



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, August 18, 2026, 1:30 p.m.

**Monrovia Community Adult School – Room 33
920 S. Mountain Ave., Monrovia 91016**

Zoom Meeting Information

<https://us02web.zoom.us/j/86926584376?pwd=sE9FkzvLrDwdl9uwMVr4sxnV9zYqKb.1>

Meeting ID: 869 2658 4376

AGENDA

A. CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (9:00am)

1. Call to Order – meeting called to order by presiding chair at _____.
2. Roll Call

Anthony Contreras, Azusa USD	_____	John Russell, Program Director	_____
Felipe Delvasto, Claremont USD	_____		
Flint Fertig, Monrovia USD	_____		
Linda Ju-Ong, Citrus College	_____		
Kevin Morris, Duarte USD	_____		
Valentina Shibata, Glendora USD	_____		

B. ORDER OF BUSINESS

1. Representative discussion/presentation of agenda items which could be moved up on the agenda.
2. Approve the minutes of the July 29, 2026 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative Ju-Ong __ Representative Morris __ Representative Shibata __

C. COMMUNICATIONS

1. Representative reports:

Azusa _____

Duarte _____

Citrus _____

Glendora _____

Claremont _____

Monrovia _____

2. Program Director report.

D. PUBLIC COMMENTS

1. Public comment for items not on the agenda.
2. Public comments for items on the Open Session Agenda.

E. CCAEC EXECUTIVE BOARD ACTION ITEMS

1. BOARD APPROVAL OF 2026-27 CAEP ALLOCATION AMMENDMENT

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative Ju-Ong __ Representative Morris __ Representative Shibata __

Monrovia is requesting to move \$15,000 of its CAPE allocation to Claremont to cover increased internship oversight duties for Medical Assisting consultant. Azusa is requesting to move \$28,000 of its CAPE allocation to Claremont to cover increased internship oversight duties for Medical Assisting consultant. Final CCAEC 2026-27 allocations are included in worksheet under supporting documents.

2. BOARD APPROVAL OF 2026-27 ANNUAL PLAN

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative Ju-Ong __ Representative Morris __ Representative Shibata __

CCAEC Board to review and approve CCAEC 2026-27 Annual Plan.

F. CCAEC EXECUTIVE BOARD INFORMATIONAL ITEMS

1. BOARD REVIEW OF CCAEC FALL 2026 ANNUAL DATA REVIEW HIGHLIGHTS AND GOALS FOR 2026-27

Board Representatives to review the 2026 CCAEC Annual Data Review (ADR) and the Goals contained therein for the 2026-27 program year.

2. UPDATE OF CCAEC 2025-26 Q4 EXPENDITURE REPORTING PROCESS

Program Director to advise Representatives about the process to complete the 2025-26 Q4 Expenditure Report which is due in NOVA September 1, 2026 and must be certified by the CCAEC Board and approved in NOVA before September 30, 2026.

3. UPDATE OF CCAEC 2026-27 MEMBER BUDGET AND WORK PLAN

Program Director to advise Representatives about the process to complete the 2026-27 Budget and Work Plan which is due in NOVA September 30, 2026 and must be certified by the CCAEC Board and approved in NOVA before October 30, 2026.

G. ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

August 18, 2026 Agenda

Agenda Item B.2

Minutes for July 29, 2026 CCAEC Board Meeting



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Wednesday, July 29, 2026, 2:30 p.m.

Monrovia Community Adult School – Room 33

920 S. Mountain Ave., Monrovia 91016

Zoom Meeting Information

<https://us02web.zoom.us/j/86926584376?pwd=sE9FkzvLrDwdl9uwMVR4sxnv9zYqKb.1>

Meeting ID: 869 2658 4376

Unapproved Minutes

A. CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30 pm)

1. Meeting called to order by Chair Felipe Delvasto at 2:31.
2. Roll Call

Anthony Contreras, Azusa USD	Absent	John Russell, Program Director	(Virtually)
Felipe Delvasto, Claremont USD	(Virtually)		
Flint Fertig, Monrovia USD	(Virtually)		
Linda Ju-Ong, Citrus College	(Virtually)		
Kevin Morris, Duarte USD	Absent		
Valentina Shibata, Glendora USD	(Virtually)		

B. ORDER OF BUSINESS

1. Representative discussion/presentation of agenda items which could be moved up on the agenda.
None at this time.

2. Approve the minutes of the June 16, 2026 Regular Executive Board Open Session Meeting.

Act # 26-14 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**

Representative Contreras A Representative Delvasto Y Representative Fertig Y

Representative Ju-Ong Y Representative Morris A Representative Shibata Y

C. COMMUNICATIONS

1. Representative reports:

Azusa: No report.

