



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.

Though CCAEC Board Meetings are in person, in order to comply with AB361 and to encourage public participation of CCAEC Executive Board Meetings, said meetings will be presented in a hybrid manner. The link to access the meeting via teleconference is noted below.

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, CA 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, January 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>

Meeting ID: 892 5157 3338

AGENDA

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

1.1 Meeting called to order by Chair 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	_____		
Linda Ju-Ong, Representative	_____		
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 Approve the minutes of the December 16, 2025 Regular Executive Board Open Session Meeting.

Meeting was canceled. No minutes available.

Representative Contreras __ Representative Delvasto __ Representative Fertig __
Representative McCraven __ Representative Morris __ Representative Shibata __

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa _____ Duarte _____
Citrus _____ Glendora _____
Claremont _____ Monrovia _____

3.2 Program 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 INTRODUCTIONS TO NEW REPRESENTATIVE FROM CITRUS COLLEGE

Citrus College has a new Director of Continuing Education, Linda Ju-Ong, who will serve as the CCAEC Board Representative for the college. Board Representatives will introduce themselves for

5.0 BOARD APPROVAL OF REVISED CCAEC 2025-26 FISCAL REPORTING AGREEMENT

Motion by _____, seconded by _____ Vote _____
Representative Contreras __ Representative Delvasto __ Representative Fertig __
Representative Ju-Ong __ Representative Morris __ Representative Shibata __

Board to approve revised CCAEC Fiscal Reporting Agreement. New Agreement states back-up documentation will be Trial Balances and provide all fund 11 balances for CFAD Allocation discussions.

6.0 BOARD DISCUSSION REGARDING RFA FOR ROUND 3 ELL HEALTHCARE PATHWAYS FUNDING

Board Representatives to discuss goals in applying for Round 3 funds and strategy for completing a successful RFA.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

January, 2026 Agenda

Agenda Item 4.0

REVISED CCAEC 2025-26 Fiscal Reporting Agreement



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM
2025-26 FISCAL REPORTING AGREEMENT

I. Follow All State Requirements

Members are expected to follow all state instructions in the Allowable Uses Guide and Program Guidelines and meet all fiscal reporting requirements in NOVA.

II. Budget Requirements

All K-12 members receiving CAEP consortium funds will submit a CCAEC 2025-26 Citrus College Adult Education Consortium Budget Report w/ Narrative Rationale to the consortium Board Representatives for budgeting purposes. Board Representatives will use this document and NOVA budget reporting for Board deliberations and approval of 2025-26 budgets. This budget document will include a member narrative to identify purpose of funds by Object Code.

III. Expenditure Requirements

All consortium members receiving CAEP funds are required to report quarterly expenditures of CAEP Allocations for public and Board Representatives' review.

Expenditures will be certified according to each member's institutional accounting processes prior to reporting quarterly expenditures to the CCAEC Board.

Members will input certified expenditures into NOVA prior to the Board meeting where quarterly and annual expenditures are approved.

Back-up documentation from each members' accounting system will accompany the NOVA reporting for Q2, Q3, and Q4. The required back-up documentation for Q2 and Q3 is the Trial Balance for resource code 63910. The required back-up documentation for Q4 is the Fund 11 Trial Balance with all resource codes

For the approval of Q4 Annual Expenditures at the September Board meeting, each CCAEC member must have personnel from business services at the Board meeting to answer Board Representative questions.

IV. Board Request for Additional Documentation

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.

V. Program Area Reporting Requirements

Per state Program Area Reporting requirements, CCAEC members must report all available funds each member expended in 2024-25 on CAEP programs and corresponding program

instructional hours. Instructional hours and expenditures must be reported in NOVA by CAEP program area by November 1, 2025 and included in the November agenda for approval.

These funds by resource code must also be included in the back-up documentation for quarterly expenditures. Example attached.

VI. Expenditure Variance from Budget

If quarterly expenditures by Object Code vary from member budgets in excess of 25%, a *Member Use of Allocation Revision* must be submitted by member agencies and approved by the CCAEC Board of Representatives prior to adjusting the budget in NOVA to match the new expenditures.

VII. Carryover Requirements

Member agencies are required to expend allocations according to its proposal at a rate which utilizes its allocation at a minimum of 85% annually. If a member agency expends less than 85% of its allocation, the member will submit a plan, a timeline, and a *Member Use of Allocation Revision* to demonstrate how unexpended funds will be expended to meet the 85% carryover. The plan, timeline, and *Member Use of Allocation Revision* will be included in Board Agendas for public for review and for CCAEC Board of Representatives for approval.

VIII. Ineffective Member

State assistance will be requested for any member agency in poor standing with the consortium for reasons to include, but not limited to: excessive carryover, mismanagement of consortium funds, non-compliance of the state guidelines, non-alignment of expenditure activities with annual plan, neglect to provide expenditures and back-up documentation, or lack of involvement in fiscal decisions and consortium activities.

IX. Approval Required for Implementation

Approval of the Citrus College Adult Education Consortium Fiscal Reporting Agreement by the CCAEC Board is required for implementation. Upon approval, members will adhere to the guidelines to remain in good standing with the consortium. Annual review of the agreement will provide an opportunity for amending the document.