



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, December 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>

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	_____		
Ivon McCraven, Proxy	_____		
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 November 18, 2025 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____
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 APPROVAL OF REVISED CCAEC 2025-26 FISCAL REPORTING AGREEMENT

Motion by _____, seconded by _____ Vote _____
Representative Contreras __ Representative Delvasto __ Representative Fertig __
Representative McCraven __ Representative Morris __ Representative Shibata __

Board to approve revised CCAEC Fiscal Reporting Agreement. New Agreement states back-up documentation will be Trial Balances.

5.0 BOARD APPROVAL OF CCAEC 2025-26 Q1 EXPENDITURES

Motion by _____, seconded by _____ Vote _____
Representative Contreras __ Representative Delvasto __ Representative Fertig __
Representative McCraven __ Representative Morris __ Representative Shibata

Board to review the CCAEC Q1 2025-26 Expenditure Report from NOVA .and approve under one agenda item.

- Azusa 2025-26 Q1 Expenditures from NOVA
- Claremont 2025-26 Q1 Expenditures from NOVA
- Duarte 2025-26 Q1 Expenditures from NOVA
- Glendora 2025-26 Q1 Expenditures from NOVA
- Monrovia 2025-26 Q1 Expenditures from NOVA

6.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

December 16, 2025 Agenda

Agenda Item 2.1.1

November 18, 2025 Minutes



**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

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 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 # 25-25 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

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.



Documents to Support Agenda Items

December 16, 2025 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.



Documents to Support Agenda Items

December 16, 2025 Agenda

Agenda Item 5.0

CCAEC 2025-26 Q1 Expenditure Report from NOVA

09 Citrus College Adult Education ConsortiumConsortium Summary | Total Expenditures: **\$487,427** Total Allocation: **\$5,475,255** Total Carryover: **\$4,987,828****(91.1%)** Carryover Compliance **Azusa Unified
2025-26 Q1**

Submitted by Dr. Anthony Contreras

Awaiting Approval (Primary Contact)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$128,803	\$106,572	120.86%	\$710,479	18.13%	\$581,676
2000 - Non-Instructional Salaries	\$41,451	\$41,910	98.91%	\$279,398	14.84%	\$237,947
3000 - Employee Benefits	\$50,598	\$40,148	126.03%	\$267,654	18.9%	\$217,056
4000 - Supplies and Materials	\$5,694	\$26,550	21.45%	\$177,000	3.22%	\$171,306
5000 - Other Operating Expenses and Services	\$33,925	\$28,177	120.4%	\$187,844	18.06%	\$153,919
6000 - Capital Outlay	\$0	\$4,200	0%	\$28,000	0%	\$28,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$10,985	0%	\$73,231	0%	\$73,231
Totals	\$260,471	\$258,541	100.75%	\$1,723,606	15.11%	\$1,463,135

Member Carryover Compliance Status

Description: The Member Carryover Compliance Status table shows how the member's spending is tracking against the allocations for the displayed fiscal year(s) based on expenditures entered as of the time of viewing.

Expenditures: A negative value indicates that current fiscal year spending has not begun, as there are still unused funds from previous fiscal years.

Carryover Amount & Carryover %: If current fiscal year spending has not yet begun (a negative Expenditures amount), Carryover Amount will remain equal to Allocation and Carryover % will remain 100%.

Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %	Carryover Threshold %	Locked
2025-26	\$1,444,636	-\$18,499	\$1,444,636	! 100%	85%	-
2024-25	\$1,455,527	\$1,176,557	\$278,970	! 19.17%	85%	09/29/2025 01:57 PM PDT

Additional Comments

Not Entered

**Claremont Unified
2025-26 Q1**

Submitted by Felipe Delvasto
Awaiting Approval (Primary Contact)

CCAEC 12/16/25 Agenda pg. 9

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$100,743	\$147,118	68.48%	\$588,473	17.12%	\$487,730
2000 - Non-Instructional Salaries	\$66,707	\$70,906	94.08%	\$283,623	23.52%	\$216,916
3000 - Employee Benefits	\$43,755	\$75,895	57.65%	\$303,580	14.41%	\$259,825
4000 - Supplies and Materials	\$26,651	\$18,018	147.92%	\$72,070	36.98%	\$45,419
5000 - Other Operating Expenses and Services	\$17,533	\$144,726	12.11%	\$578,903	3.03%	\$561,370
6000 - Capital Outlay	\$53,321	\$13,330	400%	\$53,321	100%	\$0
7000 - Other Outgo	\$0	\$38,625	0%	\$154,500	0%	\$154,500
Indirect Costs	\$0	\$23,680	0%	\$94,719	0%	\$94,719
Totals	\$308,710	\$532,297	58%	\$2,129,189	14.5%	\$1,820,479

Member Carryover Compliance Status

Description: The Member Carryover Compliance Status table shows how the member's spending is tracking against the allocations for the displayed fiscal year(s) based on expenditures entered as of the time of viewing.

Expenditures: A negative value indicates that current fiscal year spending has not begun, as there are still unused funds from previous fiscal years.

Carryover Amount & Carryover %: If current fiscal year spending has not yet begun (a negative Expenditures amount), Carryover

Amount will remain equal to Allocation and Carryover % will remain 100%.

Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %	Carryover Threshold %	Locked
2025-26	\$1,892,156	\$71,677	\$1,820,479	 96.21%	85%	-
2024-25	\$1,863,913	\$1,626,880	\$237,033	12.72%	85%	09/29/2025 01:57 PM PDT

Additional Comments

Not Entered

**Duarte Unified
2025-26 Q1**

Submitted by John Russell
Awaiting Approval (Primary Contact)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$620	\$4,550	13.63%	\$18,200	3.41%	\$17,580
2000 - Non-Instructional Salaries	\$0	\$750	0%	\$3,000	0%	\$3,000
3000 - Employee Benefits	\$138	\$1,278	10.8%	\$5,113	2.7%	\$4,975
4000 - Supplies and Materials	\$0	\$130	0%	\$519	0%	\$519
5000 - Other Operating Expenses and Services	\$1,350	\$0	100%	\$0	100%	 - \$1,350
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$2,108	\$6,708	31.43%	\$26,832	7.86%	\$24,724

Member Carryover Compliance Status

Description: The Member Carryover Compliance Status table shows how the member's spending is tracking against the allocations for the displayed fiscal year(s) based on expenditures entered as of the time of viewing.

Expenditures: A negative value indicates that current fiscal year spending has not begun, as there are still unused funds from previous fiscal years.

Carryover Amount & Carryover %: If current fiscal year spending has not yet begun (a negative Expenditures amount), Carryover Amount will remain equal to Allocation and Carryover % will remain 100%.

Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %	Carryover Threshold %	Locked
2025-26	\$30,652	\$2,108	\$28,544	 93.12%	85%	-
2024-25	\$15,544	\$18,825	\$0	0%	85%	09/29/2025 01:57 PM PDT

Additional Comments

Not Entered

**Glendora Unified
2025-26 Q1**

Submitted by John Russell
Awaiting Approval (Primary Contact)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$18,933	\$4,911	385.53%	\$40,924	46.26%	\$21,991
2000 - Non-Instructional Salaries	\$6,474	\$1,290	502.05%	\$10,746	60.25%	\$4,272
3000 - Employee Benefits	\$9,370	\$2,459	381.08%	\$20,490	45.73%	\$11,120
4000 - Supplies and Materials	\$66	\$509	12.96%	\$4,244	1.56%	\$4,178
5000 - Other Operating Expenses and Services	\$0	\$19	0%	\$160	0%	\$160
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$452	0%	\$3,765	0%	\$3,765
Totals	\$34,843	\$9,639	361.46%	\$80,329	43.38%	\$45,486

Member Carryover Compliance Status

Description: The Member Carryover Compliance Status table shows how the member's spending is tracking against the allocations for the displayed fiscal year(s) based on expenditures entered as of the time of viewing.

Expenditures: A negative value indicates that current fiscal year spending has not begun, as there are still unused funds from

previous fiscal years.

Carryover Amount & Carryover %: If current fiscal year spending has not yet begun (a negative Expenditures amount), Carryover Amount will remain equal to Allocation and Carryover % will remain 100%.

Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %	Carryover Threshold %	Locked
2025-26	\$80,329	\$34,843	\$45,486	56.62%	85%	-
2024-25	\$104,805	\$71,089	\$33,716	 32.17%	85%	09/29/2025 01:57 PM PDT

Additional Comments

Not Entered

**Monrovia Unified
2025-26 Q1**

CCAEC 12/16/25 Agenda pg. 9

Submitted by John Russell
Awaiting Approval (Primary Contact)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$182,102	\$159,952	113.85%	\$1,066,348	17.08%	\$884,246
2000 - Non-Instructional Salaries	\$20,424	\$25,835	79.06%	\$172,232	11.86%	\$151,808
3000 - Employee Benefits	\$60,630	\$66,947	90.56%	\$446,315	13.58%	\$385,685
4000 - Supplies and Materials	\$3,305	\$10,703	30.88%	\$71,352	4.63%	\$68,047
5000 - Other Operating Expenses and Services	\$94,301	\$24,109	391.14%	\$160,727	58.67%	\$66,426
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$18,037	\$0	100%	\$0	100%	 - \$18,037
Indirect Costs	\$0	\$14,377	0%	\$95,849	0%	\$95,849
Totals	\$378,799	\$301,923	125.46%	\$2,012,823	18.82%	\$1,634,024

Member Carryover Compliance Status

Description: The Member Carryover Compliance Status table shows how the member's spending is tracking against the

allocations for the displayed fiscal year(s) based on expenditures entered as of the time of viewing.

Expenditures: A negative value indicates that current fiscal year spending has not begun, as there are still unused funds from previous fiscal years.

Carryover Amount & Carryover %: If current fiscal year spending has not yet begun (a negative Expenditures amount), Carryover Amount will remain equal to Allocation and Carryover % will remain 100%.

Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %	Carryover Threshold %	Locked
2025-26	\$2,027,482	\$378,799	\$1,648,683	81.32%	85%	-
2024-25	\$1,912,366	\$1,927,025	\$0	0%	85%	09/29/2025 01:57 PM PDT

Additional Comments

All funds expended towards Annual Plan and Three-Year Plan and according to CAEP Certifications.



California
Community
Colleges



2025 © California Community Colleges
NOVA Site Version: [9.3.7](#)