Citrus: Ms. Ju-Ong reported that the hiring of the dual enrollment counselor had been delayed. She reported that the previous Dean of Counseling had left the position and an interim Dean of Counseling did not want to approve the new position, preferring to wait until a new Dean was confirmed. Mr. Delvasto asked what did that mean for the

Claremont: Mr. Delvasto reported that Claremont was starting classes on Tuesday, August 4 and CNA was starting August 10. He reported that CNA had 11 students enrolled and Pharmacy Tech had 9 students.

Duarte: No report.

Glendora: Ms. Shibata reported that school was currently closed and K-12 Parent Success classes would resume August 13.

Monrovia: Mr. Fertig reported that MCAS administration had just completed an MUSD Instructional Leaders retreat and that MCAS had offered to help the district by offering some K-12 Parent Success classes. He reported that the state had just advised that Title II AEFLA funding was lowered by the state about 18% and that was causing some budget issues for Monrovia.

2. Program Director report.

Mr. Russell reiterated what Mr. Fertig advised regarding Title II allocations being adjusted downwards nearly 20%. He also reported that the CCAEC agenda format had changed to match the format most K-12 school districts are using because of Granicus.

D. PUBLIC COMMENTS

1. Public comment for items not on the agenda.

Ms. Regina Sells-Arnold, the Literacy Services and Adult Education Coordinator for the Azusa Public Library was in attendance and was given the floor. She reported that she was required by the state to attend CCAEC meetings as a condition to receive state funds for library programs. She reported that the library had an active partnership with Azusa Adult Education Center and Dr. Contreras providing programs to help those with basic literacy issues. She advised she would be continuing to attend CCAEC Board meetings.

2. Public comments for items on the Open Session Agenda.

None at this time.

E. CCAEC EXECUTIVE BOARD ACTION ITEMS

1. BOARD APPROVAL OF REVISED 2026-27 CAEP ALLOCATIONS PER MEMBER

Act # 26-15 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**

Representative Contreras A Representative Delvasto Y Representative Fertig Y

Representative Ju-Ong Y Representative Morris A Representative Shibata Y

After the Governor's May revise the Citrus College Adult Education Consortium received an increase in CAEP funds of \$25,182. Board Representatives approved an updated distribution of the increased allocations.

2. **BOARD REVIEW AND APPROVAL OF CCAEC BYLAWS**

Act # 26-16 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**

Representative Contreras A Representative Delvasto Y Representative Fertig Y

Representative Ju-Ong Y Representative Morris A Representative Shibata Y

CCAEC Board reviewed CCAEC Bylaws. No revisions were requested. Board approved Bylaws as currently drafted.

F. CCAEC EXECUTIVE BOARD INFORMATIONAL ITEMS

1. **BOARD REVIEW OF CCAEC FALL 2026 ANNUAL DATA REPORT AND CCAEC THREE-YEAR PLAN**

Board Representatives reviewed the 2026 CCAEC Annual Data Review (ADR) and the CCAEC 2025-2028 Three-Year Plan to inform the creation of the Annual Plan.

2. **BOARD REVIEW OF CCAEC 2026-27 ANNUAL PLAN FIRST DRAFT**

Board Representatives reviewed the first draft of the CCAEC 2026-27 Annual Plan and provide revisions / suggestions as needed.

G. ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair Delvasto at 3:32.



Documents to Support Agenda Items

August 18, 2026 Agenda

Agenda Item E.1

BOARD APPROVAL OF 2026-27 CAEP
ALLOCATION AMMENDMENT

WORKSHEET

School	Original 2026-27 Allocation	May Revise Addition	8-18-26 Amendment	Final Allocation
Azusa	\$1,466,230	\$7,338	-\$28,000	\$1,445,568
Citrus	\$58,944	\$295		\$59,239
Claremont	\$1,319,722	\$6,604		\$1,326,326
Overhead	\$575,200	\$0	\$43,000	\$618,200
Duarte	\$32,182	\$161		\$32,343
Glendora	\$83,422	\$417		\$83,839
Monrovia	\$2,071,512	\$10,367	-\$15,000	\$2,066,879
	\$5,607,212	\$25,182	\$0	\$5,632,394



