



## CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

### REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, March 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 4/15/25 Act # 25-05

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

1.1 Meeting called to order by Chair Felipe Delvasto at 1:44.

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	Absent		
Kevin Morris, Representative Valentina	Absent		
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 February 18, 2025 Regular Executive Board Open Session Meeting.  
**Act # 25-03** 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 A Representative Shibata Y  
Minutes approved without revision.

### 3.0 COMMUNICATIONS

#### 3.1 Representative reports:

**Azusa:** Dr. Contreras reported that Azusa's programs were running well. He reported that Azusa had started a new Phlebotomy training program with classes Monday through T from 4:30 to 8:30. He advised Azusa was subcontracting with AUMT The Phlebotomy School to provide the program.

**Citrus:** No report.

*(Members were devastated when Chair Delvasto reported during the meeting that Ms. McCraven texted him and advised she had suffered a stroke and was in ICU.)*

**Claremont:** Mr. Delvasto reported that the Claremont's last CNA cohort of the year had just completed Orientation and the cohort was full with 15 students thanks to the efforts of Mad Men and Ms. Macchia. He reported that Claremont currently had 35 to 40 high school graduates or high school equivalency completers.

**Duarte:** No report

**Glendora:** Ms. Shibata was unable to speak due to technical difficulties. She and Mr. Russel had previously spoken so she advised via chat that it was acceptable for Mr. Russell to report on her behalf. Mr. Russell reported that Ms. Shibata was sad to report to the Board that Glendora would be shuttering the Glendora Adult School ESL and HSD/HSE programs. Mr. Russell explained to the Board that the adult school contracts for faculty were made in the collective bargaining process for regular K-12 teachers and the hourly wage negotiated for Glendora adult education teachers was much too high to realistically pay for CAEP programs. Mr. Russell advised that the Glendora K-12 Parent Success program would still continue/

**Monrovia:** Mr. Fertig reported Monrovia was having good year with Services enrollment already surpassing 2,500 students. He reported that CNA and Construction had just started new cohorts and that the Construction program was in partnership with Habitat for Humanity and a Department of Labor program called YouthBuild. He reported that the Monrovia USD district office had just handed out a very large number of pink slips, but that MCAS had avoided receiving any.

#### 3.2 Program Director report.

Mr. Russell reported that the February 21 CCAEC Professional Development Conference was a tremendous success. He noted survey data from attendees was excellent and that survey results from Academic and CTE faculty demonstrated that they learned a lot from the conference. Mr. Russell noted that often adult education conferences are very ESL-centric, so he was please that other program areas got a lot out of the Conference.

#### 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 Q2 EXPENDITURES**

**Act # 25-04** Motion by Dr. Contreras, seconded by Mr. delvasto **Vote to Approve 4-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris A Representative Shibata Y

Board reviewed each member's CCAEC Q2 2024-25 Fiscal Oversight Report w/ Expenditure & Narrative and approve under one agenda item. The following reports were reviewed and approved.

- Azusa 2024-25 Q2 Fiscal Oversight Report with Expenditure and Narrative
- Claremont 2024-25 Q2 Fiscal Oversight Report with Expenditure and Narrative
- Duarte 2024-25 Q2 Fiscal Oversight Report with Expenditure and Narrative
- Glendora 2024-25 Q2 Fiscal Oversight Report with Expenditure and Narrative
- Monrovia 2024-25 Q2 Fiscal Oversight Report with Expenditure and Narrative

#### **5.0 BOARD INFORMATION ITEM ON CAEP 2025-26 PRELIMINARY ALLOCATION SCHEDULE**

The state has released 2025-26 Preliminary Allocations and CCAEC is scheduled to receive a \$130,055 COLA for a total Allocation of \$5,482,210. Mr. Russell reviewed current CAEP Summary Tables and Board members briefly skimmed current enrollment data in preparation for the April Board meeting. However, Board members did not have extensive discussions because two Board members were missing so the Board tabled this informational item.

#### **6.0 BOARD DISCUSSION ABOUT UNIFORM GRADUATION REQUIREMENT OF 150 CREDITS**

This was a late-added informational item. Dr. Contreras wanted to discuss this with Monrovia and Glendora because both Representatives had successfully got the change made with their respective Boards and he wanted to glean some effective talking points when he discussed the change with the Azusa Board. Mr. Delvasto noted that the more the schools align in all programs, the stronger is the consortium

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

Program Director updated Representatives about the Three-Year Plan. He noted he would be sending faculty and student surveys to gather survey data and organize round table discussions and focus group meetings for the Plan.

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

Meeting was adjourned by Chair Delvasto at 2:18 p.m.