



In accordance with the American with Disabilities Act, the Citrus College Adult Education Consortium (CCAEC) will accommodate those individuals who require special assistance to participate in this meeting. If you need special assistance to participate in the meeting, please call the office at the Monrovia Community Adult School, (626) 471-3035, 24 hours prior to meeting so that reasonable arrangements can be made. Monrovia Community Adult School Room 33 is wheelchair accessible.

In accordance with a recent amendment to the Ralph M. Brown Act, public records related to this public session agenda, that are provided to the Executive Board less than 72 hours before a regular meeting may be inspected by the public at the Monrovia Community Adult School main office 920 S. Mountain Avenue, Monrovia, 91016 during regular office hours (8:00am – 4:00pm) and on the CCAEC website <http://www.ccadulted.org/>.



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, May 20, 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

AGENDA

1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30)

1.1 Meeting called to order by Chair Felipe Delvasto at _____

1.2 Pledge of Allegiance

1.3 Roll call:

Anthony Contreras, Representative	_____	John Russell, Regional Director	_____
Felipe Delvasto, Representative	_____	Mari Bordona, Proxy	_____
Flint Fertig, Representative	_____		
Ivon McCraven, Proxy	_____		
Kevin Morris, Representative	_____		
Valentina Shibata, Representative	_____		

2.0 ORDER OF BUSINESS

Representative discussion/presentation of agenda items which could be moved up on the agenda.

2.1.1 Approve the minutes of the April 15, 2025 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative McCraven __ Representative Morris __ Representative Shibata __

3.0 COMMUNICATIONS

Representatives will not provide reports for this Special Executive Board Meeting.

3.1 Representative reports:

Azusa _____

Duarte _____

Citrus _____

Glendora _____

Claremont _____

Monrovia _____

3.2 Regional Director report.

3.3 Public comment for items not on the agenda.

3.3.1 Public comments for items on the Open Session Agenda.

4.0 BOARD APPROVAL OF 2025-26 CALENDAR OF CCAEC BOARD MEETINGS

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative McCraven __ Representative Morris __ Representative Shibata __

Board to approve CCAEC Board meeting Calendar for 2025-26 and confirm meeting location.

5.0 REVIEW OF THREE-YEAR PLAN TO DATE

Board and Program Director to review Three Year Plan draft to date and calendar dates for process going forward.

6.0 REVIEW OF ELL HEALTHCARE PATHWAYS GRANT

Program Director to provide a status update for the ELL Healthcare Pathways Grant.

7.0 BOARD APPROVAL OF CCAEC PROGRAM DIRECTOR CONTRACT FOR 2025-26 PROGRAM YEAR

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative McCraven __ Representative Morris __ Representative Shibata __

CCAEC Board to deliberate on and approve contract for CCAEC Program Director for 2025-26 Program Year.

8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

May 20, 2025 Agenda

Agenda Item 2.1.1

April 15, 2025 Minutes



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Unapproved Minutes

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	(Virtually)	Mari Bordona, AUSD	(Virtually)
Flint Fertig, Representative	(Virtually)		
Ivon McCraven, Representative	Absent		
Kevin Morris, Representative	(Virtually)		
Valentina Shibata, Representative	Absent		

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 March 18, 2025 Regular Executive Board Open Session Meeting.
Act # 25-05 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 Y Representative Shibata A
Minutes approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Dr. Contreras had two highlights to report. He noted that Azusa's first Phlebotomy cohort of four students had just completed and that the second cohort would start the following Monday, April 21. He also reported that a Security Guard class of 15 had just started training this week.

Citrus: No report.

Claremont: Mr. Delvasto reported that Claremont had 15 students in its last CAN cohort of the year and he advised all students were showing up to class as expected and they were staying engaged. He noted that 13 of the 15 were funded by AJCCs.

Duarte: Mr. Morris reported that Duarte Adult School now had a CDE code and that on 5/15 the Board would tender a vote for the final approval for the school. He reported that the Duarte Board of Education had approved a reduction in credits to 150 for adults to graduate from the what will be the new adult school.