Documents to Support Agenda Items

August 18, 2026 Agenda

Agenda Item E.2

CCAEC 2026-27 ANNUAL PLAN

09 Citrus College Adult Education Consortium DRAFT

2026-27

Plans & Goals

Executive Summary

Executive Summary *

As the Citrus College Adult Education Consortium (CCAEC) members approach the second year of implementing the CCAEC 2025-28 Three-Year plan for 2026-27, members recognize that 2025-26 was a difficult year as many SMART goals related to enrollment, Participation, Persistence, and performance were not achieved.

The state has well publicized to the field that statewide gaps exist between enrollment and Participation, between Participation and Persistence, and between Persistence and student EFL Gains Achieved. CCAEC members make concerted efforts to support state goals of bridging these gaps. The majority of CCAEC Three-Year Plan and Annual Plan SMART goals sought to improve consortium enrollment, Participation, Persistence, and performance metrics and shrink these gaps identified by the state. CCAEC members recognize that though most of these metrics are higher than 2023-24, the consortium took a step back this year.

For example, CCAEC unduplicated Services enrollment decreased year-over-year 1.6%. CCAEC unduplicated Participant enrollment decreased in 2025-26 from 2024-25 levels by 10.2% (from 2,133 to 2,376). Duplicated Participant enrollment decreased in 2025-26 from 2024-25 levels by 10.3% (from 2,245 to 2,502). More critically, the CCAEC participation rate decreased year-over-year from 78.3% in 2024-25 to 74.2% in 2025-26. Other metrics held similar decreases.

To prepare its Annual and Three-Year Plans, CCAEC Stakeholders extensively analyze enrollment, demographic, Participation, Persistence, and performance data through its Annual Data Review (ADR).

After CCAEC stakeholders analyzed the data and noted the decreases, they arrived at three critical conclusions:

Hostile Environment for Immigrants

Increased efforts to detain undocumented immigrants at the beginning of the program year created stiff head winds for CCAEC enrollment. CCAEC K-12 member schools believe the members experienced a decline in ESL enrollment because of an environment of fear fueled by ICE detentions.

Pivot to CTE and Workforce Prep Has Proven Extremely Beneficial

During the 2018-2019 program year, Azusa, Claremont, and Monrovia began a long journey to increase the quantity and quality of program offerings in CTE and Workforce Preparation. Those efforts included developing new CNA and Pharmacy Technician programs at Claremont, a new Medical Assisting program at Azusa, and a new Certified Medi-Cal Peer Support Specialist program at Monrovia. Azusa and Monrovia made very intentional efforts to improve the quality of existing CTE programs. Powerful partnerships with regional workforce development agencies are a model for the CAEP system to emulate. Job Fairs at Azusa and Monrovia lead to hundreds of job seekers attaining employment. All these efforts have resulted in a significant increase in CTE and Workforce enrollment while ESL enrollment has declined.

Strengthening IET / IELCE Programs Will Increase ESL Enrollment

CCAEC members completed the RFA for Round 3 ELL Healthcare Pathway funds. Though the consortium was not funded, members recognized that strengthening IET / IELCE programs was critical to the CCAEC mission going forward. In light of data herein revealing decreased ESL enrollment and increased CTE and Workforce Prep enrollment, CCAEC stakeholders believe improving these programs and marketing to fill them will be a viable way to reverse enrollment declines in ESL.

Thus, CCAEC members are well-positioned to create an Annual Plan that will reverse decreases in Participation, Persistence, and performance from 2025-26. Following are the major areas of strategic emphasize in 2026-27 for CCAEC members:

Continue Powerful Relationships with Regional Workforce Agencies

One bright spot for CCAEC was meeting all 2025-26 Annual Plan goals related to regional workforce development. The consortium set a record for amount of Title I funds earned from AJCC ITAs (over \$700,000). 2025-26 was the first full year that Monrovia Community Adult School became the collocation for the Monrovia AJCC Affiliate. Through WIOA programs, over 300 regional job seeker received employment, case management, and training services and over 1,500 job seekers attended Job Fairs. Every year, CCAEC members meet with LA WDB AJCCs to discuss training and employment goals. This Annual Plan was informed by recent AJCC Round Table discussions.

