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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, Monrovia, 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, February 20, 2024, 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 Felipe 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.

2.1.1 Approve the minutes of the December 19, 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

Representatives will not provide reports for this Special Executive Board Meeting.

3.1 Representative reports:

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

3.2 Regional 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 CCAEC DATA STATUS REPORT ON THREE YEAR PLAN METRICS

Program Director will review CCAEC member Q1 and Q2 data against metrics from Three Year Plan.

5.0 UPDATE ON ELL HEALTHCARE PATHWAYS GRANT

Program Director to present update about release of funds.

6.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

February 20, 2024 Agenda

Agenda Item 2.1.1
December 19, 2023 Minutes



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Unapproved Minutes

1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (2:15 p.m.)

1.1 Meeting called to order by Chair Felipe Delvasto at 2:15.

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	Absent
Flint Fertig, Representative	(Virtually)		
Ivon McCraven, Proxy	(Virtually)		
Kevin Morris, Representative	(Virtually)		
Valentina Shibata, 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 November 14, 2023 Regular Executive Board Open Session Meeting.

Act # 23-40 Motion by Dr. Contreras, seconded by Mr. Fertig **Vote to Approve 6-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata Y
Minutes approved without revision.

Approve the minutes of the December 1, 2023 Special Executive Board Open Session Meeting.

Act # 23-41 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 6-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata Y
Minutes approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Dr. Contreras reported that Azusa ESL classes went Christmas caroling to the continuation school campus and it was a real joy to see. He advised that Azusa will start a CNA cohort on January 8, 2024.

Citrus: Ms. McCraven reported that the Citrus College Winter Session starts 1/8/24 and Spring starts 2/21/24 and registration was open for both sessions. She noted enrollment was increasing beyond pre-pandemic levels.

Ms. McCraven thanked all member institutions for meeting with Ms. Thania Lucero, the new Citrus College Noncredit counselor. Ms. Lucero and Noncredit are looking forward to working with K-12 members schools.

Claremont: Mr. Delvasto was excited to report that the Claremont Adult School had very full Pharmacy tech and CNA programs. Pharm Tech had 30 students and CNA was at 17. He was grateful to Madmen for ensuring these classes were full

Duarte: Mr. Morris reported that Duarte faculty member, David Barile, really enjoyed the CCAEC Winter PD Conference saying that he learned a lot from the breakout sessions. Mr. Morris also reported that Duarte enrollment in ASE was continuing to increase.

Glendora: Ms. Shibata reported Glendora had two applicants for ESL positions, but that the candidates did not have adult education experience. She advised that GUSD was making efforts to get ESL positions filled and getting ESL operational before the end of the program year. She advised Board Representatives to send qualified candidates her direction. GUSD was looking to start at 12 hours per week and classes would have to start after 2:30 due to lack of classroom space earlier. She advised that the school was open as to what ESL levels to start at. Mr. Russell shared with her what levels the program previously served and how the instructor did so.

Monrovia: Mr. Fertig reported that MCAS had just had its staff Christmas party which was a great success.

3.2 Program Director report.

Mr. Russell reported that the December 8, CCAEC Conference was a tremendous success. He wanted to thank Ms. Yecsenia Delgado for assisting with OTAN presenters. Survey data was very positive and one teacher from outside this consortium said she learned more from

the Conference than the CAEP Summit or her own district PD.

Mr. Russell advised that MCAS had supported Managed Career Solution's RFP to become an AJCC with the Building Futures program. MCS was awarded Region 5 and this meant that MCAS should become an AJCC Affiliate in the 2024-25 program 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 APPROVAL OF CCAEC 2022-23 Q1 EXPENDITURE REPORTS

8.0

Act # 23-42 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 6-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata Y

Representative Fertig offered a motion to approve all CCAEC member Q1 expenditures in one motion. His motion was seconded by Dr. Contreras.

All Q1 Expenditure Reports approved accordingly.

9.0 BOARD APPROVAL TO INCREASE CONSULTING FEE FOR LEADS MANAGEMENT

Act # 23-43 Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata Y

Mr. Russell explained how onerous and difficult the process was in managing leads for CTE programs. He explained that the consortium cut the consultant handling lead's contract in half based on what was paid last year by paying the same contract amount but increasing the duration of the contract from 6 months to 12 months.

Representatives agreed about the difficulty of dealing with the thousands of leads that are generated monthly across the consortium.

Dr. Contreras voiced support for the motion. He advised that while Azusa was not utilizing the services as much as the school would like, he was hoping that would change going forward.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Chair Delvasto adjourned the meeting at 2:10 p.m.