



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Wednesday, August 18, 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

Minutes – Approved 9/15/26 Act # 26-20

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

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

Anthony Contreras, Azusa USD	Tardy	John Russell, Program Director (Virtually)
	(Virtually)	
Felipe Delvasto, Claremont USD	(Virtually)	
Flint Fertig, Monrovia USD	(Virtually)	
Linda Ju-Ong, Citrus College	(Virtually)	
Kevin Morris, Duarte USD	Tardy	
	(Virtually)	
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 July 29, 2026 Regular Executive Board Open Session Meeting.

Act # 26-17 Motion by Ms. Ju-Ong, seconded by Ms. Shibata **Vote to Approve 4-0-1**

Representative Contreras Abstain Representative Delvasto Y Representative Fertig Y

Representative Ju-Ong Y Representative Morris Absent Representative Shibata Y

Ms. Ju-Ong noted that the minutes were incomplete with regards to the Citrus College report. Board approved minutes with the understanding the minutes would be revised and properly complete the Citrus report.

(The properly revised minutes are on the CCAEC website for member review.)

C. COMMUNICATIONS

1. Representative reports:

Azusa: Dr. Contreras reported that Azusa had been certified as an official Pearson VUE testing center. In addition to HiSET and GED, they can serve CBEST and CSET testers and the full gamut of tests offered by Pearson. He noted that CCAEC members should send their students to Azusa for testing and that HiSET testers could reserve online times and that vouchers were available. Dr. Contreras also reported that Azusa's classes had started and he felt very positive about the 2026-27 program year.

Citrus: Ms. Ju-Ong reported that the college hired a new Dean of Counseling and the new dual enrollment counselor would get approved soon. She noted that classes in the fall semester would start next Monday, August 24.

Claremont: Mr. Delvasto reported that Claremont reported that CNA was full with 15 students enrolled and Pharmacy Tech had 8 students. He reported that Claremont's Citizenship class was very low and asked other CCAEC members if they were experiencing the same problem. Member advised yes.

Duarte: No report.

Glendora: Ms. Shibata reported that K-12 Parent Success classes resumed August 13.

Monrovia: Mr. Fertig reported that ESL enrollment was down, but that CNA was full and Pharmacy Technician started the previous Saturday with 16 students.

2. Program Director report.

Mr. Russell reported that though the Annual Plan had already been approved in NOVA, he wanted to place the Annual Plan on the 8/18/26 agenda so that there was a record of an official vote in the meeting minutes.

D. PUBLIC COMMENTS

1. Public comment for items not on the agenda.

None at this time.

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

None at this time. However, Ms. Regina Sells-Arnold, the Literacy Services and Adult Education Coordinator for the Azusa Public Library, did arrive before the end of the meeting to check in with the Board.

E. CCAEC EXECUTIVE BOARD ACTION ITEMS

1. BOARD APPROVAL OF 2026-27 CAEP ALLOCATION AMMENDMENT

Act # 26-18 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative Ju-Ong Y Representative Morris T Representative Shibata Y

Monrovia requested to move \$15,000 of its CAPE allocation to Claremont 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

Act # 26-19 Motion by Dr. Contreras, seconded by Mr. Fertig **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative Ju-Ong Y Representative Morris A Representative Shibata Y

CCAEC Board review and approve CCAEC 2026-27 Annual Plan that was previously approved in NOVA.

F. CCAEC EXECUTIVE BOARD INFORMATIONAL ITEMS

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

Mr. Russell reviewed with Board Representatives 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 advised 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 advised 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

Meeting was adjourned by Chair Delvasto at 2:05.