Collaborate to Strengthen IET / IELCE Programs

The CCAEC RFA for Round 3 ELL Healthcare Pathway Grant funds presented a very clear plan for CCAEC members to collaborate and strengthen intake process, Healthcare Bridge programs, Literacy and Workforce Prep programs and employment placement to better serve and support English Learners. Members will pursue this plan.

With clear SMART goals for 2026-27, focused efforts on IET / IELCE and prudent fiscal management, the CCAEC is confident 2026-27 will be a successful year and SMART goals will be achieved.

Plans & Goals

How (if at all) do the consortium's previous program year goals differ from the current year's goals?

Goals remain the same

How much progress did the consortium make towards its previous program year goals?

Some progress - around half of the goals were met

Please provide further context on the progress made towards previous program year goals including goals that were accomplished and any success stories you would like to highlight. (Optional)

Though CCAEC ESL Participation enrollment decreased, CCAEC saw a 10.2% increase in CTE participants year-over-year. CCAEC members Azusa, Claremont, and Monrovia made intentional efforts to strengthen these programs. Also, these programs led to increased employment. These are areas of success achieved by consortium members, despite the drop in Services and Participant enrollment.

What barriers did the consortium face in making progress towards its previous program year goals?

✓ Other

Hostile Environment for Immigrants

Please provide further context on the barriers faced towards achieving the consortium's previous program year goals. (Optional)

Every year, the CCAEC Annual Plan goals align with the consortium's Three-Year Plan goals, many of which focus on consortium enrollment, Participation, Persistence and student performance. In order to provide our students with the best educational services possible and effectively help them reach their educational goals, CCAEC member stakeholders analyze significant enrollment, demographic, Participation, Persistence, and performance data through its Annual Data Report (ADR).

The state has well publicized to the field that statewide gaps exist between enrollment and Participation, between Participation and Persistence, and between Persistence and student EFL Gains. The state has asked CAEP schools to address these gaps and significant state resources - regional WIOA meetings, webinars, breakout sessions at the CAEP Summit, OTAN and CalPro trainings, etc. - have been leveraged in the field to help schools address these gaps. Thus, CCAEC members make concerted efforts that support state goals of bridging these gaps by formulating Three-Year Plan and Annual Plan goals to improve

Participation, Persistence, and performance metrics and shrink these gaps for the region.

As noted in the above Executive Summary, CCAEC members experienced decreases in enrollment, Participation, Participation rates, Persistence, Persistence rates and performance. Though the decreases were not large, these outcomes mean 2025-26 Annual Plan goals were not met. Metrics went the wrong way in 2025-26.

Enrollment was definitely impacted by the environment around immigration enforcement. Fear has led to statewide decrease in enrollment. With decreased enrollment, a subsequent decrease in Participants and Persister will occur. But problematically, Participation, Persistence and performance rates decreased.

Statewide Participation, Persistence, and performance gaps exist for a reason. The transitory and academically reticent nature of the population served by noncredit community colleges and K-12 adult school creates strong inherent barriers to success. If someone could definitively explain why over 35% of adult students enroll into CAEP community colleges and K-12 adult schools, but do not return to reach 12 hours of instruction at those schools, and then propose iron-clad solutions to solve this problem, that person would be a miracle worker (and probably pretty wealthy). CAEP schools across the state, and certainly CCAEC institutions, commit tremendous human and financial resources to implement systems that keep students enrolled and successful, but Participation, Persistence, and performance rate gaps are stubborn and inherently difficult to solve.

Whether or not the CCAEC achieves year-over-year Annual Plan goals related to Participation, Persistence, EFL Gains, graduation, and transition is not as critical as whether or not members make goals, continually work to achieve those goals, monitor progress at achieving them, and redirect efforts based on data. CCAEC schools do that with tremendous fidelity.

Year-over-year outcomes may improve significantly, or decrease slightly, but the CCAEC is consistently setting achievement goals, working to meet those goals, and monitoring goal success.

What are the goals for the consortium for the current program year?

