



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, October 16, 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 11/18/25 Act # 25-25

- 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)		
Flint Fertig, Representative	(Virtually)		
Ivon McCraven, Representative	(Virtually)		
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 September 16, 2025 Regular Executive Board Open Session Meeting.
Act # 25-22 Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 5-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris A Representative Shibata Y
Minutes approved without revision.

Approve the minutes of the September 29, 2025 Special Executive Board Open Session Meeting.
Act # 25-23 Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 5-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris A Representative Shibata Y
Minutes approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Dr. Contreras reported that an ESL instructor had reported out sick and then the substitute for the teacher had to call out sick so the school was working to address this personnel issue. He reported that Azusa would be starting a Security cohort on October 27 and that the current Phlebotomy program had one more week of classroom before clinical externships would start. He advised the first CNA cohort of the year would finish soon and would be taking

Citrus: Ms. McCraven reported the Citrus Winter and Spring schedules had been posted online and registration would start 11/3. She reported that the new Citrus Director of Continuing Education had been hired and would start by 11/19.

Claremont: Mr. Delvasto reported that Claremont had recent issues with the school's Career Tech Counselor, but they had just hired a new one who was a rock start so they were hopeful problems would be turned around. He reported that new CNA cohort was starting soon and they had a nearly full class due to targeted marketing efforts.

Duarte: No report.

Glendora: Ms. Shibata reported that the Glendora K-12 Parent success class had an enrollment of 31 students. She noted that the school was going through procedures to attract new adult students to the program.

Monrovia: Mr. Fertig reported the last CNA cohort had excellent testing results with a 100% pass rate. He advised that the new CNA cohort was full from targeted marketing efforts. He reported that recently the school had earned over \$200,000 from Certified Medi-Cal Peer Support Specialist training cohorts which had helped immensely with the loss of WIOA 243 funds.

3.2 Program Director report.

Mr. Russell reported that, to follow-up on Mr. Fertig's report, that Board Representatives needed to meet and discuss ways to mitigate potential loss of WIOA revenue.

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 AZUSA 2025-26 BUDGET AND WORKLPLAN

Act # 25-24 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris A Representative Shibata Y

Azusa Representative and CCAEC Program Director reviewed Azusa 2025-26 Budget and Workplan from NOVA and the Azusa CCAEC 2025-26 Budget Report with Narrative for Board approval.

(A single motion was made to approve every member's Budget and Workplan. Representatives reviewed each school's Budget and then voted after all school's had presented.)

5.0 BOARD APPROVAL OF CLAREMONT 2025-26 BUDGET AND WORKLPLAN

Act # 25-24 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris A Representative Shibata Y

Claremont Representative and CCAEC Program Director reviewed Claremont 2025-26 Budget and Workplan from NOVA and the Claremont CCAEC 2025-26 Budget Report with Narrative for Board approval.

6.0 BOARD APPROVAL OF DUARTE 2025-26 BUDGET AND WORKLPLAN

Act # 25-24 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris A Representative Shibata Y

CCAEC Program Director reviewed Duarte 2025-26 Budget and Workplan from NOVA and the Duarte CCAEC 2025-26 Budget Report with Narrative for Board approval.

7.0 BOARD APPROVAL OF GLENDORA 2025-26 BUDGET AND WORKLPLAN

Act # 25-24 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris A Representative Shibata Y

Glendora Representative and CCAEC Program Director reviewed Glendora 2025-26 Budget and Workplan from NOVA and the Glendora CCAEC 2025-26 Budget Report with Narrative for Board approval.

8.0 BOARD APPROVAL OF MONROVIA 2025-26 BUDGET AND WORKLPLAN

Act # 25-24 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris A Representative Shibata Y

Monrovia Representative and CCAEC Program Director reviewed Monrovia 2025-26 Budget and Workplan from NOVA and the Monrovia CCAEC 2025-26 Budget Report with Narrative for Board approval.

9.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Chair Delvasto adjourned the meeting at 1:50.