



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, September, 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 10/17/23 Act # 23-34

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:

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)	Karen Waltman, CUSD	(Virtually)
Kevin Morris, Representative	(Virtually)	Chelsea Mendoza, AUSD	(Virtually)
Valentina Shibata, Representative	(Virtually)	Janette Walczak, GUSD	(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 August 15, 2023 Regular Executive Board Open Session Meeting.
Act # 23-29 Motion by Dr. Contreras, seconded by Mr. Morris **Vote to Approve 5-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata T
Minutes approved without revision.

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Dr. Contreras reported that Azusa's enrollment was double what it was this time last year. He noted that Azusa had improved community outreach efforts which was positively affecting enrollment. Dr. Contreras also advised that Azusa was still working on finding a CNA instructor, but they were making progress.

Citrus: Ms. McCraven advised that Citrus College has seen a 20% increase in enrollment as of 3 weeks prior to the Board meeting, and she was expecting that enrollment will have increased 30% year over year.

Claremont: Mr. Delvasto reported that Claremont was seeing a year over year increase in enrollment.

Duarte: Mr. Morris reported that Duarte was doing a better job of getting its ASE students pre-tested.

Glendora: Ms. Shibata reported that the Parent Success program at Glendora Adult School had started with strong enrollment and that she had received approval from the district to get the ESL program up and functional.

Monrovia: Mr. Fertig reported that MCAS enrollment was also up and that MCAS had new personnel this program year, most notably was George Howell who was the new Data Manager / ESL Coordinator. Mr. Fertig also reported that he had been appointed as the Interim Superintendent for Monrovia USD. He would be relying on Mr. Russell and Mr. TeDese Ross to administer MCAS until he was able to return.

- 3.2 Program Director report.

Mr. Russell reported that the ELL Healthcare Pathways Grant Workplan and Budget had been submitted in NOVA by the due and was pending approval. He noted that Azusa, Claremont, and Monrovia needed to use 63912 as the resource code for grant expenditures. He also reported that NOVA Q4 expenditure reporting had been non-operational for nearly two weeks. He would advise members who needed to make changes in NOVA when it was operational again.

- 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 AZUSA 2022-23 Q4 EXPENDITURE REPORT

Act # 23-30 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

Azusa Representative and business services presented 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative for Azusa and answered clarifying questions from CCAEC Representatives and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

5.0 BOARD APPROVAL OF CLAREMONT 2022-23 Q4 EXPENDITURE REPORT

Act # 23-31 Motion by Dr. Contreras, seconded by Mr. Morris **Vote to Approve 6-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata Y

Claremont Representative and business services presented 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative for Claremont and answered clarifying questions from CCAEC Representatives and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

6.0 BOARD APPROVAL OF DUARTE 2022-23 Q4 EXPENDITURE REPORT

Motion to Table by Mr. Fertig, seconded by Dr. Contreras **Vote to Table 6-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata Y

The Duarte 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative was not fully prepared in time for the meeting. Representatives voted to Table this Agenda Item and address it through an electronic meeting.

(Duarte completed a 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative and entered those expenditure amounts into NOVA. The revised Report was sent to Representatives in the form of a revised agenda on October 3. The Program Director approved all CCAEC Q4 expenditures by the deadline.)

7.0 BOARD APPROVAL OF GLENDORA 2022-23 Q4 EXPENDITURE REPORT

Act # 23-32 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

Glendora Representative and business services presented 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative for Glendora and answered clarifying questions from CCAEC Representatives and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

8.0 BOARD APPROVAL OF MONROVIA 2022-23 Q4 EXPENDITURE REPORT

Act # 23-33 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

Monrovia Representative presented 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative for Claremont and answered clarifying questions from CCAEC Representatives and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

9.0 BOARD REVIEW OF 2023-24 NOVA BUDGET AND WORKPLAN PROCESS

Program Director advised that NOVA was experiencing technical difficulties and until those difficulties were fixed, consortium Q4 expenditures could not be certified. Once expenditures were certified, members would know the exact amounts they would have to budget for 2023-

24. Mr. Russell advised that the September 30, 2023 due date for members entering Budget and Workplans would be moved and he would advise when the state had new dates.

(NOVA has been fixed and the new dates are: October 20, 2023 to enter member 2023-24 Budget and Workplan and approved by November 20, 2023.)

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting adjourned at 2:36 pm.