



# 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**

## Minutes – Approved 6/20/23 Act # 23-20

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

1.1 Meeting called to order by Chair Felipe Delvasto at 1:34

1.2 Pledge of Allegiance

1.3 Roll call:

Mari Bordona, Representative	Present	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 Tardy)		

### 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 # 23-12** Motion by Ms. Bordona, seconded by Mr. Letourneau **Vote to Approve 4-0**  
Representative Bordona Y Representative Delvasto Y Representative Fertig Y  
Representative Letourneau Y Representative McCraven T Representative Morris T  
Minutes approved without revision.

### 3.0 COMMUNICATIONS

- 3.1 Representative reports:

**Azusa:** Ms. Bordona reported that Azusa Adult Education Center would hold its Commencement on June 5, 2023 at 8:30am. The commencement would have about 100 diploma recipients and other program completers and Ms. Bordona advised she was working on her speech for the ceremony.

Ms. Bordona reported that interviews for the Azusa Adult Education Center Principal would be held

**Citrus:** Ms. McCraven reported that Citrus summer registration was open and that Citrus was experiencing increased enrollment for noncredit classes. Citrus anticipated increased Fall 2023 enrollment such that the college would be higher than pre-pandemic levels.

**Claremont:** Mr. Delvasto reported that Claremont was prepping for its commencement. He noted 22 students received their high school diploma and that Claremont USD held one commencement, so the Claremont Adult School students would participate in the district-wide commencement. He advised that Claremont Adult School CTE and ESL completers would participate in separate ceremony on May 31.

**Duarte:** No report.

**Glendora:** Mr. Letourneau reported that 7 Glendora adult students would earn their diploma and potentially there were two more graduates. Mr. Letourneau also reported that Glendora USD had hired a new Principal of Alternative Programs, Ms. Valentina Shibata. He advised that Ms. Shibata was coming from ABC Unified and she had 16 years' experience in alternative programs such as continuation, adult education, independent study and emotionally disturbed. Mr. Letourneau advised that this was his last meeting and he expressed his gratitude to all Representatives and to Mr. Russell for working with him on adult education. All Representatives thanked him for his service.

**Monrovia:** Mr. Fertig reported that Monrovia was holding its commencement May 25 and 41 students earned diplomas or equivalencies. He noted that about 130 graduates / completers had advised the school they would be participating in the ceremony.

Mr. Fertig advised MCAS had seen a very large increase in WIOA Title II payment points from 2021-22 and enrollment was set to top 2019-20 levels. He expressed gratitude for marketing efforts that led to increased enrollment.

- 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 APPROVAL OF 2023-24 CALENDAR**

**Act # 23-13** 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 T  
Board approved Calendar of Meetings for 2023-24 Program Year.

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

**Act # 23-14** Motion by Mr. Letourneau, seconded by Mr. Fertig **Vote to Approve 5-0**

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

Ms. Bordona reported that Norma Camacho, Assistant Superintendent of Ed Services, had advised her that Azusa USD supported this motion and certainly saw the value in having her continue in an advisory role.

Board approved funds for Azusa Administrative Consultant for 2023-24 Program Year.

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

**Act # 23-15** Motion by Mr. Letourneau, seconded by Mr. Fertig **Vote to Approve 6-0**

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

Mr. Russell explained to the Board how invaluable Ms. Macchia was in dealing with the hundreds of texts/leads that come through from marketing efforts and how she had saved countless hours. He advised that whatever the Board agreed to pay her, it would most likely not be enough. The Board approved this contract.

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

**Act # 23-16** Motion by Mr. Delvasto, 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

Mr. Delvasto noted that there had been a request for an increase a year ago that the Board had not entertained. He advised how the Nurse Director, Ms. Cuasay, had been invaluable in the first full year of Claremont's Nurse Assistant Training Program, and Ms. Bordona and Mr. Fertig echoed this praise. The Board approved a 10% increase in funding for the CCAEC Nurse Director for 2023-24.

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

**Act # 23-17** Motion by Mr. Letourneau, seconded by Mr. Fertig **Vote to Approve 6-0**

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

Mr. Delvasto offered Claremont's services to pay invoices for CNA program mobile doctor. The mobile doctor services had been a consortium-wide gain in efficiency.

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

**Act # 23-18** 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

Mr. Russell explained he had added this agenda item because Claremont was taking on additional accounts payable responsibilities. Board approved a 10% increase in the fiscal agent fee for Claremont Business Services to \$82,500.

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

**Act # 23-19** Motion by Mr. Letourneau, seconded by Mr. Morris **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 a revised CFAD Worksheet for CCAEC 2023-24 allocations based on passage of agenda items 5.0 through 9.0. The worksheet is attached to these minutes. Allocation amendment was entered into NOVA and approved by all Board Representatives.

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

Mr. Delvasto thanked Mr. Letourneau for his many years of service as a CCAEC Board Representative