



## **CITRUS COLLEGE ADULT EDUCATION CONSORTIUM**

### **REGULAR EXECUTIVE BOARD OPEN SESSION MEETING**

**Tuesday, February 18, 2025, 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: 830 1064 2861**

## **Minutes – Approved 3/18/25 Act # 25-03**

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

1.1 Meeting called to order by Chair Felipe Delvasto at 1:33.

1.2 Pledge of Allegiance

1.3 Roll call:

Anthony Contreras, Representative	(Virtually)	John Russell, Program Director	(Virtually)
Felipe Delvasto, Representative Flint	(Virtually)	Mari Bordona, AUSD	Absent
Fertig, Representative	(Virtually)		
Ivon McCraven, Proxy	(Virtually)		
Kevin Morris, Representative Valentina	(Virtually)		
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 January 21, 2025 Regular Executive Board Open Session Meeting.  
**Act # 25-02** Motion by Dr. Contreras, 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  
Minutes approved without revision.

### **3.0 COMMUNICATIONS**

#### **3.1 Representative reports:**

**Azusa:** Dr. Contreras reported that Azusa's Medical Assisting and Pharmacy Tech classes were moving along well. He reported he was working on an exciting CTE development, but wanted to wait until things were further along before he reported out about that.

**Citrus:** Ms. McCraven reported that the Citrus College Spring semester was scheduled to start the next day 2/19/25 and enrollment for Noncredit was up. She reported that her team was ready for the CCAEC Winter Conference. She reported the Citrus was offering an IV Certification for CNAs, LVNs, and RNs. The class was an 8-week format and the certification was free of charge. Citrus was also offering a Medication Safety certification for any healthcare professional who administered medicine. The class is 10 hours long and covers proper disposal of medications among other topics. This class is also free.

**Claremont:** Mr. Delvasto reported that the Claremont CNA and PT cohorts were progressing nicely. He advised that his past week had been about ensuring the Winter Conference would have the proper food for Conference attendees.

**Duarte:** Mr. Morris reported that Duarte had 3 new adult school enrollees and the school was waiting on the state for its new charter. He advised that his staff had completed the proper training for CASAS proctoring and that would help with pre- and post-testing.

**Glendora:** Ms. Shibata reported that the year was going along for Glendora Adult School and that her team was continuing to work to increase enrollment.

**Monrovia:** Mr. Fertig reported that the MCAS Job Fair held on 2/5/25 was a fantastic success. 45 employers and over 500 job seekers attended the Job Fair and survey data showed it was an excellent success. Mr. Fertig also noted that he was excited for the upcoming CCAEC Winter Conference happening this Friday (2/21/25).

- 3.2 Program Director report.  
Mr. Russell had no report.

- 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 CCAEC STATUS UPDATE ON COMPLETING THREE-YEAR PLAN**

Mr. Russell noted he had been working on the CCAEC Three-Year Plan and discussed future processes required to complete the Plan. He advised Representatives that he would be contacting them to access site stakeholders in the near future.

## **5.0 BOARD INFORMATION ITEM CCAEC WINTER CONFERENCE PD SCHEDULE**

Program Director reviewed the plenary agenda and breakout sessions for CCAEC Winter Conference being held on February 21, 2025 at Citrus College. Ms. McCraven led the Board in lengthy discussions about operational issues around the Conference. The discussions helped better prepare member schools for the conference.

## **6.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**

Meeting was adjourned by Chair Delvasto at 2:09 p.m.