



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, June 17, 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

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 1:42.

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	Absent
Flint Fertig, Representative	(Virtually)		
Ivon McCraven, Representative	Absent		
Kevin Morris, Representative	Absent		
Valentina 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 May 20, 2025 Regular Executive Board Open Session Meeting.
Act # 25-11 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
Minutes approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Dr. Contreras reported that Azusa closed up the year by holding its Commencement on Monday June 9, 2025 at 9:30 a.m. and there were decent number in attendance. He reported that attendees were happy and demonstrated a lot of pride whether they were from HSD, HSE, or CTE.

Citrus: No report.

Claremont: Mr. Delvasto reported that Claremont Adult School academic students participated in the CUSD graduation on June 12, 2025 CUSD always has commencement with all district schools together. He reported Claremont Adult School had over 50 graduates for the year. He also noted that that they had a completion ceremony for CTE and ESL completers and that nearly 80 students attended.

Duarte: No report.

Glendora: Ms. Shibata reported that Glendora Adult School held its graduation in May as Glendora students shared a ceremony with Whitcomb. She noted the ceremony went very well. She advised that she was in the process of shutting down the ESL and Academic programs which was sad and unfortunate, but she had no choice but to do so.

Monrovia: Mr. Fertig reported that MCAS was also in the process of closing out the year. He was excited to report that Service and Participant enrollment was well above pre-pandemic levels. He noted ESL enrollment was still significantly less than pre-pandemic levels, but that CTE enrollment was much higher and accounted for the increase. He noted CTE levels had substantially increased thanks to targeted marketing efforts.

3.2 Program Director report.

Mr. Russell reported that Azusa and Claremont had some TE data corruption issues that was affecting his completion of the CCAEC Annual Data Review. He advised he would be sending an email outlining the issues and was asking that both schools assist in rectifying the issues.

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 THREE-YEAR PLAN

Act # 25-12 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

Board approved the CCAEC Three-Year Plan after previous input had been incorporated.

5.0 BOARD APPROVAL OF CCAEC 2024-25 Q3 EXPENDITURES

Act # 25-13 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

Mr. Fertig made a motion to review all CCAEC member Oversight Reports under one motion. Dr. Contreras seconded.

Board reviewed each member's CCAEC Q3 2024-25 Fiscal Oversight Report w/ Expenditure & Narrative and approved under one agenda item.

- Azusa 2024-25 Q3 Fiscal Oversight Report with Expenditure and Narrative
- Claremont 2024-25 Q3 Fiscal Oversight Report with Expenditure and Narrative
- Duarte 2024-25 Q3 Fiscal Oversight Report with Expenditure and Narrative
- Glendora 2024-25 Q3 Fiscal Oversight Report with Expenditure and Narrative
- Monrovia 2024-25 Q3 Fiscal Oversight Report with Expenditure and Narrative

6.0 BOARD APPROVAL OF CCAEC 2025-26 FISCAL REPORTING AGREEMENT

Act # 25-14 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

Board members asked that some additional language in the Agreement. Mr. Delvasto requested the following language: "Board Representatives may request from a member back-up expenditure documentation in addition to requirements outlined in Article III. The Board must approve the Representative's request with a majority vote."

(A revised copy of the new Agreement is attached to the minutes.)

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair Delvasto at 2:31