



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, said 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, July 25, 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/89251573338?pwd=OEZLdmsvUHdqemJ0Qk8wWWpiQjRsdz09>

Meeting ID: 892 5157 3338

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:

| | | | |
|-----------------------------------|-------|---------------------------------|-------|
| Anthony Contreras, Representative | _____ | John Russell, Regional Director | _____ |
| Felipe Delvasto, Representative | _____ | Mari Bordona, Proxy | _____ |
| Flint Fertig, Representative | _____ | | |
| Ivon McCraven, Proxy | _____ | | |
| Kevin Morris, Representative | _____ | | |
| Valentina Shibata, 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 June 20, 2023 Regular Executive Board Open Session Meeting.
 Motion by _____, seconded by _____ Vote _____
 Representative Contreras __ Representative Delvasto __ Representative Fertig __
 Representative McCraven __ Representative Morris __ Representative Shibata __

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 REVIEW OF CCAEC FALL 2023 ANNUAL DATA REPORT

Board Representatives to review the Annual Data Report for input in the Annual Plan. Program Director will provide data review protocols to focus conversations.

5.0 BOARD REVIEW OF CCAEC 2023-24 ANNUAL PLAN

Board Representatives to review draft of the 2023-24 Annual Plan and revised as needed.

6.0 BOARD APPROVAL OF ALLOCATIONS OF ADDITIONAL CCAEC CAEP COLA

Motion by _____, seconded by _____ Vote _____
 Representative Contreras __ Representative Delvasto __ Representative Fertig __
 Representative McCraven __ Representative Morris __ Representative Shibata __

After the Governor’s May revise the Citrus College Adult Education Consortium received an additional COLA of \$4,409. Board Reps will approve how to allocate this COLA to member institutions.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

July 25, 2023 Agenda

Agenda Item 2.1.1
June 20, 2023 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, June 20, 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 1:39

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 | Absent | | |
| Kevin Morris, Representative | Absent | | |
| 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 May 16, 2023 Regular Executive Board Open Session Meeting.

Act # 23-20 Motion by Ms. Bordona, seconded by Mr. Fertig **Vote to Approve 4-0**
Representative Bordona Y Representative Delvasto Y Representative Fertig Y
Representative Letourneau A 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 has a new Principal. Dr. Anthony Contreras, who will be starting after July 4, 2023. Ms. Bordona noted that Dr. Contreras is an elected representative of the Citrus College Board.

Ms. Bordona reported that Azusa Adult Education Center had a small summer school operating at the time of the June 20, Board meeting, but that the program was winding down.

Citrus: Ms. McCraven reported that Citrus that the Citrus College Fall Catalog was currently printing.

She also reported that she may be able to procure some funds to re-establish a CCAEC Transition Specialist. Ms. McCraven explained that if she were able to procure these funds, the consortium would hire the Transition Specialist and then invoice back to Citrus for reimbursement. She advised that she had an excellent candidate in mind who speaks Spanish, has a Masters in Counseling, and understands noncredit. She believed this candidate would be very good to do outreach with Spanish speakers. She advised that obviously she would collaborate with other Board Representatives in deciding on a candidate, but all present Board members viewed the potential candidate very favorably.

Claremont: Mr. Delvasto reported that Claremont had completed its Spring term and that Claremont Adult School had 32 graduates. Commencement was the previous week. He noted that Claremont USD has one Commencement for all diploma programs, so Claremont Adult School students walk with Claremont High School and other K12 Programs. Mr. Delvasto noted that Claremont would be starting a summer school in mid-July

Duarte: No report.

Glendora: No report.

Monrovia: Mr. Fertig reported that Monrovia had its commencement May 25 and 41 students earned diplomas or equivalencies. Mr. advised that MCAS in 2022-23 had exceeded 2019-20 enrollment and was approaching 2018-19 enrollment. MCAS was well on its way back to pre-pandemic enrollment levels.

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 NOVA CCAEC Q3 EXPENDITURE REPORT

Act # 23-21 Motion by Mr. Fertig, seconded by Ms. Bordona **Vote to Approve 4-0**

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

Mr. Fertig made the motion to approve all CCAEC Q3 Expenditure Reports with one motion for all members and the motion was seconded and approved by all Representatives present.

5.0 BOARD APPROVAL OF CHAIR AND VICE CHAIR FOR 2023-24 PROGRAM YEAR

Act # 23-22 Motion by Ms. Bordona, seconded by Ms. McCraven **Vote to Approve 4-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau A Representative McCraven Y Representative Morris A

Ms. Bordona made the motion that Mr. Delvasto continue as Chair and that Mr. Fertig serve as Vice-Chair for CCAEC Board meetings for the 2023-24 Program Year. Motion was seconded by Ms. McCraven and approved by all present Board Representatives.

6.0 BOARD REVIEW AND REVISION OF CCAEC 2023-24 ANNUAL PLAN AND PROCESS

Regional Director advised that he was working on the CCAEC Annual Plan and that he would present a draft at the July Board meeting.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

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