



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, May 21, 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=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 April 16, 2024 Regular 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 2024-25 CCAEC EXECUTIVE BOARD MEETING CALENDAR**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

Representative Contreras \_\_ Representative Delvasto \_\_ Representative Fertig \_\_

Representative McCraven \_\_ Representative Morris \_\_ Representative Shibata \_\_

Board to approve CCAEC Board meeting Calendar for 2024-25 and approve meeting locations.

**5.0 BOARD APPROVAL TO ACCEPT ELL HEALTHCARE PATHWAYS GRANT FUNDS – ROUND 2**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

Representative Contreras \_\_ Representative Delvasto \_\_ Representative Fertig \_\_

Representative McCraven \_\_ Representative Morris \_\_ Representative Shibata \_\_

The Citrus College Adult Education Consortium has received \$431,793 in ELL Healthcare Pathways Grant funds. Board must approve whether or not to pursue the grant.

**6.0 BOARD APPROVAL TO ALLOCATE ELL HEALTHCARE PATHWAY GRANT FUNDS – ROUND 2**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

Representative Contreras \_\_ Representative Delvasto \_\_ Representative Fertig \_\_

Representative McCraven \_\_ Representative Morris \_\_ Representative Shibata \_\_

If Agenda Item 6.0 passes, Board needs to approve distribution of the \$431,793 in grant funds.

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



# Documents to Support Agenda Items

May 17, 2024 Agenda

Agenda Item 2.1.1

April 16, 2024 Minutes



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, April 16, 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	Present	John Russell, Program Director	Present
Felipe Delvasto, Representative	Present	Mari Bordona, Proxy	Present
Flint Fertig, Representative	Present		
Ivon McCraven, Proxy	(Virtually)		
Kevin Morris, Representative	(Virtually Tardy)		
Valentina Shibata, Representative	Present		

### 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 March 19, 2024 Regular Executive Board Open Session Meeting.  
**Act # 24-03** 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 T Representative Shibata Y  
Minutes approved without revision.

### 3.0 COMMUNICATIONS

#### 3.1 Representative reports:

**Azusa:** Dr. Contreras reported that Azusa's second CNA training cohort had started and he was excited to report that the first cohort's pass rates were 100%. He thanked George Howell (the MCAS Data Coordinator) and Mr. Russell for coming to help his staff with improved data protocols and procedures. He advised that he and his staff were working hard to get improved outcomes for Azusa and he was looking forward to seeing those efforts pay dividends.

**Citrus:** Ms. McCraven reported it was Citrus College's Spring Break week (other Board members thanked her for attending). She advised that Noncredit was finalizing Summer and Fall schedules and registration opens 5/13 for these terms. Ms. McCraven reported that Thania Lucero, the Noncredit Counselor working with K-12 adult schools, would return 5/10.

**Claremont:** Mr. Delvasto reported that the Claremont Adult School was wrapping up the year and the school had 31 high school graduates so far. He advised that Claremont enrollment was continuing to increase and explained how the school worked hard to convert leads provided by Adult School Recruiter to increase enrollment. Mr. Delvasto also noted the school was experiencing great outcomes with NRS Payment Points and he was proud of his faculty's efforts in that regard.

**Duarte:** No report.

**Glendora:** Ms. Shibata reported that Glendora had 7 graduates out of 20 enrolled students. She advised that the Glendora Parent Success program would continue through the summer. She advised that John Willert, the Glendora Academic teacher, was retiring so this meant the status for summer programs was not firm. She noted that she has an ROP teacher who will serve as Glendora's HSD teacher. She noted that the district is posting to hire an ESL teacher. She acknowledged that Glendora had not had an ESL program for four years, but asked the Board to recognize that was due to leadership before her. She expressed interest in utilizing CCAEC marketing to establish enrollment in Glendora ESL programs in 2024-25.

**Monrovia:** No Report

#### 3.2 Program Director report.

Mr. Russell advised Board Representatives updates about the Caring4Cal grant. He explained the process for reimbursement had become much more complicated and he went into some of the details of those complications. He asked that members follow up with him for further details and that he would schedule a follow up meeting.

#### 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 2024-25 CFAD FUNDING MECHANISM – FISCAL AGENT / DIRECT FUNDING**

**Act # 24-04** 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 T Representative Shibata Y

Board approve to remain funded through a fiscal agent and to keep Claremont as the fiscal agent.

**5.0 BOARD REVIEW OF CCAEC 2024-24 CFAD REPORT**

Program Director reviewed the 2024-25 CFAD with its Governance, Assurances, and Allocations.

