	68	25	73	1.3%
Glendora Adult School	67	65	0	2	2.3%	128	109	29	39	4.0%	146	125	56	59	3.0%
Monrovia Adult School	823	580	252	394	35.7%	965	788	476	605	37.5%	1,877	1,694	1,024	1,159	44.7%
<b>Total</b>	<b>2,188</b>	<b>1,784</b>	<b>698</b>	<b>1,063</b>	<b>100.0%</b>	<b>2,728</b>	<b>2,186</b>	<b>1,220</b>	<b>1,424</b>	<b>100.0%</b>	<b>4,589</b>	<b>3,714</b>	<b>2,125</b>	<b>2,455</b>	<b>100.0%</b>

Program Manager	\$60,000														
Fiscal Agent - Admin	\$82,500														
Website Maintenance	\$12,000	Admin.	Estimated CTE Marketing				Mobile Doctor								
Lead Manager	\$12,000	\$166,500	Azusa	\$125,000	\$37,500		36	\$190	\$6,840						
Nurse Coordinator	\$49,500		Claremont	\$115,000	\$34,500		32	\$190	\$6,080						
Mobile Doctor	\$21,280		Monrovia	\$475,000	\$142,500		44	\$190	\$8,360						
Azusa Consultant	\$40,000			\$715,000	\$214,500		112		\$21,280						
MA Consultant	\$15,000														
TE Consultant	\$5,000														
Marketing - ESL / ASE	\$60,000														
Marketing - CTE	\$214,500														
<b>2023-24 Total Overhead</b>	<b>\$571,780</b>														

School	2022-23 Final Allocation	2023-24 Preliminary Allocation	Overhead Expense	Net Allocation	Adjustment due to Large Carryover	2023-24 Final CFAD Allocation Amount
Azusa Adult School	\$1,408,415.00	\$1,798,463.49	\$177,828.42	\$1,620,635.07	(\$150,000)	\$1,470,635
Citrus College	\$0.00	\$0.00	\$0.00	\$0.00		\$0
Claremont Adult School	\$1,148,745.00	\$1,258,014.36	\$110,932.94	\$1,147,081.43	\$50,000	\$1,197,081
Overhead	\$428,250.00	\$0.00		\$0.00		\$571,780
Duarte Adult School	\$19,590.00	\$37,103.37	\$1,588.32	\$35,515.06		\$35,515
Glendora Adult School	\$175,330.00	\$213,519.41	\$14,140.31	\$199,379.10	(\$50,000)	\$149,379
Monrovia Adult School	\$1,713,631.00	\$1,983,980.36	\$267,290.01	\$1,716,690.35	\$150,000	\$1,866,690
	\$4,893,961.00	\$5,291,081.00	\$571,780.00	\$4,719,301.00		\$5,291,081
				\$5,291,081.00		

School	Program Admin.	Nurse Coord.	Mobile Doctor	Consults.	Mktg. - ESL	Mktg. - CTE	Total
Azusa Adult School	\$56,594	\$16,500	\$6,840	\$40,000	\$20,394	\$37,500	\$177,828
Citrus College	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Claremont Adult School	\$39,587	\$16,500	\$6,080	\$0	\$14,266	\$34,500	\$110,933
Duarte Adult School	\$1,168	\$0	\$0	\$0	\$421	\$0	\$1,588
Glendora Adult School	\$6,719	\$0	\$0	\$5,000	\$2,421	\$0	\$14,140
Monrovia Adult School	\$62,432	\$16,500	\$8,360	\$15,000	\$22,498	\$142,500	\$267,290
<b>Total</b>	<b>\$166,500</b>	<b>\$49,500</b>	<b>\$21,280</b>	<b>\$30,000</b>	<b>\$60,000</b>	<b>\$214,500</b>	<b>\$571,780</b>