



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

Minutes – Approved 5/21/24 Act # 24-07

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.