



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, September 17, 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 10/15/24 Act # 24-20

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	Present	Karen Waltman, CUSD	(Virtually)
Flint Fertig, Representative	Present	Manlin (Kitty) Lin, MUSD	Absent
Ivon McCraven, Proxy	(Virtually)	Aracely Medina, CUSD	(Virtually)
Kevin Morris, Representative	(Virtually)	Chelsea Mendoza, AUSD	Absent
Valentina Shibata, Representative	(Tardy Virtually)	George Montano, DUSD	Absent
Mari Bordona	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 July 23, 2024 Regular Executive Board Open Session Meeting.
Act # 24-18 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 Y Representative Shibata T
Minutes approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Dr. Contreras reported that held its new ESL Orientation for the 2024-25 school year and it was very successful. He reported that 87 ESL night students and 57 day students participated in the Orientation. Dr. Contreras advised that Azusa Golden Days was happening October 19 and that Azusa Adult Education Center was participating.

Citrus: Ms. McCraven reported that Citrus enrollment continues to grow and that the Citrus Transition Specialist, Thania Lucero, was working with K-12 adult school partners.

Claremont: Mr. Delvasto reported that Claremont Adult School had 14 CNA and 20 Pharm Tech students due to Mad Men marketing efforts. He advised that Claremont Adult School would have a booth at the Claremont Octoberfest. He reported all Claremont classes were full and he has successfully hired the morning ESL teacher he had been trying to hire.

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 Duarte had a 8 ASE students and that ESL classes would start October 27 and he was looking for an ESL teacher.

Glendora: Ms. Shibata reported that Glendora teachers had been trained by Mark Tremper on CASAS and that she was waiting on ESL curriculum.

Monrovia: Mr. Fertig reported that over 350 job seekers and 35 employers had attended the Job Fair that had just occurred earlier in the day. He advised the Job Fair was a very successful partnership between MCAS, the City of Monrovia, and EDD. He also reported that Monrovia's ESL classes were full and starting to have waiting lists and that MCAS had just started its Construction program and the school was partnering with Habitat for Humanity for the training.

3.2 Program Director report.

Mr. Russell reported that the August ESL Conference addressing the new CASAS assessments was a great success and that surveys indicated the conference was very informative for ESL teachers that attended.

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 Q4 EXPENDITURES

Act # 24-19 Motion by Mr. Delvasto, 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

Mr. Fertig offered a motion to approve all member Q4 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 Q4 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

5.0 BOARD APPROVAL OF CLAREMONT 2023-24 Q4 EXPENDITURES

Act # 24-19 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 6-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata Y

Claremont Representative and CCAEC Program Director reviewed Claremont's CCAEC 2023-24 Q4 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

(CCAEC Representatives reviewed Claremont Q4 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

6.0 BOARD APPROVAL OF DUARTE 2023-24 Q4 EXPENDITURES

Act # 24-19 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 6-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata Y

Duarte Representative and CCAEC Program Director reviewed Duarte's CCAEC 2023-24 Q4 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

(CCAEC Representatives reviewed Duarte Q4 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

7.0 BOARD APPROVAL OF GLENDORA 2023-24 Q4 EXPENDITURES

Act # 24-19 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

Glendora's Business Services had not submitted Q4 Expenditures into NOVA and there was no CCAEC 2023-24 Q4 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 Q4 EXPENDITURES

Act # 24-19 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 6-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata Y

Monrovia Representative and CCAEC Program Director reviewed Monrovia's CCAEC 2023-24 Q4 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

(CCAEC Representatives reviewed Duarte Q4 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

9.0 BOARD REVIEW OF 2024-25 NOVA BUDGET AND WORKLPLAN PROCESS

Program Director review the 2024-25 Budget and Workplan process. He advised members that individual member Budgets must be entered into NOVA by September 30, 2024 and then he would email the CCAEC 2024-25 Budget Report w/ Narrative Rationale for Board approval at the October 15, 2024 Board meeting

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair Delvasto at 2:14 p.m.