



# 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**

## Minutes – Approved 8/13/24 Act # 24-16

### 1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30 p.m.)

1.1 Meeting called to order by Chair Felipe Delvasto at 1:34.

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              | Absent      |                                |         |
| Kevin Morris, Representative      | (Virtually) |                                |         |
| Valentina Shibata, Representative | Absent      |                                |         |

### 2.0 ORDER OF BUSINESS

Representative discussion/presentation of agenda items which could be moved up on the agenda.

Board Representatives agreed to move Agenda Item 6.0 to Item 4.0 due to time constraints for one Board Representative.

- 2.1 Approve the minutes of the June 25, 2024 Regular Executive Board Open Session Meeting.  
**Act # 24-13** 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 Y Representative Shibata A  
Minutes approved without revision.

### 3.0 COMMUNICATIONS

- 3.1 Representative reports:

**Azusa:** Dr. Contreras reported that Azusa was busy using the summer to plan for the fall and that the last CNA cohort was finishing. He reported that pass rates for the previous cohort were excellent.

**Citrus:** No report.

**Claremont:** Mr. Delvasto reported that Claremont Adult School had excellent enrollment for its CNA and Pharmacy Technician programs. There were 20 students in CNA and about 25 in Pharmacy and he expressed gratitude for Mad Men for filling the classes. He advised summer school was ending shortly.

**Duarte:** Mr. Morris reported that he had been working with Thania at Citrus to get some beginning ESL classes established in Duarte

**Glendora:** No report.

**Monrovia:** Mr. Fertig reported that Monrovia had a new CNA instructor and he was excited to back at MCAS,

- 3.2 Program Director report.

Mr. Russell had no report because he wanted to make sure Representatives had enough time to effectively analyze the CCAEC Annual Data Review.

- 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 ALLOCATIONS OF ADDITIONAL CCAEC CAEP COLA

**Act # 24-15** Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 4-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris Y Representative Shibata A

Mr. Russell explained that in addition to allocating the \$16,422 COLA to members, that Azusa was no utilizing the services of Ms. Macchia in her capacity as the CCAEC CTE Lead Navigator and needed to contribute \$12,000 to CCAEC overhead accordingly.

Mr. Fertig proposed the following: that Azusa would move \$8,000 of its total allocation to CUSD to pay its \$12,000 for the CCAEC Lead Navigator (which in effect meant that Azusa received \$4,000 of the COLA), CUSD would get \$4,000 of the COLA for program expenditures, and MUSD would receive the balance of the \$8,422 from the COLA. Also, \$22,00 earmarked for Citrus was to be allocated to CUSD to pay for the Transitions Counselor.

**5.0 BOARD REVIEW OF CCAEC FALL 2024 ANNUAL DATA REPORT**

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

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

A draft of the Annual Plan was not prepared and Representatives did not have time to review anyway. Mr. Russell advised that member Representatives would have a draft of the plan in the Agenda of the 8/13/24 Board meeting.

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

Program Director advised that he was still waiting for direction from the state regarding fiscal processes around Round 2 fund.

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

Meeting was adjourned by Chair Delvasto at 2:15 p.m.