



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

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 1:33

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	Absent		
Kevin Morris, Representative	(Virtually)		
Valentina Shibata, Representative	Absent		

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 July 25, 2023 Regular Executive Board Open Session Meeting.
Act # 23-25 Motion by Dr. Contreras, seconded by Mr. Morris **Vote to Approve 4-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven A Representative Morris Y Representative Shibata A
Minutes approved without revision.

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Dr. Contreras expressed gratitude to fellow Board members and to the Program Director, Mr. Russell, for helping Azusa “get the ship out of the port.” Dr. Contreras expressed that the welcome he has received by Board Representatives has really made him feel welcome and he appreciated everyone’s collaborative nature. He advised that Azusa had just opened for CASAS testing, that students were enrolling and enrollment was strong.

Citrus: No report.

Claremont: No report.

Duarte: Mr. Morris reported that Duarte has implemented CASAS pre-test protocols for ASE classes with better fidelity. He advised he met with Mark Tremper Duarte has calendared date for pre- and post-testing so that Duarte has better data for the performance of its ASE students.

Glendora: No report.

Monrovia: Mr. Fertig reported that MCAS had been registering new students and enrollment was healthy. He believed marketing was helping.

- 3.2 Program Director report.

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 CCAEC 2023-24 ANNUAL PLAN

Act # 23-26 Motion by Mr. Delvasto, seconded by Mr. Morris **Vote to Approve 4-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris Y Representative Shibata A

Representatives reviewed final draft of CCAEC 2023-24 Annual Plan and approved without revision. Representatives then approved the Annual Plan in NOVA the same day.

5.0 UPDATE OF CCAEC 2023-24 PROGRAM YEAR MEMBER BUDGET AND WORK PLAN

Program Director advised Representatives about the process to complete the 2023-24 Budget and Work Plan which is due in NOVA September 30, 2023. Mr. Russell advised that once the Q4 Expenditure report was approved, members would know what amount they would have to be budgeted. He noted that the Budget and Workplan must be certified by the CCAEC Board and approved in NOVA before October 30, 2023.

6.0 BOARD APPROVAL TO ACCEPT ELL HEALTHCARE PATHWAYS GRANT FUNDS

Act # 23-27 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 4-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris Y Representative Shibata A

Mr. Russell presented the ELL Healthcare Pathways Grant opportunity and explained what members would need to accomplish to access grant funds for CCAEC members. The Citrus College Adult Education Consortium has received \$326,054 in grant funds. Board must decide on approval on whether to pursue the grant. Motion to accept funds was approved.

7.0 BOARD APPROVAL TO ALLOCATE OF ELL HEALTHCARE PATHWAY FUNDS APPROVAL TO ACCEPT ELL HEALTHCARE PATHWAYS GRANT FUNDS

Act # 23-28 Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 4-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris Y Representative Shibata A

Since Agenda Item 6.0 passed, Board approve distribution of the \$326,054 in grant funds. The attached worksheet demonstrates how the funds were allocated.

Mr. Fertig opined that it was critical that the three CCAEC members receiving grant funds meet the performance targets called for in the plan that Mr. Russell would be submitting to the state. He advised that is important to use targeted marketing to reach English Learners and get them enrolled into the grant CTE programs. To support consortium efforts, he agreed to transfer \$45,000 from Monrovia's grant allocations to use for marketing with Adult School Recruiters. Thus, though Monrovia's total allocation was \$145,527, \$45,000 would be transferred to Claremont to increase marketing efforts, leaving Monrovia with a net of \$100,527 for programs.

Mr. Delvasto offered Claremont's assistance to CCAEC marketing efforts and agreed to transfer \$15,000 of its allocation to that end. Thus, Claremont would receive a total allocation of \$135,526.38 broken down as follows: \$60,000 for Claremont programs, \$15,000 for marketing with Adult School Recruiters, \$15,526.38 for CUSD indirect cost, and \$45,000 from Monrovia for marketing with Adult School Recruiters.

8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING