



In accordance with the American with Disabilities Act, the Citrus College Adult Education Consortium (CCAEC) will accommodate those individuals who require special assistance to participate in this meeting. If you need special assistance to participate in the meeting, please call the office at the Monrovia Community Adult School, (626) 471-3035, 24 hours prior to meeting so that reasonable arrangements can be made. Monrovia Community Adult School Room 33 is wheelchair accessible.

Though CCAEC Board Meetings are in person, in order to comply with AB361 and to encourage public participation of CCAEC Executive Board Meetings, said meetings will be presented in a hybrid manner. The link to access the meeting via teleconference is noted below.

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, CA 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, December 19, 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=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 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 Approve the minutes of the November 14, 2023 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative McCraven __ Representative Morris __ Representative Shibata __

Approve the minutes of the December 1, 2023 Special 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

3.1 Representative reports:

Azusa _____

Duarte _____

Citrus _____

Glendora _____

Claremont _____

Monrovia _____

3.2 Program 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 BOARD APPROVAL OF AZUSA 2023-24 Q1 EXPENDITURES

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative McCraven __ Representative Morris __ Representative Shibata __

Azusa Representative and CCAEC Program Director will review Azusa’s CCAEC 2023-24 Q1 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

5.0 BOARD APPROVAL OF CLAREMONT 2023-24 EXPENDITURES

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative McCraven __ Representative Morris __ Representative Shibata __

Claremont Representative and CCAEC Program Director will review Claremont’s CCAEC 2023-24 Q1 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

6.0 BOARD APPROVAL OF DUARTE 2023-24 Q1 EXPENDITURES

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative McCraven __ Representative Morris __ Representative Shibata __

Duarte Representative and CCAEC Program Director will review Duarte’s CCAEC 2023-24 Q1 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

7.0 BOARD APPROVAL OF GLENDORA 2023-24 Q1 EXPENDITURES

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative McCraven __ Representative Morris __ Representative Shibata __

Glendora Representative and CCAEC Program Director will review Glendora’s CCAEC 2023-24 Q1 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

8.0 BOARD APPROVAL OF MONROVIA 2023-24 Q1 EXPENDITURES

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative McCraven __ Representative Morris __ Representative Shibata __

Monrovia Representative and CCAEC Program Director will review Monrovia’s CCAEC 2023-24 Q1 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

9.0 BOARD APPROVAL TO INCREASE CONSULTING FEE FOR LEADS MANAGEMENT

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative McCraven __ Representative Morris __ Representative Shibata __

Board to approve increase of consulting fee for CCAEC Leads Manager.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

December 19, 2023 Agenda

Agenda Item 2.1.1
November 14, 2023 Minutes



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

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	(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 # 23-34 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 # 23-35 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 # 23-35 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 # 23-35 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 # 23-35 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 # 23-36 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.



Documents to Support Agenda Items

December 19, 2023 Agenda

Agenda Item 2.1.1

December 1, 2023 Minutes



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

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	(Virtually)
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.

November 14, 2023 Minutes will not be reviewed and approved during this Special Executive Board Open Session Meeting. Minutes will be approved at the next Regular Executive Board Open Session Meeting on December 19, 2023.

3.0 COMMUNICATIONS

- 3.1 Representative reports:

No Representative reports at this time.

- 3.2 Program Director report.

No Program Director's report at this time.

- 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 PROGRAM REPORTING AREA REQUIREMENT

Act # 23-37 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 Program Area Reporting under one motion instead of individual motions. Mr. Delvasto seconded the motion and all CCAEC Representatives approved.

All reports approved accordingly.



Documents to Support Agenda Items

December 19, 2023 Regular Board Meeting Agenda

Agenda Item 4.0 – 8.0

Q1 Expenditure Reports for Azusa, Claremont,
Duarte, Glendora, and Monrovia

Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q1

Fiscal Agent: Claremont USD

Azusa Expenditures

627351	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE JUSTIFICATION FOR EXENDITURES
1000	INSTRUCTIONAL SALARIES	\$635,001	\$44,328	Salaries for 10 faculty, 1 Counselor, 1 Coordinator, 1 Director
2000	NONINSTRUCTIONAL SALARIES	\$270,630	\$30,729	Salaries for 5.5 Classified staff.
3000	EMPLOYEE BENEFITS	\$271,186	\$22,613	Benefits for above employees.
4000	SUPPLIES AND MATERIALS	\$19,800	\$10,986	Office and program supplies, computer hardware and software, textbooks, business equipment
5000	OTHER OPERATING EXPENSES & SERVICES	\$117,101	\$56,020	Catalog, marketing, signage, outside CTE vendors
6000	CAPITAL OUTLAY	\$6,000		Classroom upgrade in medical class wing.
7000	OTHER OUTGO	\$86,605		Prudent Reserve
	TOTAL DIRECT COSTS:	\$1,406,323	\$164,676	
	TOTAL INDIRECT COSTS:	\$65,686		Indirect
	TOTAL COSTS:	\$1,472,009	\$164,676	

Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q1

Fiscal Agent: Claremont USD

Claremont Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE RATIONALE FOR BUDGET AMOUNT
1000	INSTRUCTIONAL SALARIES	\$643,527	\$66,337	15 instructors, 1 administrator.
2000	NONINSTRUCTIONAL SALARIES	\$233,508	\$45,509	4 classified positions.
3000	EMPLOYEE BENEFITS	\$299,867	\$35,436	Benefits for above.
4000	SUPPLIES AND MATERIALS	\$25,384	\$6,572	Office and program supplies, computer hardware and software, textbooks, business
5000	OTHER OPERATING EXPENSES & SERVICES	\$81,828	\$20,000	Consulting agreements, outside CTE vendors.
6000	CAPITAL OUTLAY	\$0		
7000	OTHER OUTGO			
	TOTAL DIRECT COSTS:	\$1,284,114	\$173,854	
	TOTAL INDIRECT COSTS:	\$86,265		Indirect costs for programmatic expenditures
	TOTAL COSTS:	\$1,370,379	\$173,854	Program expenditures
		\$604,044	\$149,685	Overhead Expenditures
	TOTAL ALLOCATION	\$1,974,423	\$323,539	Q1 Total

Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q1

Fiscal Agent: Claremont USD

Overhead Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	
1000	INSTRUCTIONAL SALARIES			
2000	NONINSTRUCTIONAL SALARIES			
3000	EMPLOYEE BENEFITS			
4000	SUPPLIES AND MATERIALS			
5000	OTHER OPERATING EXPENSES & SERVICES	\$449,544	\$149,685	Consultants agreements for NATP Nurse Director, website, MA internships, & CTE marketing
6000	CAPITAL OUTLAY			
7000	OTHER OUTGO			
	TOTAL DIRECT COSTS:	\$449,544	\$149,685	
	TOTAL FISCAL ADMIN COSTS:	\$154,500		Claremont Fiscal Admin fee / Program Director
	TOTAL COSTS:	\$604,044	\$149,685	

Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q1

Fiscal Agent: Claremont USD

Glendora Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE RATIONALE FOR BUDGET AMOUNT
1000	INSTRUCTIONAL SALARIES	\$102,666	\$12,869	2 instructors and partial salary for administrator.
2000	NONINSTRUCTIONAL SALARIES	\$28,891	\$3,049	2 classified employees.
3000	EMPLOYEE BENEFITS	\$38,162	\$4,427	Benefits for above staff.
4000	SUPPLIES AND MATERIALS	\$11,788		Office and program supplies, computer applications, business equipment
5000	OTHER OPERATING EXPENSES & SERVICES	\$1,000		Outside contracts.
6000	CAPITAL OUTLAY	\$0		
7000	OTHER OUTGO			10% Prudent Reserve
	TOTAL DIRECT COSTS:	\$182,507	\$20,345	
	TOTAL INDIRECT COSTS:	\$7,556		Indirect costs for programmatic expenditures
	TOTAL COSTS:	\$190,063	\$20,345	

Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q1

Fiscal Agent: Claremont USD

Monrovia Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE RATIONALE FOR BUDGET AMOUNT
1000	INSTRUCTIONAL SALARIES	\$1,133,733	\$186,397	Funding for wages and salary of 21 instructors, 2 administrators, 1 full-time counselor, and 1 part-time counselor.
2000	NONINSTRUCTIONAL SALARIES	\$140,919	\$34,551	Salaries for 3 classified positions.
3000	EMPLOYEE BENEFITS	\$426,591	\$102,315	Benefits for 25 certificated and 3 classified staff.
4000	SUPPLIES AND MATERIALS	\$32,825	\$33,890	Program, office, and campus supplies.
5000	OTHER OPERATING EXPENSES & SERVICES	\$46,957	\$25,902	Custodial, catalog, and misc other contracts.
6000	CAPITAL OUTLAY	\$0		
7000	OTHER OUTGO			
	TOTAL DIRECT COSTS:	\$1,781,025	\$383,055	
	TOTAL INDIRECT COSTS:	\$87,410		Indirect costs for programmatic expenditures
	TOTAL COSTS:	\$1,868,435	\$383,055	