- ✓ Address gaps in services
- ✓ Align offering with regional needs
- ✓ Collect and review data
- ✓ Develop career pathways
- ✓ Develop industry-based programs
- ✓ Expand current program offerings
- ✓ Identify community needs
- ✓ Implementing best practices
- ✓ Improve instruction
- ✓ Improve support services
- ✓ Improve the integration of services and transitions
- ✓ Increase awareness of services through marketing and outreach
- ✓ Increase employer collaboration
- ✓ Increase enrollment
- ✓ Increase professional development for staff
- ✓ Increase transitions to postsecondary
- ✓ Increase transitions to workforce
- ✓ Track transition program efficacy

Please provide further context on the consortium's goals for the current program year. (Optional)

Annual Plan goals enumerated in this 2026-27 Plan are aligned with the CCAEC Three-Year Plan and consortium goals to complete the Plan outlined in the CCAEC Round 3 RFA for the ELL Healthcare Pathways Grant.

Below are the goals for Participants and Participation rates from the CCAEC Annual Data Review:

Member	2025-26 No. of Participants	2026-27 Goal for No. of Participants	2025-26 Participation Rate	2026-27 Goal for Participation Rate
Azusa	671	705	63.7%	68.7%
Claremont	511	537	68.7%	72.5%
Duarte	12	13	80.0%	83.0%
Glendora	36	36	97.3%	97.3%
Monrovia	1,015	1,066	86.3%	90.3%
Total	2,245	2,357	74.2%	77.5%

Below are the goals or Persisters and Persistence rates from the CCAEC Annual Data Review:

Member	2025-26 No. of Persisters	2026-27 Goal for No. of Persisters	2025-26 Persistence Rate	2026-27 Goal for Persistence Rate
Azusa	289	312	53.9%	60.0%
Claremont	294	318	72.1%	77.5%
Duarte	4	5	40.0%	60.0%
Monrovia	368	397	69.4%	74.0%
Total	955	1,032	65.6%	70.0%

Below are the goals or Total students to make EFL Gains and EFL Gain rates from the CCAEC Annual Data Review:

Member	2025-26 No. of EFL Gains	2026-27 Goal for No. of EFL Gains	2025-26 EFL Gains Rate	2026-27 Goal for EFL Gains Rate
Azusa	138	152	31.9%	40.0%
Claremont	233	256	59.7%	65.0%
Duarte	5	6	50.0%	60.0%
Monrovia	277	305	52.3%	60.0%
Total	633	729	47.9%	55.0%

Below are the goals or Total students to earn HSDs / HSEs and HSD and HSE rates from the CCAEC Annual Data Review:

Member	2025-26 No. of HSD Grads / HSE Completers	2026-27 Goal for No. of HSD Grads / HSE Completers	2025-26 HSD / HSE Rate	2026-27 Goal for HSD / HSE Rate
Azusa HSD	29	32	31.2%	35.0%
Azusa HSE	19	21	26.4%	30.0%
Claremont HSD	52	55	66.7%	70.0%
Duarte HSD	3	4	30.0%	50.0%
Monrovia HSD	19	25	27.9%	35.0%
Monrovia HSE	8	10	23.5%	30.0%
Total	130	147	36.6%	40.0%

How will the consortium measure progress towards the goals set for the current program year?

- ✓ Course completion/graduation
- ✓ Gathering feedback from partners/participants
- ✓ Participant surveys or interviews
- ✓ Program assessments
- ✓ Student enrollment numbers
- ✓ Student retention

Please provide further context on how the consortium will measure progress towards goals in the current program year. (Optional)

Annually the CCAEC creates an Annual Data Review (ADR) to analyze enrollment, regional and student demographics, enrollment by CAEP program, Participation, Persistence, EFL Gains from CASAS pre- and post-testing, graduation rates, and transitions and make goals to improve upon the metrics reviewed in the ADR. The goals for each member are outlined in the previous section.

CCAEC members and stakeholders monitor goals on quarterly basis by analyzing TOPSpro Enterprise data compared to Annual Plan goals at CCAEC Board meetings.

Assessment

Regional Needs Assessment

Please identify the categories of needs in your region.

- ✓ Alignment of education and workforce needs (incl. addressing labor shortages)
- ✓ Basic/life skills attainment
- ✓ Digital literacy

- ✓ English language learner supports (e.g., incl. programming availability)
- ✓ Increased access to, and development of, accelerated learning model programs (e.g., bridge, co-enrollment, dual enrollment, pre-apprenticeship, IET, etc.)
- ✓ Increased awareness of services available to employers
- ✓ Increased awareness of services available to students (incl. educational services, social services, career services, etc.)
- ✓ Literacy programming
- ✓ Living wage job attainment/career development
- ✓ Short-term Career Technical Education (CTE) training
- ✓ Strengthening partnerships
- ✓ Student access supports: transportation, childcare, etc.