**6.0 BOARD APPROVAL OF 2024-25 CFAD AND FUNDING ALLOCATION PER MEMBER CONTAINED THEREIN**

**Act # 24-05** 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

After Board reviewed the CFAD, Program Director presented Worksheet for CCAEC 2024-25 allocations. Board used the document to deliberate on CFAD allocation amounts. Mr. Morris joined the meeting at this time.

During deliberations Ms. Shibata made an appeal to limit cuts to Glendora. She again reiterated though Glendora had not had an ESL program for four years, it due to leadership before her to arrival. She noted that that the district was hiring an ESL teacher.

Mr. Fertig said he knows the issues were not of her making, but unfortunately, he believed the cut in Allocations was long overdue. He noted that the state was mindful of performance outcome data and the data presented demonstrated that Glendora was a significant outlier.

All Board members advised that if Glendora demonstrated progress to reestablishing its programs, the Board could revisit allocations through the amendment process. Allocations passed and were entered into NOVA for approval.

**7.0 BOARD APPROVAL OF 2024-25 CCAEC PROGRAM DIRECTOR**

**Act # 24-06** Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 6-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata Y

Board approved John Russell to continue to serve as CCAEC 2024-25 Program Director.

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

Meeting was adjourned by Chair Delvasto at 3:15 p.m.



# Documents to Support Agenda Items

## May 21, 2024 Agenda

Agenda Item 4.0  
2024-25 Proposed CCAEC Calendar of  
Board Meetings

## CCAEC Board Meeting Dates for 2024-25 Program Year – Proposed

Time: 1:30 p.m.

Locale: Monrovia Community Adult School

Board Date	Agenda Items Due	CAEP Item Due / Primary Board Business	Due in NOVA
July 23, 2024	July 18, 2024	CCAEC Annual Data Review / Review Annual Plan	
August 13, 2024	August 9, 2024	Approve CCAEC Annual Plan Certification of Allocation Amendment	8/15/2024 9/1/2024
September 17, 2024**	September 13, 2024	Enter Member 2024-25 Budget & Workplan Enter Q4 2023-24 Expense Report Approve & Certify Q4 2023-24 Expense Report Submit 2024-25 Budget and Work Plan	9/1/2024 9/1/2024 9/30/24 9/30/24
October 15, 2024	October 11, 2024	Enter 2023-24 Expenditures & Hours by Program Area Certify CCAEC 2024-25 Budget and Work Plan	10/1/2024 10/30/2024
November 19, 2024	November 15, 2024	Certify Actual 2023-24 Expenditures & Hours by Program Area	12/1/2024
December 17, 2024	December 13, 2024	Enter Q2 2024-25 Expense Report Approve & Certify Q2 2024-25 Expense Report	12/1/2025 12/31/2025
January 21, 2025	January 17, 2025	No relevant CAEP delivery dates	
February 18, 2025	February 14, 2025	No relevant CAEP delivery dates	
March 18, 2025	March 14, 2025	Enter Q2 2024-25 Expense Report Approve & Certify Q2 2024-25 Expense Report	3/1/2025 3/31/2025
April 15, 2025	April 11, 2025	Approve 2025-26 CFAD	5/2/2025
May 20, 2025	May 16, 2025	Approve 2025-26 Board Meeting Calendar	
June 17, 2025	June 13, 2025	Enter Q3 2024-25 Expense Report Approve & Certify Q3 2024-25 Expense Report CAEP Three-Year Plan Due	6/1/2025 6/30/2025 6/20/2025

**\*\* Fiscal / Business Services personnel must be at September 17, 2024 meeting to review 2023-24 expenditures and answer board questions.**





# Documents to Support Agenda Items

## May 21, 2024 Agenda

Agenda Item 6.0  
ELL Healthcare Allocations Worksheet

## ELL Healthcare Pathways Grant - Round 2

	CAEP Allocation	%
Azusa	\$1,471,209.00	31.7%
Claremont	\$1,272,755.00	27.4%
Monrovia	\$1,899,994.00	40.9%
	\$4,643,958.00	100.0%

ELL Grant Total	\$431,793.00
Indirect	
Available Funds	\$431,793.00

	Original Final Allocations	Adjustments	Final Total
Azusa	\$136,792.31	(\$19,292.31)	\$117,500.00
Claremont	\$118,340.15	(\$10,840.15)	\$107,500.00
Monrovia	\$176,660.54	\$30,132.46	\$206,793.00
	\$431,793.00	\$0.00	\$431,793.00

Monrovia	\$206,793.00
Adult School Recruiter	(\$60,000.00)
	\$146,793.00

	Original Final Allocations	Other Outgo	Final Allocation
Azusa	\$117,500.00		\$117,500.00
Claremont	\$107,500.00	\$60,000.00	\$167,500.00
Monrovia	\$206,793.00	(\$60,000.00)	\$146,793.00
	\$431,793.00		\$431,793.00