



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, October 17, 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=OEZLdmsvUHdqemJ0Qk8wWWVpiQjRsdz09>

Meeting ID: 892 5157 3338

Minutes – Approved 11/14/23 Act # 23-38

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

1.1 Meeting called to order by Chair Felipe Delvasto at 1:37

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)		
Ivon McCraven, Proxy	(Virtually)		
Kevin Morris, Representative	Absent		
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 September 19, 2023 Regular Executive Board Open Session Meeting.

Act # 23-34 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 4-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris A Representative Shibata A
Minutes approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Dr. Contreras reported that it seems Azusa has found an instructor for the Nurse Assistant Training Program and he is hopeful the program will get started soon.

Citrus: Ms. McCraven introduced Ms. Thania Lucero, a Citrus College Noncredit counselor who will be working with CCAEC K-12 schools. Ms. Lucero reported that she was excited to be working with all the CCAEC member K-12 schools and would be reaching out to each school to discuss ways to meet with K-12 students to improve transitions.

Ms. McCraven reported that Citrus was offering two new Noncredit certification programs. Life Skills was for disabled students, and Healthcare Skills was an entry level program to prepare students to transition to healthcare training professions.

Claremont: Mr. Delvasto reported that the Claremont CNA class had started with 9 students. He also advised that Claremont was offering a new community class in ceramics.

Duarte: No report.

Glendora: No report.

Monrovia: Mr. Fertig reported that MCAS would be holding a hiring event the next day, Wednesday, October 18. He advised that MCAS was partnering with the regional EDD and an AJCC would be participating as well. MCAS was hosting over 2 dozen employers and was expecting close to 200 job seekers.

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 INFORMATIONAL ITEM – UPDATE ON ADULTSCHOOLJOBS.COM

Ali Chishti and Amir Abbasi presented an update on the app/website that was presented in April 2023 to help adult education students find employment. Board Representatives from Azusa, Claremont, and Monrovia expressed interest in the application.

5.0 BOARD APPROVAL OF REVISED ALLOCATION OF ELL HEALTHCARE PATHWAYS GRANT

Act # 23-35 Motion by Dr. Contreras, seconded by Mr. Fertig **Vote to Approve 4-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris A Representative Shibata A

ELL Healthcare Pathway Grant allocations were revised slightly so that Azusa USD and Monrovia USD would be able to claim indirect costs. The revision amount was in a spreadsheet in the agenda

6.0 BOARD APPROVAL OF RE-ALLOCATION OF OVERHEAD CARRYOVER

Act # 23-36 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 4-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris A Representative Shibata A

Mr. Fertig made an amended motion to use \$3,000 of the \$32,274 overhead carryover to pay the first year of access to adultschooljobs.com website and the balance of \$29,274 would be divided up to members based on the current allocation percentages. Motion passed unanimously.

7.0 BOARD APPROVAL OF 2023-24 FISCAL REPORTING AGREEMENT

Act # 23-37 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 4-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris A Representative Shibata A

CCAEC Board Representatives approve new Fiscal Reporting Agreement to meet oversight requirements for 2023-24 without revision.

8.0 BOARD REVIEW OF 2023-24 BUDGET AND WORKPLAN PROCESS

Program Director will again review 2023-24 Budget and Workplan process. Budget must be entered into NOVA by October 20, 2023 and approved by November 20, 2022.

Members need to complete CCAEC 2023-24 Budget Report with Narrative for November Board meeting.

9.0 BOARD INFORMATIONAL ITEM – CITRUS COLLEGE TO DISCUSS UTILIZING CAEP FUNDS FOR 2023-24 PROGRAM YEAR

Ms. McCraven explained to CCAEC Representatives that the new Noncredit counselor was being paid for with one-time funds, and that the College would like to access CAEP funds to pay for the position ongoing. Citrus College Representative requested that Citrus College receive CAEP funds during the 2024-25 CFAD allocation approval.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair Delvasto at 2:30 p.m.