Please identify resources used to identify these gaps.

- ✓ Community stakeholder input
- ✓ Data gathering/student needs assessment
- ✓ Employer input
- ✓ Labor market data (U.S. Bureau of Labor Statistics, Labor Market Index (LMI), California Employment Development Department (EDD))
- ✓ Partner meetings
- ✓ Population demographic data (U.S. Census, etc.)
- ✓ Regional plans
- ✓ Student data (TOPSPro, MIS)

How will you measure effectiveness/progress toward meeting this need? *

In order to meet goals to increase consortium enrollment, Participation, Persistence, performance, and transitions, members must set and continually monitor goals for each metric. CCAEC members have created SMART goals for Participation, Persistence, and performance and will monitor goal progress quarterly at CCAEC Board meetings. With regards to CCAEC members meeting regional needs of workforce alignment, increased IET access, career development and CTE training, CCAEC members will strengthen CTE and ELL Healthcare Pathway programs and monitor these efforts through Board meeting updates.

Strengthened WDB partnerships will be measured by tracking the amount of Title I training funds each member receives and by the aggregate numbers of students served regional AJCCs.

Provide any further context on the need gap(s), your process for collecting data, how needs are being met, how they plan to be met, or how the needs of adults served by your region may be unique. Data for Participation, Persistence, and performance is culled from TOPSpro Enterprise (TE) reports that are run monthly. CCAEC members will monitor SMART goal progress by reviewing TE reports quarterly at CCAEC Board meetings. Numerous strategies to meet Annual Plan goals are outlined in the CCAEC Three-Year Plan and CCAEC members will pursue these strategies with fidelity. Strategies are outlined in the Activities and Outcome section of the Annual Plan.

Provide any further context on the need gap(s), your process for collecting data, how needs are being met, how they plan to be met, or how the needs of adults served by your region may be unique. *

Data for Participation, Persistence, and performance is culled from TOPSpro Enterprise (TE) reports that are run monthly. CCAEC members will monitor SMART goal progress by reviewing TE reports quarterly at CCAEC Board meetings.

Numerous strategies to meet Annual Plan goals are outlined in the CCAEC Three-Year Plan and CCAEC members will pursue these

strategies with fidelity. Strategies are outlined in the Activities and Outcome section of the Annual Plan.

CCAEC members Azusa, Claremont, and Monrovia are strengthening CCAEC IET/IELCE programs. Though the consortium was not awarded ELL Healthcare Pathways grant funds, members are working to make IET support programs and Healthcare Bridge classes more robust across the consortium by sharing professional development and best practices with curriculum, instruction, and assessment.

Activities & Outcomes

Objective #1: Address Educational Needs

Improve Outreach and Targeted Marketing THREE-YEAR PLAN 2025-28

Brief Description of Activity and Significance of Activity to Outcome *

CCAEC member institutions will use general and targeted marketing efforts noted in this Three-Year Plan to increase student enrollment in all CCAEC programs. Key deliverables will include online and social media ads, traditional marketing collateral, flyers to community members and district parents for the K-12 members, and calendar of community events.

Adult Education Metrics and Student Barriers

- All: Reportable Individuals (200AE)
- Student Barriers: English Language Learner (149AE)

Responsible Positions, Responsible Consortium Members, and Proposed Completion Date *

Responsible Position	Responsible Member	Proposed Completion Date
Azusa USD Administration	Azusa Unified	06/30/2028
Claremont USD Administration	Claremont Unified	06/30/2028
Duarte USD Administration	Duarte Unified	06/30/2028
Glendora USD Administration	Glendora Unified	06/30/2028
Monrovia USD Administration	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

Objective #2: Improve Integration of Services & Transitions

Strengthen WDB & AJCC Collaboration THREE-YEAR PLAN 2025-28

Brief Description of Activity and Significance of Activity to Outcome *

AUSD, CUSD, and MUSD will plan and implement a number of tangible strategies to improve alignment with LA WDB and WDB AJCCs. Key activities will include:

- Engage in LA WDB Local Area Plan planning sessions
- Engage in multiple Round Tables with LA WDB AJCCs to identify WDB training priorities
- Leverage Monrovia AJCC Affiliate WIOA services to help regional job seekers and consortium students
- Hold large-scale Job Fairs for CCAEC students and regional residents

Deliverables would include:

- Calendar of Round Table discussions
- Data on CCAEC students who receive WIOA Title I Individualized Training Agreements (ITAs) from LA WDB AJCCs
- Data on CCAEC students who complete CCAEC CTE training programs and find employment
- Increased enrollment of Job Seekers at CCAEC Job Fairs

All of these efforts will be implemented to improve student transition to employment.

