



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, July 23, 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 June 25, 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 REVIEW OF CCAEC FALL 2024 ANNUAL DATA REPORT**

Board Representatives to review the CCAEC Annual Data Review for input in the Annual Plan. Program Director will provide data review protocols to focus conversations.

**5.0 BOARD REVIEW OF CCAEC 2024-25 ANNUAL PLAN**

Board Representatives to review draft of the 2024-25 Annual Plan and revise as needed.

**6.0 BOARD APPROVAL OF ALLOCATIONS OF ADDITIONAL CCAEC CAEP COLA**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
 Representative Contreras \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
 Representative McCraven \_\_ Representative Morris \_\_ Representative Shibata \_\_

After the Governor’s May revise the Citrus College Adult Education Consortium received an additional COLA of \$16,422. Board members need to

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

Program Director will update the Board about the Round 2 Plan and discuss fiscal processes going forward.

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



# Documents to Support Agenda Items

## July 23, 2024 Agenda

Agenda Item 2.1.1  
June 25, 2024 Minutes



# 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

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**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 1:35.

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	Absent		
Kevin Morris, Representative	Absent		
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 May 21, 2024 Regular Executive Board Open Session Meeting.  
**Act # 24-11** Motion by Dr. Contreras, seconded by Mr. Fertig **Vote to Approve 4-0**  
Representative Contreras Y Representative Delvasto Y Representative Fertig Y  
Representative McCraven A Representative Morris A Representative Shibata Y  
Minutes approved without revision.

### 3.0 COMMUNICATIONS

#### 3.1 Representative reports:

**Azusa:** Dr. Contreras reported that Azusa's second CNA cohort would finish this week and would be taking their licensure exam this Friday, June 28. He reported that the CCAEC Nurse Director has been very helpful with the program and with coaching Azusa's new CNA instructor. Dr. Contreras reported that he attended the CASAS Summer Institute the previous week and he was able to spend some time with Jay Wright and that was helpful.

Dr. Contreras advised he had received a verbal approval from the Azusa district office that they would change his 11-month contract to 226 days, which is a 12-month contract. He reported that he had just finished a CALPRO training with OTAN where he learned that Canvas will be provided for free through OTAN. He advised that he would explore this opportunity and share information with CCAEC Representatives and stakeholders about this opportunity.

**Citrus:** No report.

**Claremont:** Mr. Delvasto reported that the Claremont Adult School was in summer mode as summer school had started two Fridays ago. He said that once again thanks to Mad Men he had a very full CNA and Pharmacy Tech programs. He was a little nervous because the San Bernardino AJCC was funding numerous students and they have been problematic in the past. However, he was hopeful things would be smoother this fall. Mr. Delvasto also advised that he was looking to higher an ESL instructor, if anyone had any leads. Mr. Fertig advised that he did.

**Duarte:** No report.

**Glendora:** Ms. Shibata reported that Glendora Adult School had two programs running in the summer: one Parent Success program and one Academic program. She reported that Glendora had interviewed ESL instructors and they were now checking references. She reported that she had distributed a flyer to hire an HSD teacher and the position was on EdJoin. Glendora was adding a GED/HiSET prep program to its ASE programs. Ms. Shibata apologized for Business Services not having the Q3 report in NOVA in time for the meeting to approve those expenditures

**Monrovia:** Mr. Fertig reported that he was starting back at MCAS on 7/1/24. He thanked all the Representatives for their patience and support as he served as Interim Superintendent and he thanked the Interim MCAS Director for doing a good job and holding the fort.

#### 3.2 Program Director report.

Mr. Russell noted that he was working diligently on completing the ELL Healthcare Pathways Grant – Round 2 Plan which was due June 30. He asked Representatives to be available to provide any information he may need to finish.

Mr. Russell also reported that Ms. Macchia was being called into duty to work CTE program leads for Azusa and he reminded Representatives that, if she picked up that responsibility, that Azusa would need to compensate her accordingly.

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 Q3 EXPENDITURES**

**Act # 24-12** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris A Representative Shibata Y

Mr. Fertig offered a motion to approve all member Q3 Fiscal Oversight Report w/ Expenditure & Narrative under one motion instead of individual motions. Mr. Delvasto seconded the motion and all CCAEC Representatives approved.

*(All agenda items 4.0 – 8.0 are approved under the same act except Item 7.0 which needed to be tabled. CCAEC Representatives reviewed Azusa Q3 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)*

#### **5.0 BOARD APPROVAL OF CLAREMONT 2023-24 Q3 EXPENDITURES**

**Act # 24-12** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris A Representative Shibata Y

Claremont Representative and CCAEC Program Director reviewed Claremont's CCAEC 2023-24 Q3 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

*(CCAEC Representatives reviewed Claremont Q3 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)*

#### **6.0 BOARD APPROVAL OF DUARTE 2023-24 Q3 EXPENDITURES**

**Act # 24-12** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris A Representative Shibata Y

Duarte Representative and CCAEC Program Director reviewed Duarte's CCAEC 2023-24 Q3 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

*(CCAEC Representatives reviewed Duarte Q3 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)*

#### **7.0 BOARD APPROVAL OF GLENDORA 2023-24 Q3 EXPENDITURES**

**MOTION TO TABLE** by Mr. Fertig, seconded by Dr. Contreras **Vote to Table 4-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris A Representative Shibata Y

Glendora's Business Services had not submitted Q3 Expenditures into NOVA and there was no CCAEC 2023-24 Q3 Fiscal Oversight Report with Expenditure and Narrative for Glendora to deliberate. This motion was tabled

*(Glendora Business Services entered information into NOVA and the expenditures were certified by the Program Director.)*

**8.0 BOARD APPROVAL OF MONROVIA 2023-24 Q3 EXPENDITURES**

**Act # 24-12** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**  
Representative Contreras Y Representative Delvasto Y Representative Fertig Y  
Representative McCraven A Representative Morris A Representative Shibata

Monrovia Representative and CCAEC Program Director reviewed Monrovia's CCAEC 2023-24 Q3 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

*(CCAEC Representatives reviewed Duarte Q3 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)*

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

Program Director updated the Board about the Round 2 Plan and discussed needs from member Representatives to complete the plan.

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

Program Director received Board approval to schedule and ESL Conference to address the new CASAS exams. The date was agreed upon to be 8/23/24.

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

Meeting was adjourned by Chair Delvasto at 2:20 p.m.