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

Minutes – Approved 6-17-25 Act # 25-11

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	(Virtually)	Mari Bordona, AUSD	(Virtually)
Flint Fertig, Representative	(Virtually)		Tardy
Ivon McCraven, Representative	Absent		
Kevin Morris, Representative	(Virtually)		
	Tardy		
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 April 15, 2025 Regular Executive Board Open Session Meeting.

Act # 25-08 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 T Representative Shibata Y

Minutes approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Dr. Contreras reported that Azusa was doing end-of-the-year including trying to address some staffing challenges for the 2025-26 program year. He reported that Azusa was excited for its Commencement which was being held June 9, 2025 at 9:30 a.m.

Citrus: No report.

Claremont: Mr. Delvasto reported that Claremont's graduation for the adult school students would be held with all other schools on June 12. He noted Claremont USD holds one graduation for all schools and Claremont Adult School diploma graduates participate in that one ceremony. ESL and CTE awards ceremonies were held separately and had already occurred. Mr. Delvasto thanked Ms. Shibata and Dr. Contreras for the language he presented in the Board Rationale for Claremont Adult School to reduce its high school diploma requirement to 150 credits. He reported that Cabinet approved the Agenda item and it would be on the CUSD Board Agenda for the June 19, 2025 meeting.

Duarte: No report.

Glendora: Ms. Shibata reported that Glendora Adult School was coming to the end of the school year and the school would be closing two programs: its ESL and ASE programs. She did report that the school would have around 30 graduates. These graduates would participate in a Commencement ceremony with Whitcomb high school on May 27, 2025.

Monrovia: Mr. Fertig reported that MCAS partnered with the City of Monrovia and held an incredible Job Fair on May 13 with over 300 job seekers and 45 businesses in attendance. He noted the MCAS Commencement would be held May 29 and would include diploma recipients, HiSET and CTE completers, and ESL Graduates.

3.2 Program Director report.

Mr. Russell reminded Board Representatives that Q3 expenditures needed to be entered into NOVA by June 1.

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 2025-26 CALENDAR OF CCAEC BOARD MEETINGS

Act # 25-09 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris T Representative Shibata Y

The Board approved the calendar date as presented in the agenda.

5.0 REVIEW OF THREE-YEAR PLAN TO DATE

Mr. Russell advised he would submit the second draft of the Three-Year Plan via email to Board Representatives on May 30. He asked for the Board to provide feedback by June 6; he would incorporate all suggested edits and revisions and present the final draft for approval at the June 17 Board meeting.

6.0 REVIEW OF ELL HEALTHCARE PATHWAYS GRANT

Mr. Russell advised that though Claremont and Monrovia had expended all Round 1 ELL Healthcare Pathway Grant funds, the CCAEC had to request an extension for expending Round 1 funds because Azusa to date had not expended nearly 50% of its Round 1 budget.

Mr. Russell reported that the state had advised him via email that Round 3 of the ELL Grant funds would be a competitive RFA that would be released in August. He said that though he had serious doubts about the state actually releasing an RFA at that time, not expending all Round 1 funds in a timely manner would not look good in a competitive RFA.

Dr. Contreras advised that Azusa was having some accounting issues with Azusa Business Services and expenditures needed to be reallocated to resource code 63912. The Board expressed concern about not utilizing the funds in a timely manner.

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

Act # 25-10 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris Y Representative Shibata Y

CCAEC Board approved the contract for the CCAEC Program Director for 2025-26 Program Year. Board Representatives had very positive evaluations of Mr. Russell’s performance to date.

8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair Delvasto at 2:13.