Adult Education Metrics and Student Barriers

- All: Reportable Individuals (200AE)
- Student Barriers: English Language Learner (149AE)

Responsible Positions, Responsible Consortium Members, and Proposed Completion Date *

Responsible Position	Responsible Member	Proposed Completion Date
Azusa USD Administration	Azusa Unified	06/30/2028
Claremont USD Administration	Claremont Unified	06/30/2028
Monrovia USD Administration	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

Objective #3: Improve Effectiveness of Services

Improve Transition to Post-Secondary THREE-YEAR PLAN 2025-28

Brief Description of Activity and Significance of Activity to Outcome *

CCAEC CCD and K-12 members will strengthen existing efforts to increase transitions to post-secondary and Credit courses at Citrus College. Strategies over the next three years to improve transition to credit will focus on increased counseling collaboration between Citrus College and K-12 members, improving dual enrollment, and increased outreach and assistance to Citrus College Noncredit students to improve transitions to Credit.

Key deliverables will include:

- Scheduled sessions with Citrus College counselors on K-12 campuses provide outreach and application assistance
- Scheduled sessions to outreach for dual enrollment
- Noncredit events

Adult Education Metrics and Student Barriers

- All: Reportable Individuals (200AE)

Responsible Positions, Responsible Consortium Members, and Proposed Completion Date *

Responsible Position	Responsible Member	Proposed Completion Date
Azusa Administration	Azusa Unified	06/30/2028
Citrus Noncredit Administration	Citrus CCD	06/30/2028
Claremont Administration	Claremont Unified	06/30/2028
Duarte Administration	Duarte Unified	06/30/2028
Glendora Administration	Glendora Unified	06/30/2028
Monrovia USD Administratrionq	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

Fiscal Management**Alignment & Carryover****Alignment with Three-Year Plan ***

The CCAEC Annual Data Review drives all CCAEC processes, especially the the Three-Year Plan and the Annual Plan process.

CCAEC Board Representatives look at enrollment to make funding allocation decisions. CCAEC stakeholders analyze consortium demographics of its students and the cities in which they live to identify regional gaps. Marketing efforts for CTE, ESL, and ASE/ ABE rely on stakeholder analysis of performance and enrollment data.

Describe the consortium's approach to incorporate carryover funds from prior year(s) into planned activities. *

No CCAEC member has significant carryover, especially carryover that approaches the 20% threshold noted in education code 84914. Accordingly, the consortium has no need to plan member activities to address carryover funds.

Usage**How does the consortium plan to use allocated funds in the upcoming year?**

- ✓ Fund staff salaries
- ✓ Fund teaching salaries
- ✓ Improve student learning
- ✓ Improve technology
- ✓ Increase marketing and outreach
- ✓ Purchase equipment
- ✓ Purchase program materials
- ✓ Purchase software
- ✓ Support existing adult education programs

Please provide further context on how funds will be used in the upcoming year. (Optional)

Not Entered

Consortium Objectives & Activities Overview

Objectives & Activities

✓ = consortium has included this activity in an Annual Plan from the 2025-28 Three-Year Plan

✗ = consortium has NOT selected this activity in an Annual Plan from the 2025-28 Three-Year Plan

Activity	Origin	Included in Annual Plan
Objective #1: Address Educational Needs		
Improve Outreach and Targeted Marketing	THREE-YEAR PLAN 2025-28	✓
Objective #2: Improve Integration of Services & Transitions		
Strengthen WDB & AJCC Collaboration	THREE-YEAR PLAN 2025-28	✓
Objective #3: Improve Effectiveness of Services		
Improve Transition to Post-Secondary	THREE-YEAR PLAN 2025-28	✓

Certification

No approver contacts.



California
Community
Colleges



2026 © California Community Colleges

NOVA Site Version: [10.7.2](#)