



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, November 14, 2023, 2:15 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

## Minutes – Approved 12/19/23 Act # 23-40

### 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	(Virtually)
Flint Fertig, Representative	Present		
Ivon McCraven, Proxy	(Virtually)		
Kevin Morris, Representative	(Virtually)		
Valentina Shibata, Representative	Tardy		

### 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 October 17, 2023 Regular Executive Board Open Session Meeting.  
**Act # 23-38** Motion by Mr. Fertig, seconded by Ms. McCraven **Vote to Approve 5-0**  
Representative Contreras Y Representative Delvasto Y Representative Fertig Y  
Representative McCraven Y Representative Morris Y Representative Shibata A  
Minutes approved without revision.

### 3.0 COMMUNICATIONS

- 3.1 Representative reports:

**Azusa:** Dr. Contreras reported that Azusa was in day 2 of a Security class and enrollment in the training program was robust. 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. She noted enrollment was increasing beyond pre-pandemic levels.

Ms. McCraven reported that Ms. Thania Lucero, the new Citrus College Noncredit counselor has been reaching out to collaborate with CCAEC schools.

**Claremont:** Mr. Delvasto reported that the Claremont Adult School had received an award from the South Bay WIB for being a high performing training provider for the Claremont CNA program. Claremont's CNA program had an 89% placement rate. Mr. Delvasto advised that he attended the dinner where training providers were recognized.

**Duarte:** Mr. Morris reported that Duarte had been marketing its academic, ESL, and Parent University with flyers and they were getting good responses. Mr. Morris advised he had been collaborating with Thania Lucero, the Citrus College Counselor, to start an ESL program for adults in Duarte.

**Glendora:** No report.

**Monrovia:** Mr. Fertig reported that MCAS also received two awards from the South Bay WIB for excellent placement rates for Security and CNA.

- 3.2 Program Director report.

Mr. Russell reported that CCAEC was the first consortium in the state to have its ELL Healthcare Pathways Grant certified by the state. Mr. Russell advised Representatives that Azusa and Claremont would need to ensure that schools offered VESL programs similar to the one MCAS is offering. CCAEC Representatives discussed implementing VESL programs

- 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 PROGRAM REPORTING AREA REQUIREMENT

Program Director reviewed with each member Representative the process to enter each member's 2022-23 CAEP Program Area Reporting submission into NOVA. He worked with Representatives to schedule a Special Executive Board Open Session meeting on 12/1/23 at 10:00 a.m..

## **5.0 BOARD APPROVAL OF AZUSA 2023-24 BUDGET AND WORKLPLAN**

**Act # 23-39** Motion by Mr. Fertig, 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

Representative Fertig offered a motion to request CCAEC Representatives to approve all member Budget and Workplans under one motion instead of individual motions. Mr. Delvasto seconded the motion and all CCAEC Representatives approved.

*(All agenda items 5.0 – 9.0 are approved under the same act. CCAEC Representatives reviewed Azusa Budget and Workplan and approved according to the single motion.)*

## **6.0 BOARD APPROVAL OF CLAREMONT 2023-24 BUDGET AND WORKLPLAN**

**Act # 23-39** Motion by Mr. Fertig, 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

*(CCAEC Representatives reviewed Claremont Budget and Workplan and approved according to the single motion.)*

## **7.0 BOARD APPROVAL OF DUARTE 2023-24 BUDGET AND WORKLPLAN**

**Motion to Table** by Mr. Fertig, seconded by Mr. Delvasto **Vote to Table 6-0**  
Representative Contreras Y Representative Delvasto Y Representative Fertig Y  
Representative McCraven Y Representative Morris Y Representative Shibata Y

Duarte did not submit Duarte 2023-24 Budget and Workplan from NOVA and the Duarte CCAEC 2023-24 Budget Report with Narrative for Board approval in time.

*(Duarte submitted 2023-24 Budget and Workplan before due date. Budget was approved by Program Director in NOVA.)*

## **8.0 BOARD APPROVAL OF GLENDORA 2023-24 BUDGET AND WORKLPLAN**

**Act # 23-39** Motion by Mr. Fertig, 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

*(CCAEC Representatives reviewed Glendora Budget and Workplan and approved according to the single motion.)*

## **9.0 BOARD APPROVAL OF MONROVIA 2023-24 BUDGET AND WORKLPLAN**

**Act # 23-39** Motion by Mr. Fertig, 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

*(CCAEC Representatives reviewed Monrovia Budget and Workplan and approved according to the single motion.)*

## **10.0 BOARD DISCUSSION OF WINTER 2023 PROFESSIONAL DEVELOPMENT CONFERENCE**

Program Director explained that OTAN trainers at the CCAEC Winter Conference will present breakout sessions on utilizing technology to improve instruction. He advised that the plenary session would focus on analyzing the CCAEC Annual Data Review and understanding Annual Plan goals for Participation, Persistence, and Performance.

**11.0 BOARD APPROVAL TO DELAY REALLOCATION OF CONSORTIUM OVERHEAD UNTIL 2024-25 PROGRAM YEAR**

**Act # 23-40** 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

Board Representatives approved motion to delay Act # 23-36, the Act that reallocated CCAEC overhead carryover to simplify Claremont accounting procedures.

**12.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**

Meeting was adjourned by Chair Delvasto at 2:57 p.m.