



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, March 19, 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=OEZLdmsvUHdqemJ0Qk8wWWVpiQjRsdz09>

Meeting ID: 892 5157 3338

Unapproved Minutes

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

1.1 Meeting called to order by Chair Felipe Delvasto at 1:40.

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 Tardy)		
Valentina Shibata, Representative	(Virtually 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 December 19, 2023 Regular Executive Board Open Session Meeting.

Act # 24-01 Motion by Mr. Fertig, seconded by Dr. Contreras **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 first CNA training cohort was ending and he gave kudos to the CCAEC Nurse Director Katrina Cuasay for all of her hard work in getting the Azusa cohort running and successfully serviced (scheduling vendors, testing, etc.). Dr. Contreras advised that Azusa was holding a Job and Resource fair on Wednesday 3/27 and he encouraged all CCAEC Representatives and stakeholders to attend. He said that he hoped all Representatives had a restful spring break

Citrus: Ms. McCraven reported that Citrus College had been preparing and was ready for the Summer Session. She noted that Citrus was offering a new Intro to Automotive Services which would be a three-week program starting in the summer. She advised the class was a quick class where students would learn to change oil and add coolant. Ms. McCraven reported that all Noncredit classes were very full and the problem the college was having was finding instructors. She advised that Thania Lucero, the Noncredit counselor who had been working with CCAEC schools as a transition specialist, would return to work from maternity leave in May.

Claremont: Mr. Delvasto reported that the Claremont Adult School CNA and PT classes had great enrollment thanks to marketing efforts. He noted in general, enrollment for Claremont was trending up and that evening ESL classes were growing in enrollment also due to marketing efforts.

Duarte: Mr. Morris reported that Duarte was going through a WASC accreditation process. He advised that Duarte was making sure to pre- and post-test ASE students.

Glendora: No report.

Monrovia: Mr. Fertig reported that MCAS hosted a Job and Resource fair on 2/29 and nearly 400 job seekers attended as well as 36 employers and 8 community-based organizations. He noted that this demonstrated a successful partnership between EDD and the City of Monrovia who helped sponsor the event. He noted the Monrovia Mayor Pro Temp was out directing traffic. Mr. Fertig advised that MCAS TOPSpro Enterprise data demonstrated that MCAS was doing successfully doing what that state has asked of everyone in the CAEP system which is to help people find employment. Mr. Fertig finished by noting that Mr. Morris had come to the Superintendent's office to visit him and he appreciated those efforts.

3.2 Program Director report.

Mr. Russell reported that the CAEP system was scheduled to receive a minimal COLA for 2024-25 and that would be norm for the foreseeable future (next three years). He then advised Representatives that Agenda Item 9.0 would be a very deep dive into member data in advance of CFAD Allocation discussions.

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 2023-24 Q2 EXPENDITURES

Act # 24-02 Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata T

Representative Dr. Contreras offered a motion to approve all member Q2 Fiscal Oversight Report w/ Expenditure & Narrative under one motion instead of individual motions. Ms. McCraven seconded the motion and all CCAEC Representatives approved.

During the deliberations to approve Azusa Q2 expenditures, Dr. Contreras advised that there had been a budgetary change in Azusa's Object Code 6000 from \$6,000 to \$35,000 and that was so that Azusa could purchase a marquee. He explained that he had budgeted funds in Object Code 4000 for new screens in each classroom and the district was supposed to purchase the marquee.

He learned that after screens had been installed, the district advised that they purchased the screens with district funds, so he was now using CAEP 63910 funds to purchase the marquee. Dr. Contreras advised that the marquee had a safety element because first responders were going to the wrong campus, so a marquee would guide them to the correct campus. He also noted that the marquee would have great benefit to advertise programs to people who drove by the school.

Mr. Fertig said he understood the desire for the marquee for advertising purposes. He said he looked forward to seeing the data about the success in that regard

(All agenda items 4.0 – 8.0 are approved under the same act. CCAEC Representatives reviewed Azusa Q2 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

5.0 BOARD APPROVAL OF CLAREMONT 2023-24 Q2 EXPENDITURES

Act # 24-02 Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata T

Claremont Representative and CCAEC Program Director reviewed Claremont's CCAEC 2023-24 Q2 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

(CCAEC Representatives reviewed Claremont Q2 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

6.0 BOARD APPROVAL OF DUARTE 2023-24 Q2 EXPENDITURES

Act # 24-02 Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata T

Duarte Representative and CCAEC Program Director reviewed Duarte's CCAEC 2023-24 Q2 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

(CCAEC Representatives reviewed Duarte Q2 Fiscal Oversight Report w/ Expenditure &

Narrative and approved according to the single motion.)

7.0 BOARD APPROVAL OF GLENDORA 2023-24 Q2 EXPENDITURES

Act # 24-02 Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata T

CCAEC Program Director reviewed Glendora's CCAEC 2023-24 Q2 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

(CCAEC Representatives reviewed Glendora Q2 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

8.0 BOARD APPROVAL OF MONROVIA 2023-24 Q2 EXPENDITURES

Act # 24-02 Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata T

Monrovia Representative and CCAEC Program Director reviewed Monrovia's CCAEC 2023-24 Q2 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

(CCAEC Representatives reviewed Monrovia Q2 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

9.0 CCAEC DATA STATUS REPORT ON THREE YEAR PLAN METRICS

Program Director extensively review and analyzed CCAEC member data to date and had members note where performance metrics deviated from the Three Year Plan and Annual Plan. Mr. Russell also showed members a spreadsheet that was a mock-up created by CCAE and CCAEA of what funding would look like under proposed funding formula changes.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair Delvasto at 3:01 p.m.