



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, June 25, 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=OEZLdmsvUHdqemJ0Qk8wWWp1QjRsdz09>

**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 May 21, 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 AZUSA 2023-24 Q3 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 Q3 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

**5.0 BOARD APPROVAL OF CLAREMONT 2023-24 Q3 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 Q3 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

**6.0 BOARD APPROVAL OF DUARTE 2023-24 Q3 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 Q3 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

**7.0 BOARD APPROVAL OF GLENDORA 2023-24 Q3 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 Q3 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

**8.0 BOARD APPROVAL OF MONROVIA 2023-24 Q3 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 Q3 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

**9.0 UPDATE ON ELL HEALTHCARE PATHWAY GRANT ROUND 2 PLAN**

Program Director will update the Board about the Round 2 Plan and discuss needs from members to complete the plan.

**10.0 BOARD INFORMATION ITEM ON ESL PROFESSIONAL DEVELOPMENT TO BE HELD ON AUGUST 25, 2025**

Program Director will discuss need for ESL Professional Development Conference to be held in August.

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



# Documents to Support Agenda Items

June 25, 2024 Agenda

Agenda Item 2.1.1

May 21, 2024 Minutes



# 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**

## 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 1:33.

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 April 16, 2024 Regular Executive Board Open Session Meeting.  
**Act # 24-07** Motion by Mr. Fertig, 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  
Minutes approved without revision.

### 3.0 COMMUNICATIONS

#### 3.1 Representative reports:

**Azusa:** Dr. Contreras reported that Azusa was busy dealing with many end-of-year activities. ESL was ending the regular year as were other programs.

**Citrus:** Ms. McCraven reported that Citrus College has developed some new Older Adult classes and they are working with Azusa to offer these classes.

**Claremont:** Mr. Delvasto reported that the Claremont Adult School was also busy dealing with many end-of-year activities. He advised that Claremont would have 40-45 high school diploma graduates which would be the highest number of graduates in the school's history.

**Duarte:** Mr. Morris reported that he had met with Thania Lucero, the CCAEC Transitions Specialist and they were developing ESL and Citizenship classes for Duarte in 2024-25. Mr. Morris also advised that Duarte's high school program was ending for the year and the school was making sure to get all students post-tested.

**Glendora:** Ms. Shibata reported that Glendora Adult School graduates would participate in Commencement with Whitcomb, Tuesday, May 28 at Citrus College. She reported that the school's academic teacher, John Willert, was retiring and she was working to hire his replacement as well hiring an ESL teacher. Ms. Shibata noted that ESL classes would have to be after school due to a lack of campus space and she advised the ESL program would start at 12 hours per week. She also advised that Glendora diploma program would be open during the summer on a part-time basis.

**Monrovia:** Mr. Fertig reported that he enjoyed seeing Mr. Morris, Dr. Contreras and Ms. McCraven at the Citrus College Community Day event the previous Friday, May 17. He noted it was great to see the excellent programs Citrus offered including the Nursing Program and academic programs. Mr. Fertig reported that Monrovia had lost a titan in the civic and education community. Ms. Joanne Springer passed away and for decades she had served Monrovia schools and children as a teacher, an administrator, and as the Executive Director of Monrovia Reads. Her legacy was tremendous and she would be deeply missed.

#### 3.2 Program Director report.

Mr. Russell discussed the ELL Healthcare Pathways Grant and the importance of hitting the performance outcomes.

#### 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 CCAEC EXECUTIVE BOARD MEETING CALENDAR**

**Act # 24-08** 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  
Board approved CCAEC Board meeting Calendar for 2024-25 as offered in the agenda.

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

**Act # 24-09** 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  
The Board approved to accept \$431,793 in ELL Healthcare Pathways Grant – Round 2 funds for Citrus College Adult Education Consortium.

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

**Act # 24-10** 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  
Board approved ELL Healthcare Pathways Grant – Round 2 distribution of the \$431,793 according to the worksheet in the agenda which was based on 2023-24 enrollment.

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

Meeting was adjourned by Chair Delvasto at 2:07 p.m.



# Documents to Support Agenda Items

## June 25, 2024 Agenda

Agenda Item 4.0  
Azusa Q3 2023-24 Fiscal Oversight Report w/  
Expenditure & Narrative



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

Quarter: Q3

Fiscal Agent: Claremont USD

## Azusa Expenditures

627351	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE JUSTIFICATION FOR EXENDITURES
1000	INSTRUCTIONAL SALARIES	\$635,001	\$413,972	Salaries for 10 faculty, 1 Counselor, 1 Coordinator, 1 Director
2000	NONINSTRUCTIONAL SALARIES	\$270,630	\$158,373	Salaries for 5.5 Classified staff.
3000	EMPLOYEE BENEFITS	\$271,186	\$170,349	Benefits for above employees.
4000	SUPPLIES AND MATERIALS	\$19,800	\$38,051	Office and program supplies, computer hardware and software, textbooks, business equipment
5000	OTHER OPERATING EXPENSES & SERVICES	\$117,101	\$113,631	Catalog, marketing, signage, outside CTE vendors
6000	CAPITAL OUTLAY	\$36,000	\$0	Outdoor marquee for school.
7000	OTHER OUTGO	\$56,605	\$0	Prudent Reserve
	<b>TOTAL DIRECT COSTS:</b>	<b>\$1,406,323</b>	<b>\$894,376</b>	
	<b>TOTAL INDIRECT COSTS:</b>	<b>\$65,686</b>		Indirect
	<b>TOTAL COSTS:</b>	<b>\$1,472,009</b>	<b>\$894,376</b>	



