



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, September 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 10/21/25 Act # 25-22

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

1.1 Meeting called to order by Chair Felipe Delvasto at 1:42.

1.2 Pledge of Allegiance

1.3 Roll call:

Anthony Contreras, Representative	(Virtually)	John Russell, Program Director	(Virtually)
Felipe Delvasto, Representative	(Virtually)	Daniel Garcia, AUSD Bus.	(Virtually)
Flint Fertig, Representative	(Virtually)	Karen Waltman, CUSD Bus.	(Virtually)
Ivon McCraven, Representative	(Virtually)	Glenda Herrera, MUSD Bus.	(Virtually)
Kevin Morris, Representative	(Virtually)	Wendy Moreno, DUSD Bus.	(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 August, 2025 Regular Executive Board Open Session Meeting.
Act # 25-17 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 6-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata Y
Minutes approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Dr. Contreras reported that programs and classes at Azusa were up and running smoothly. He reported that Azusa was getting an award from the South Bay WIB for 80% placement in CNA and he would be attending the award ceremony in November.

Citrus: Ms. McCraven had returned to the Board meeting after a lengthy absence due to health issue. All Board Representatives expressed how much she was missed and sincere gratitude that she was back. She reported she had made great progress in recovery in a number of areas that were exceeding doctors' expectations. She reported she would be retiring in December. All Representatives thanked her for her incredible service on the Board.

Ms. McCraven reported that Citrus had started its Fall semester and enrollment was great. She noted that intermediate and advanced ESL classes were all full. She reported Noncredit was in the process of preparing the Winter and Spring schedule.

Claremont: Mr. Delvasto reported that Claremont Adult School Fall classes were successfully up and running.

Duarte: Mr. Morris reported that the CCAEC Transition Specialist, Thania Lucero, had schedule a time to visit Duarte and she was working on getting students to transition to Citrus.

Glendora: Ms. Shibata reported that the Glendora Parent Success program had started well with excellent enrollment

Monrovia: Mr. Fertig reported that MCAS was also receiving an award from the SB WIB for job placement in its CNA program. He reported that despite current climate, immigrant students on the MCAS students have reported that they feel safe on campus. He reported that MCAS had incredible enrollment from its Certified Medi-Cal Peer Support Specialist program and this was bringing excellent revenue into the school.

3.2 Program Director report.

Mr. Russell reminded Representatives that the ELL Healthcare Pathways grant expenditure reports were due 9/30 for Azusa, Claremont, and Monrovia.

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 2024-25 Q4 CAEP EXPENDITURES

Tabled Motion by Dr. Contreras, seconded by Mr. Fertig **Vote to Table 6-0**

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

Board Representatives reviewed Azusa's Q4 2024-25 back-up expenditure documentation. Ms. Karen Waltman noted that the document requested for back-up was not sufficient and members should use Fund 11 Trial Balance. Mr. Garcia said that he could run that report and provide it to Ms. Waltman, who also serves as the CCAEC Fiscal Director. Mr. Russell suggested that the Board hold a Special Executive Session after review of the Azusa Fund 11 Trial Balance. Original motion was tabled.

5.0 BOARD APPROVAL OF CLAREMONT 2024-25 Q4 CAEP EXPENDITURES

Act # 25-18 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 6-0**

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

Board reviewed Claremont's Fund 11 2024-25 Trial Balance which matched the NOVA Q4 Expenditure report. Board Representatives had no questions and approved the motion accordingly.

6.0 BOARD APPROVAL OF DUARTE 2024-25 Q4 CAEP EXPENDITURES

Act # 25-19 Motion by Mr. Delvasto, seconded by Mr. Fertig **Vote to Approve 6-0**

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

Board reviewed Duarte's Q4 2024-25 back-up expenditure documentation for the NOVA report. Board Representatives had no questions and approved the motion accordingly.

7.0 BOARD APPROVAL OF GLENDORA 2024-25 Q4 CAEP EXPENDITURES

Act # 25-20 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 6-0**

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

Board reviewed Glendora's Q4 2024-25 back-up expenditure documentation for the NOVA report. Board Representatives had no questions and approved the motion accordingly.

8.0 BOARD APPROVAL OF MONROOVIA 2024-25 Q4 CAEP EXPENDITURES

Act # 25-21 Motion by Mr. Delvasto, seconded by Mr. Fertig **Vote to Approve 6-0**

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

Board reviewed Monrovia's Fund 11 2024-25 Trial Balance which matched the NOVA Q4 Expenditure report. Board Representatives had no questions and approved the motion accordingly.

9.0 REVIEW CCAEC 2025 ANNUAL DATA REVIEW

Program Director advised Representatives that the CCAEC 2025 Annual Data Review was complete and on the CCAEC website for stakeholder review.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Chair Delvasto adjourned the meeting at 2:30.