



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, October 15, 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/83010642861?pwd=KOHbUBAW0Wbas7hPAc3k0K6TTp1J6X.1>

Meeting ID: 892 5157 3338

Minutes – Approved 11/19/24 Act # 24-26

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, AUSD	(Virtually)
Flint Fertig, Representative	(Virtually)		
Ivon McCraven, Proxy	(Virtually)		
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 September 17, 2024 Regular Executive Board Open Session Meeting.

Act # 24-20 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 A Representative Shibata Y
Minutes approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Dr. Contreras reported that the school has been doing ESL Orientation every Tuesday for the 2024-25 school year and it has been a very successful practice. He reported that Azusa was hosting a Job Fair on October 18 and on October 19 Azusa Adult Education Center was participating in the Azusa Golden Days Parade.

Citrus: Ms. McCraven reported that Citrus registration for Winter and Spring sessions opened 11/4 and she noted enrollment continues to grow as more and more students wish to attend in-person classes. Ms. McCraven advised that the Citrus Transition Specialist, Thania Lucero, was visiting Azusa Adult Education Center on 10/24. She advised Citrus was hosting a spring Open House and Ms. Lucero would spearhead efforts with regional adult schools and other schools to get potential students to attend the Open House.

Claremont: Mr. Delvasto reported that Claremont Adult School has a Federal Project Monitoring (FPM) visit in December and the school is working to get all of its documents uploaded by 11/1.

Duarte: No report.

Glendora: Ms. Shibata reported that Glendora was ready to grow its CAEP programs and ready to receive ESL and Academic students. She advised that Glendora staff was registering students and entering the student information and attendance straight into TOPSpro Enterprise. She reported that the school was providing marketing material into the Glendora community publications to market adult programs.

Ms. Shibata advised that Glendora was going to update its high school diploma credit requirement to 150 to match Monrovia's diploma requirement. She advised that efforts to update the Board A/Rs were underway to achieve this.

Monrovia: Mr. Fertig reported that Monrovia had an FPM visit beginning November 4 and that the school had prepared in less than a month, an incredibly short period of time. He advised that Participation enrollment continues to increase and that Monrovia has another EDD Job Fair scheduled for February 5, 2025.

3.2 Program Director report.

Mr. Russell reiterated how much work the Monrovia FPM had been, but that the Leadership Team at Monrovia had pulled together to meet an impossible deadline.

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 ADULTEDPRO CONTRACT

Act # 24-21 Motion by Mr. Fertig, seconded by Ms. Shibata **Vote to Approve 5-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris A Representative Shibata Y

AdultEdPro representatives provided a presentation and data on the success to date with the application. Board members approved continued use of the application for the 2024-25 program year.

5.0 BOARD APPROVAL OF AZUSA 2024-25 BUDGET AND WORKLPLAN

Act # 24-22 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 A Representative Shibata Y

Azusa Representative and CCAEC Program Director reviewed with the Board the Azusa 2024-25 Budget and Workplan from NOVA and the Azusa CCAEC 2024-25 Budget Report with Narrative and Board approved.

6.0 BOARD APPROVAL OF CLAREMONT 2024-25 BUDGET AND WORKLPLAN

Act # 24-23 Motion by Mr. Fertig, seconded by Mr. **Vote to Approve 5-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris A Representative Shibata Y

Claremont Representative and CCAEC Program Director reviewed with the Board the Claremont 2024-25 Budget and Workplan from NOVA and the Claremont CCAEC 2024-25 Budget Report with Narrative and Board approved.

7.0 BOARD APPROVAL OF DUARTE 2024-25 BUDGET AND WORKLPLAN

Tabled Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Table 5-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris A Representative Shibata Y

Duarte did not provide a Duarte 2024-25 Budget and Workplan from NOVA and the Duarte CCAEC 2024-25 Budget Report with Narrative for Board approval. Board tabled this item.

(Duarte entered budget amounts and narrative in NOVA and the NOVA budget was approved with other members.)

8.0 BOARD APPROVAL OF GLENDORA 2024-25 BUDGET AND WORKLPLAN

Act # 24-24 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 A Representative Shibata Y

Glendora Representative and CCAEC Program Director reviewed with the Board the Glendora 2024-25 Budget and Workplan from NOVA and the Glendora CCAEC 2024-25 Budget Report with Narrative and Board approved.

9.0 BOARD APPROVAL OF MONROVIA 2024-25 BUDGET AND WORKLPLAN

Act # 24-25 Motion by Mr. Delvasto, seconded by Dr. Contreras **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris A Representative Shibata Y

Monrovia Representative and CCAEC Program Director will review Monrovia 2024-25 Budget and Workplan from NOVA and the Monrovia CCAEC 2024-25 Budget Report with Narrative for Board approval.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair Delvasto at 2:21 p.m.