



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/84952685021?pwd=Y2kzN1RLT1pvZTIIZkxWcHRPNTBIQT09>

Meeting ID: 849 5268 5021

Minutes – Approved 8/15/23 Act # 23-25

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

1.1 Meeting called to order by Chair Felipe Delvasto at 1:33

1.2 Pledge of Allegiance

1.3 Roll call:

Anthony Contreras, Representative	(Virtually)	John Russell, Program Director	(Virtually)
Felipe Delvasto, Representative	(Virtually)	Mari Bordona, Proxy	(Virtually)
Flint Fertig, Representative	(Virtually)	Catalina Salazar, MCAS	(Virtually)
Ivon McCraven, Proxy	(Virtually)		
Kevin Morris, Representative	Absent		
Valentina Shibata, Representative	(Tardy 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 June 20, 2023 Regular Executive Board Open Session Meeting.
Act # 23-23 Motion by Mr. Fertig, seconded by Ms. McCraven **Vote to Approve 3-0-1**
Representative Contreras Abstain Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris A Representative Shibata T
Minutes approved without revision.

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Dr. Contreras reported that he had been on the job only six days, but that he was very excited to be working in adult education and working with all the CCAEC member Representatives to provide educational services to the region's adults. He reported that the fall brochure advertising classes for the Azusa Adult Education Center would be coming out soon. He advised that Azusa was still looking to hire an instructor for its Nurse Assistant Training Program.

Citrus: Ms. McCraven reported that Citrus College's Fall semester was starting August 28 and enrollment was up significantly. Students were coming back in-person and she advised that Citrus needed to hire ESL instructors because she needed to open more sections. She told member Representatives instructors would need a BA and MA and a TESOL certification.

Ms. McCraven also reported that Citrus College had hired an adjunct noncredit counselor, Ms. Tanya Lucero. She noted Ms. Lucero speaks Spanish, has a Masters in Counseling, and understands noncredit well and Ms. Lucero would be very good candidate to do outreach with Spanish speakers. Ms. McCraven reported that Ms. Lucero will visit all K-12 member campuses to promote transitions. She noted one immediate goal was to start the noncredit counseling back up and to get K-12 students to enroll in that class.

Claremont: Mr. Delvasto reported that the current week was the last week of summer school and that his campus was in a bit of disarray because their ESL classes are housed at the district offices and classrooms were being moved. He reported that Claremont CNA and Pharmacy Technician programs would have two full cohorts and he noted that Mad Men marketing had generated a lot of new students for all programs.

Duarte: No report.

Glendora: Ms. Val Shibata introduced herself to all CCAEC Board Representatives and advised she was the new Principal of Alternative Programs. She told all CCAEC Representatives that she did not know a tremendous amount about the world of adult education, but she was excited to learn and guide Glendora programs to becoming effective. She advised that she has had conversations with district staff and confirmed that Glendora would be hiring a new ESL teacher. The hope was to get Glendora's ESL classes back up before the end of the program year.

Monrovia: Mr. Fertig advised that Monrovia had held two large hiring events over the summer: one for the City of Monrovia and one for the Monrovia Unified School District. Both events were very well attended. Mr. Fertig reported that Monrovia had been in conversations with Habitat for Humanity about partnering for a Construction training and this was a very exciting opportunity for students. Mr. Fertig reported that MCAS enrollment for 2022-23 was larger than pre-pandemic levels and CTE enrollment was at its highest in years due to the targeted marketing efforts by the school.

3.2 Program Director report.

Mr. Russell reported that EDD was partnering on a hiring event in two days. Thursday, July 27, 2023 from 10:00am to 1:00pm. More than 20 local employers would be in attendance. Mr. Russell also advised all member Representatives that LA County funding to AJCCs for the 2023-24 Program Year had been disrupted by the Request for Proposal (RFP) process. AJCCs were only given half of their 2023-24 funding and this meant training providers were scrambling for training funds when usually funds were easy to access at the beginning of the year.

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 REVIEW OF CCAEC FALL 2023 ANNUAL DATA REVIEW

Mr. Russell engaged Board Representatives on detailed analysis of the CCAEC Annual Data Report for input in the CCAEC 2023-24 Annual Plan. Representatives reviewed regional demographics and economic data, consortium demographics, and consortium enrollment, participation, persistence, and performance to create consortium goals for the Annual Plan.

5.0 BOARD REVIEW OF CCAEC 2023-24 ANNUAL PLAN

Mr. Russell reviewed the first draft of the 2023-24 Annual Plan and noted revisions accordingly.

6.0 BOARD APPROVAL OF ALLOCATIONS OF ADDITIONAL CCAEC CAEP COLA

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

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris A Representative Shibata Y

After the Governor's May revise the Citrus College Adult Education Consortium received an additional COLA of \$4,409. The motion made by Mr. Fertig was that these funds be allocated to each member in the same percentage as the 2023-24 funds were allocated to each member. Motion was approved.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Mr. Delvasto adjourned the meeting at 2:56 pm.