



**CITRUS COLLEGE ADULT EDUCATION CONSORTIUM
REGULAR EXECUTIVE BOARD OPEN SESSION MEETING**

Tuesday, November 18, 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 12/16/25 Act # 25-27

- 1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30 p.m.)**
- 1.1 Meeting called to order by Chair Felipe Delvasto at 2:03.
(Meeting start was delayed until a quorum was achieved which occurred at 2:03)
- 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	Absent		
Kevin Morris, Representative	(Virtually)		
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 October 21, 2025 Regular Executive Board Open Session Meeting.
Act # 25-25 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
Minutes approved without revision.

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Dr. Contreras reported the fall was going well at Azusa. He noted that Azusa's second CNA cohort had just started and a small Medical Assisting cohort had also just started.

Citrus: No report.

Claremont: Mr. Delvasto reported that Claremont had started and that the pass rate for the licensure exam for the first cohort was 100%.

Duarte: Mr. Morris reported that the Duarte USD had just appointed a new Superintendent of schools for Duarte USD, Dr. Jessica Medrano. Mr. Morris said Dr. Medrano was a big supporter of adult education and he was excited about that

Glendora: Ms. Shibata reported that the Glendora K-12 Parent success class had excellent enrollment and was going well.

Monrovia: Mr. Fertig reported the 2nd CNA cohort also had just started as well as the second cohort of Medical Assisting. He reported that MA class had over 30 students and the CNA cohort was full; both occurred because of targeted marketing. He reported that enrollment, Participation, Persistence and Performance were very good for November. He noted ESL had been post-testing for a number of weeks

- 3.2 Program Director report.

Mr. Russell reported that Ms. Iris McKenzie from Transfr VR, a company that provided a virtual reality CTE training solution had appeared as a member of the public. He ceded his time to her for public comments

- 3.3 Public comment for items not on the agenda.

Ms. McKenzie briefly introduced Transfr VR and the application's ability to help CTE students. She requested to have time on a future agenda to fully present the solution to the Board.

- 3.3.1 Public comments for items on the Open Session Agenda.

None at this time.

4.0 BOARD REVIEW OF EVOLO AI SERVICES AND APPROVAL OF 2026 CALENDAR YEAR CONTRACT

Tabled Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Table 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven A Representative Morris Y Representative Shibata Y

Ali Chisti and Amir Abbasi from Evolo AI presented many new features that have been added to the app or are coming soon. Mr. Fertig and Dr. Contreras expressed that they were happy with the app, but an increase in price beyond the 2025-26 PO was tabled for further discussion.

5.0 BOARD APPROVAL OF ALL CCAEC MEMBER 2024-25 PROGRAM AREA REPORTS

Act # 25-26 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

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 DISCUSSION REGARDING HOLDING CCAEC WINTER CONFERENCE IN 2026

Program Director lead Board discussions on feasibility of holding CCAEC Winter conference in 2026. Board Representatives discussed this and determined in light of potential drastic WIOA cuts, the focus of a conference would be difficult to ascertain. Members agreed that pushing a conference until the end of the program year or next year was a better idea.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Chair Delvasto adjourned the meeting at 2:43.