



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, December 17, 2024, 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 1/21/25 Act # 25-01

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

1.1 Meeting called to order by Chair Felipe Delvasto at 1:36.

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, Proxy	(Virtually)		
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 November 19, 2024 Regular Executive Board Open Session Meeting.

Act # 24-28 Motion by Mr. Morris, 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
Minutes approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Dr. Contreras reported that things were going well at the school. Azusa had students who had earned their diploma and completed the HiSET. He also reported that Mr. Russell and Ms. Macchia from MCAS had come to AAEC to train Azusa on AJCC workflow process and best practices and he was appreciative of that.

Citrus: Ms. McCraven reported that the Citrus Winter Session would start January 6, 2025 and Spring would start February 17, 2025. She reported that in order to accommodate all K-12 members, Citrus Noncredit would hold an Open House on both April 10, 2025 and April 24, 2025. She advised that the Noncredit Transition Specialist would be reaching out to the K-12 members with more details. Finally, Ms. McCraven wished all the CCAEC Board members happy holidays.

Claremont: Mr. Delvasto reported that the spring session for Pharmacy Tech had a waiting list and that Claremont had about 18 students in Pharmacy Tech and 12 students in CNA. Mr. Delvasto advised the San Bernardino AJCC has a new Director and that he was hoping this would mean Claremont Adult School would have a less difficult time getting students from SB County approved for Title I funding. He advised Claremont was finishing its FPM with zero findings. Mr. Delvasto said the CDE consultant had reported that the members of the CCAEC appeared to work together very well.

Duarte: Mr. Morris reported that Duarte USD Board of Education had approved the application that would be submitted to CDE so that Duarte could become a chartered adult school. He noted the application was a lot of work requiring narrative on budget approval, facility designation, and staffing, among many other items. Mr. Morris reported that Duarte already had some diploma graduates and increased enrollment

Glendora: Ms. Shibata reported that Glendora was still working on growing their programs. She advised they had 17 students in HSD, 26 students in Parent Success and a handful of students in ESL. Glendora already had 4 diploma graduates. Ms. Shibata thanked Mr. Fertig and Mr. Russell for meeting with her before the meeting to clarify some fiscal issues and some other adult ed issues.

Monrovia: Mr. Fertig reported that the partnership with Pacific College was now operational. Pacific College LVN students were attending classes on the MCAS campus. He noted this gives MCAS CNA students an opportunity to continue their education on our campus.

3.2 Program Director report.

Mr. Russell had 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 DISCUSSION OF SB 544 DUAL ENROLLMENT

Ms. McCraven discussed dual enrollment with Citrus College and K-12 adult schools as offered from SB 544. She advised that Thania Lucero, the CCAEC Transition Specialist, will meet with counselors of K-12 schools to find a system to identify those adult students who would benefit as concurrently enrolled students.

5.0 BOARD REVIEW OF CUMULATIVE CARRYOVER

Program Director reviewed CCAEC cumulative carryover over last 8 years and to guide discussions for 2024-25 Q1 expenditures.

6.0 BOARD APPROVAL OF AZUSA 2024-25 Q1 EXPENDITURES

Act # 24-29 Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata Y

Azusa Representative and CCAEC Program Director reviewed Azusa's CCAEC 2024-25 Q1 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

(All agenda items 6.0 – 10.0 were approved under the same act. CCAEC Representatives reviewed Azusa 24-25 Q1 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

7.0 BOARD APPROVAL OF CLAREMONT 2024-25 Q1 EXPENDITURES

Act # 24-29 Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata Y

Claremont Representative and CCAEC Program Director reviewed Claremont's CCAEC 2024-25 Q1 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

(CCAEC Representatives reviewed Claremont 24-25 Q1 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

8.0 BOARD APPROVAL OF DUARTE 2024-25 Q1 EXPENDITURES

Act # 24-29 Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata Y

Duarte Representative and CCAEC Program Director reviewed Duarte's CCAEC 2024-25 Q1 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

(CCAEC Representatives reviewed Duarte 24-25 Q1 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

9.0 BOARD APPROVAL OF GLENDORA 2024-25 Q1 EXPENDITURES

Act # 24-29 Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata Y

Glendora Representative and CCAEC Program Director will review Glendora's CCAEC 2024-25 Q1 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

(CCAEC Representatives reviewed Glendora 24-25 Q1 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

10.0 BOARD APPROVAL OF MONROVIA 2024-25 Q1 EXPENDITURES

Act # 24-29 Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**

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

Monrovia Representative and CCAEC Program Director will review Monrovia's CCAEC 2024-25 Q1 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

(CCAEC Representatives reviewed Monrovia 24-25 Q1 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

11.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair Delvasto at 2:14 p.m.