



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=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 1:35.

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.