



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, August 13, 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 9/17/24 Act # 24-18

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

1.1 Meeting called to order by Chair Felipe Delvasto at 1:37.

1.2 Pledge of Allegiance

1.3 Roll call:

Anthony Contreras, Representative	Present	John Russell, Program Director	Present
Felipe Delvasto, Representative	(Virtually)	Mari Bordona, Proxy	Absent
Flint Fertig, Representative	Tardy		
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 July 23, 2024 Regular Executive Board Open Session Meeting.  
**Act # 24-16** Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 5-0**  
Representative Contreras Y Representative Delvasto Y Representative Fertig T  
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's fall CNA class was full and that the AAEC staff was back to work. He advised that Azusa had six new staff members and that Azusa was looking forward to a good fall school term.

**Citrus:** Ms. McCraven reported that Citrus would open its registration for Fall classes in one week. She advised that the college enrollment continues to grow and that there were more classes being offered and increased number of students. She reported that Citrus was offering a new Intro to Health class to give students an overview of the healthcare industry and transition them into a healthcare job. She noted that Citrus was offering a new program for disabled students.

**Claremont:** Mr. Delvasto reported that Claremont Adult School started school the day before the Board meeting and there were big crowds of students that showed to register for classes. He advised that he had full CNA and Pharm Tech classes due to Mad Men, but he was having a headache with the San Bernardino AJCC getting them to enroll SB County residents. He also advised he was looking for another ESL teacher and asked other Board Representatives if they knew of any to send candidates to Claremont.

**Duarte:** Mr. Morris reported that he had been working with Ivon at Citrus to get some beginning ESL classes established in Duarte and get an ESL teacher for the classes.

**Glendora:** Ms. Shibata reported that Glendora had hired an ESL teacher and purchased ESL books. Enrollment was low, but the program was starting. She advised that enrollment for the Parent Success program was very great and that the program was full.

**Monrovia:** Mr. Fertig reported that Monrovia's CNA program started on 8/5 and the program was full thanks to Mad Men. He advised that the MCAS staff Back to Campus meeting would be 8/19/24 and the first day of school would be 8/20/24. He advised that testing for ESL and HSD/HSE classes had been very successful and enrollment was up for all programs.

#### 3.2 Program Director report.

Mr. Russell reported that the ESL Conference addressing the new CASAS assessments would be held at MCAS on Friday 8/23 and that the conference would be very beneficial for teachers. He asked members to encourage their staff to attend and explained the registration process.

#### 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 CCAEC 2024-25 ANNUAL PLAN**

**Act # 24-17** 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

Representatives reviewed final draft of CCAEC 2024-25 Annual Plan and approved.  
Mr. Russell advised Representatives that they would need to approve the plan in  
NOVA before end of day.

**5.0 UPDATE OF CCAEC 2024-25 PROGRAM YEAR MEMBER BUDGET AND WORK PLAN**

Program Director advised Representatives about the process to complete the 2024-25 Budget  
and Work Plan which is due in NOVA September 30, 2024 and must be certified by the  
CCAEC Board and approved in NOVA before October 30, 2024.

**6.0 UPDATE OF CCAEC 2024-25 Q4 EXPENDITURE REPORT**

Program Director advised Representatives about the process to complete the 2023-24 Q4  
Expenditure Report which is due in NOVA September 1, 2024 and must be certified by the  
CCAEC Board and approved in NOVA before September 30, 2024.

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

Meeting was adjourned by Chair Delvasto at 2:10 p.m.