Glendora: No report.

Monrovia: Mr. Fertig reported Monrovia all programs were going well and Monrovia continued to have excellent enrollment. He noted ESL and Medical CTE programs were specifically doing well.

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 BOARD APPROVAL OF 2025-6 CFAD FUNDING MECHANISM – FISCAL AGENT / DIRECT FUNDING

Act # 25-06 Motion by Mr. Morris, seconded by Dr. Contreras **Vote to Approve 4-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris Y Representative Shibata A

Board approved to remain funded through a fiscal agent and to keep Claremont as the fiscal agent.

5.0 BOARD REVIEW OF CCAEC 2025-26 CFAD REPORT

Program Director reviewed a draft of the CFAD so that Board Representatives understood that they were agreeing with Governance, Assurances, and Allocations contained therein

6.0 BOARD APPROVAL OF 2025-26 CFAD AND FUNDING ALLOCATION PER MEMBER

Act # 25-07 Motion by Mr. Morris, seconded by Dr. Contreras **Vote to Approve 4-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris Y Representative Shibata A

Mr. Russell reviewed the Worksheet for CCAEC 2025-26 allocations with Board Representatives. The Board deliberated on CFAD allocation amounts and finalized amounts per the worksheet.

(The Worksheet amounts were entered into NOVA and approved by each member Representative.)

7.0 BOARD APPROVAL OF 2025-26 CCAEC PROGRAM DIRECTOR

The Board discussed the Program Director's and discussed contract renewal for 2025-26.

8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

May 20, 2025 Agenda

Agenda Item 4.0

Proposed 2025-26 Board Meeting Calendar

CCAEC Board Meeting Dates for 2025-26 – Proposed

Day/Time: Third Tuesday of every month @ 1:30 p.m.

Locale: Monrovia Community Adult School

920 S. Mountain Ave.

Room 33

Monrovia, CA 91016

<https://us02web.zoom.us/j/83010642861?pwd=KOHbUBAWOWbas7hCCAEC3k0K6TTp1J6X.1>

Meeting: 830 1064 2861

Board Date	Agenda Items Due	CAEP Item Due / Primary Board Business	Due in NOVA
July 22, 2025	July 17, 2025	Approve CCAEC 2025-26 Annual Plan (CCAEC Board could approve the Annual Plan at August Board meeting)	8/15/25
August 19, 2025	August 14, 2025	Certification of Allocation Amendment	9/1/25
September 16, 2025*	September 11 2025	Approve and Certify Q4 2024-25 Expense Report Submit 2025-26 Budget and Work Plan Enter 2025-26 Budget & Workplan	9/1/25 9/30/2025 9/30/2025 9/30/25
October 21, 2025	October 18, 2025	Certify 2025-26 Budget and Work Plan	10/30/2025
November 18, 2025	November 13, 2025	Enter 2024-25 Expenditures & Hours by Program Certify CCAEC Actual 2024-25 Expenditures & Hours by Program Area	11/1/2025 12/1/2025
December 16, 2025	December 11, 2025	Approve and Certify Q1 2025-26 Expense Report	12/31/2025
January 20, 2026	January 15, 2026	No relevant CAEP delivery dates	
February 17, 2026	February 12, 2026	No relevant CAEP delivery dates	
March 17, 2026	March 12, 2026	Approve and Certify Q2 2025-26 Expense Report	3/31/2026
April 21, 2026	April 16, 2026	Approve 2026-27 CCAEC CFAD	5/2/2026
May 19, 2026	May 14, 2026	Approve 2026-27 Board Meeting Calendar	
June 16, 2026	June 11, 2026	Approve and Certify Q3 2025-26 Expense Report	6/30/2026

* Each member must have personnel from Fiscal / Business Services attend the September 16, 2025 meeting to review Q4 2024-25 expenditures and answer Board questions.