



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, April 15, 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 5/20/25 Act # 25-08

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