



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, August 5, 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 9/16/25 Act # 25-17

- 1.0 **CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30 p.m.)**
- 1.1 Meeting called to order by Chair Felipe Delvasto at 1:37.
- 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	(Virtually)		
	Tardy		
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 June 17, 2025 Regular Executive Board Open Session Meeting.  
**Act # 25-15** 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  
Minutes approved without revision.

### 3.0 COMMUNICATIONS

#### 3.1 Representative reports:

**Azusa:** Dr. Contreras reported that things were a little slower at Azusa because it was summer. He noted that Azusa had just completed its summer ESL program. He noted that Azusa had changed portions of its ESL curriculum to incorporate units with real world excursions. For example, students went to the Botanical Gardens recently. Dr. Contreras, noted that he had been in conversation with AJCCs to better align Azusa CTE efforts with their goals. He advised that since WIOA funds were returning, he was working on a revised 2025-26 budget.

**Citrus:** No report.

**Claremont:** Mr. Delvasto reported that Claremont Adult School had started classes yesterday. He noted enrollment was slow, but that staff had started to make calls to leads and to old students. Staff had made over 500 calls to get students to come enroll. He advised that Claremont was considering of creating an online modality to attract more students.

**Duarte:** No report.

**Glendora:** Ms. Shibata reported that Glendora Adult School was now operating only the one Parent Success program, but she was excited for that program to be successful.

**Monrovia:** Mr. Fertig reported that MCAS would be hosting the Grand Opening of the Monrovia AJCC Affiliate on he was very excited about this development as it would provide many resources to students and regional residents and businesses. He expressed his gratitude for all the work Mr. Russell had done for over five years to help makes this happen. He reported that all CTE medical programs were full with wait lists because of targeted marketing efforts.

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

#### 3.2 Program Director report.

No report.

#### 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 REVIEW OF CCAEC FALL 2025 ANNUAL DATA REVIEW HIGHLIGHTS

Mr. Russell reviewed Participation, Persistence and performance results by CCAEC member. He also reviewed enrollment and efficiency metrics.

*(All data reviewed is in the CCAEC 2025 Annual Data Review which is on the CCAEC website.)*

## **5.0 BOARD REVIEW OF CCAEC 2025-26 ANNUAL PLAN**

Board Representatives reviewed a draft of the 2025-26 CCAEC Annual Plan which needed to be approved by 8-15-25. Representatives reviewed the Plan to date and agreed to approve online.

*(Annual Plan was approved online and in NOVA on August 15, 2025. A copy of the email is attached to these minutes.)*

## **6.0 BOARD APPROVAL OF REVISED 2025-26 CAEP ALLOCATIONS PER MEMBER**

**Act # 25-16** Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris Y Representative Shibata Y

Board approved revised Allocations based on spreadsheet in Agenda.

## **7.0 BOARD UPDATE ON ELL HEALTHCARE PATHWAYS PROGRESS AND EXPENDITURES**

Mr. Russell asked for an update from Azusa regarding expenditures of Round 1 ELL Healthcare Pathway Grant funds. He explained that the request for an extension to expend Round 1 funds has put the consortium in a weaker position to apply for Round 3 funds because the consortium had not expended all Round 1 funds. Claremont and Monrovia had expended all Round 1 funds.

Dr. Contreras explained that he believed that Round 1 funds have been expended at a higher rate than previously reported, but that issues with the Azusa Business Services office has meant expenditures have not been properly reported. He advised expenditure amounts will be more accurate and show higher expenditures after year-end audits.

## **8.0 BOARD UPDATE ON WIOA TITLE II: AEFLA FUNDING**

WIOA Title II: AEFLA funds are restored. Mr. Russell told Representatives that no matter what happens to WIOA funding in 2026-27, that members should still follow WIOA enrollment and testing protocols for state reporting purposes.

## **9.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**

Chair Delvasto adjourned the meeting at 2:22.