# Documents to Support Agenda Items

## June 25, 2024 Agenda

### Agenda Item 5.0

Claremont Q3 2023-24 Fiscal Oversight  
Report w/ Expenditure & Narrative

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

Quarter: Q3

Fiscal Agent: Claremont USD

## Claremont Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE RATIONALE FOR BUDGET AMOUNT
1000	INSTRUCTIONAL SALARIES	\$643,527	\$396,328	8 instructors, 1 administrator.
2000	NONINSTRUCTIONAL SALARIES	\$233,508	\$156,086	5 classified positions.
3000	EMPLOYEE BENEFITS	\$299,867	\$200,976	Benefits for above.
4000	SUPPLIES AND MATERIALS	\$25,384	\$20,331	Office and program supplies, computer hardware and software, textbooks, business
5000	OTHER OPERATING EXPENSES & SERVICES	\$81,828	\$60,000	Consulting agreements, outside CTE vendors.
6000	CAPITAL OUTLAY	\$0		
7000	OTHER OUTGO			
	<b>TOTAL DIRECT COSTS:</b>	<b>\$1,284,114</b>	<b>\$833,721</b>	
	<b>TOTAL INDIRECT COSTS:</b>	<b>\$86,265</b>		Indirect costs for programmatic expenditures
	<b>TOTAL COSTS:</b>	<b>\$1,370,379</b>	<b>\$833,721</b>	Program expenditures
		<b>\$604,044</b>	<b>\$509,190</b>	Overhead Expenditures
	<b>TOTAL ALLOCATION</b>	<b>\$1,974,423</b>	<b>\$1,342,911</b>	Q1 Total

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

Quarter: Q3

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	\$509,190	Consultants agreements for NATP Nurse Director, website, MA internships, & CTE marketing
6000	CAPITAL OUTLAY			
7000	OTHER OUTGO			
	<b>TOTAL DIRECT COSTS:</b>	<b>\$449,544</b>	<b>\$509,190</b>	
	<b>TOTAL FISCAL ADMIN COSTS:</b>	<b>\$154,500</b>		Claremont Fiscal Admin fee / Program Director
	<b>TOTAL COSTS:</b>	<b>\$604,044</b>	<b>\$509,190</b>	



# Documents to Support Agenda Items

## June 25, 2024 Agenda

### Agenda Item 4.0

Duarte Q3 2023-24 Fiscal Oversight Report  
w/ Expenditure & Narrative

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

Quarter: Q3

Fiscal Agent: Claremont USD

## Duarte Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE RATIONALE FOR BUDGET AMOUNT
1000	INSTRUCTIONAL SALARIES	\$18,085	\$9,873	2 part-time instructors for K-12 Success and ASE and partial salary for administrator.
2000	NONINSTRUCTIONAL SALARIES	\$2,625	\$4,863	1 part-time classified.
3000	EMPLOYEE BENEFITS	\$6,164	\$2,690	Benefits for above staff.
4000	SUPPLIES AND MATERIALS	\$4,798	\$4,210	Supplies for Parent U, office supplies.
5000	OTHER OPERATING EXPENSES & SERVICES	\$4,000	\$362	TOPSpro Enterprise Consultant
6000	CAPITAL OUTLAY			
7000	OTHER OUTGO	\$3,548		10% Prudent Reserve
	<b>TOTAL DIRECT COSTS:</b>	<b>\$39,220</b>	<b>\$21,998</b>	
	<b>TOTAL INDIRECT COSTS:</b>	<b>\$1,777</b>		Indirect costs for programmatic expenditures
	<b>TOTAL COSTS:</b>	<b>\$40,997</b>	<b>\$21,998</b>	



# Documents to Support Agenda Items

## June 25, 2024 Agenda

### Agenda Item 4.0

Monrovia Q3 2023-24 Fiscal Oversight  
Report w/ Expenditure & Narrative

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

Quarter: Q3

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	\$799,210	Funding for wages and salary of 21 instructors, 2 administrators, 1 full-time counselor, and 1 part-time counselor.
2000	NONINSTRUCTIONAL SALARIES	\$140,919	\$96,347	Salaries for 3 classified positions.
3000	EMPLOYEE BENEFITS	\$426,591	\$285,488	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	\$46,957	Custodial, catalog, and misc other contracts.
6000	CAPITAL OUTLAY	\$0	\$0	
7000	OTHER OUTGO			
	<b>TOTAL DIRECT COSTS:</b>	<b>\$1,781,025</b>	<b>\$1,261,892</b>	
	<b>TOTAL INDIRECT COSTS:</b>	<b>\$87,410</b>		Indirect costs for programmatic expenditures
	<b>TOTAL COSTS:</b>	<b>\$1,868,435</b>	<b>\$1,261,892</b>	