



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Board Agenda

for

Regular Meeting of the Executive Board

July 6, 2017

1111 E. Artesia Blvd.
Compton, CA 90221

TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM
Executive Committee

Christopher Calvin, Representative

Jerry King, Representative

Rodney Murray, Ph.D., Representative

Bambi Smith, Representative

We connect education and workforce training to create family sustaining careers.

Tri City Adult Education Regional Consortium

1111 E. Artesia Blvd., Compton, CA 90221
(310) 900-1600 ex. 2788



REGULAR MEETING OF EXECUTIVE BOARD

AGENDA

July 6, 2017

EXECUTIVE BOARD

CHRISTOPHER CALVIN
Representative

JERRY KING
Representative

RODNEY MURRAY, Ph.D.
Representative

BAMBI SMITH
Representative

The Executive Board will meet in Open Session at 2:00 p.m. in the VT Conference Room (VT 132) at Compton College, located on 1111 E. Artesia Blvd., Compton, California. Closed Session may be conducted in accordance with applicable sections of California law.

In compliance with the Americans with Disabilities Act, those requiring special assistance to access the meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact Iris Fernández, ECC Compton Center Division 2 Program Specialist at 310.900.1600, ext. 2788 or ifernandez@elcamino.edu. Notification of at least 48 hours prior to the meeting will enable the Consortium to make reasonable arrangements.

I. Call to Order _____

II. Mission Statement – Bambi Smith, Lynwood Community Adult School
We connect education and workforce training to create family sustaining careers.

III. Roll Call

- a. Christopher Calvin
- b. Jerry King
- c. Dr. Rodney Murray
- d. Bambi Smith

IV. Approval of Agenda

- a. Motion _____
- b. Second _____
- c. Vote _____

V. Approval of Minutes of June 27, 2017

- a. Motion _____
- b. Second _____
- c. Vote _____

VI. Reports from Representatives, Fiscal Agent and Interim Project Manager

- a. Representatives - Reports on conferences attended, scheduled meetings or other training or informational activities related to the Consortium.
 - i. Compton Adult School – Christopher Calvin
 - ii. Compton Community College District – Dr. Rodney Murray
 - iii. Lynwood Community Adult School – Bambi Smith
 - iv. Paramount Adult School – Jerry King
- b. Fiscal Agent – Jerry King, Paramount Unified School District
 - i. Budget Update
 - ii. 2017-18 Memorandum of Understanding Update (Conference Item)
 - iii. Other
- c. Interim Project Manager – Richard Morgan (Tentatively)
 - i. Task Force Updates
 - 1. Career Pathways
 - 2. Data
 - 3. Events
 - 4. Marketing
 - ii. AEBG
 - iii. Other

VII. Hearing Section: Request to Address the Tri City Executive Board – Agenda/Non-Agenda Items

Persons wishing to address the Board should sign in on the optional sign in sheet that is located on the table by the door. Speakers will be called in sequence during the Hearing Sections which is limited to one hour and each speaker to one presentation of three minutes unless the Board wishes to waive the time limit. Those who have a group concern are encouraged to select a spokesperson to address the Board.

Persons wishing to address the Board on a specific agenda item at the time the item is under discussion are limited to three minutes each and will be called to speak following the staff comments and prior to the Board’s discussion and taking action.

VIII. Information Items

These items are intended to keep the Board informed on various matters that do not require formal action by the Board.

- a. 2017-18 Organizational Chart
- b. 2017-18 Tri City Adult Education Regional Consortium Master Calendar
- c. Coming up Deadlines and Important Dates:
 - i. Deliverables:
 - 1. **July 31st** – 2015-16 Period 4 Activities: January 1, 2016-July 31, 2017 Expenses & Progress Reports Due (Online Certification Required).

2. **July 31st** – 2016-17 Period 2 Activities: July 1, 2016-July 31, 2017 Expenses & Progress Reports Due (Online Certification Required).
 3. **August 1st** – End of year data, TOPSpro® Enterprise Due.
 4. **August 1st** – Fourth Quarter Data Integrity Report (email, fax or mail hard copy to CASAS).
 5. **August 15th** – Annual Plan Due.
- ii. Other Deadlines:
1. **August 30th** – Release of 2017-18 AEBG funds.
 2. **September 15th** – Release of 2017-18 AEBG Financial System Passwords.

IX. Expenditure Items

These items are intended for the board to review, representing expenses to be made on behalf of the Consortium by the member agencies. The Board may further discuss these expenditure items at a Study Session or submit them as an Action Item for the following Board Meeting.

- There are no **Expenditure Items** to be reviewed.

X. Conference Items

These items are presented for advanced planning and to assist the Board in establishing further agenda items. The Board may, however, take action on the following:

- a. **DigiCal Design Services** – 2017-18 Contract
- b. **SumTotal Marketing** – 2016-17 Contract & addendum to contract regarding outstanding services.
- c. **2017-18 Memorandum of Understanding** – Review draft
- d. **Executive Summit** – Review dates, location and other items related to this event.
- e. **American Printing & Promotions Proposal** – Review promotional items and quantity order.
Estimated Proposal Amount: **\$8,646.80**

XI. Action Items

These items are presented for action at this time. Some may have been reviewed by the Board at a previous meeting under the Conference Items section of the agenda.

- a. DigiCal Design Services – Vote to approve 2017-18 Contract for continue website services.
 - i. Motion _____
 - ii. Second _____
 - iii. Vote _____

- b. SumTotal Marketing – Vote to 2016-17 Addendum to Contract for Outstanding Services.
 - i. Motion _____
 - ii. Second _____
 - iii. Vote _____
- c. 2017-18 Memorandum of Understanding – Vote to approve.
 - i. Motion _____
 - ii. Second _____
 - iii. Vote _____
- d. American Printing & Promotions Proposal – Vote to approve promotional items and quantity of items.
 - i. Motion _____
 - ii. Second _____
 - iii. Vote _____

XII. Board Meeting Calendar

Any additions to or changes in the next Regular Meeting and/or special meeting calendar and agenda will be discussed.

- a. Tentative agenda items for next Study Session on July 20th.
- b. Tentative agenda items for next Board Meeting on August 3rd.

XIII. Announcements

- a. Welcome Mr. Doi Johnson, new Principal at Compton Adult School.
- b. Thank you Ms. Bambi Smith, who will continue as Principal at Lynwood Community Adult School.
- c. Welcome Dr. Yvonne Rodriguez, new Principal at Paramount Adult School.
- d. Thank you Mr. Jerry King for your service for the 2016-17 Academic Year.
- e. Thank you Mr. Richard Morgan for your service for the 2016-17 Academic Year.
- f. Welcome Ms. Beatriz Sapiens, Student Services Advisor at Compton College.
- g. Thank you to all the committee members for their dedicated work for the 2016-17 Academic year.
- h. Next Study Session will be on Thursday, July 20th at Compton College.

XIV. Next regularly scheduled meeting date

Thursday, August 3, 2017; 2:00 p.m. at Compton College; 1111 E. Artesia Blvd., Compton, California. Location: VT Conference Room (VT 132).

XV. Adjournment

- a. Motion _____
- b. Second _____
- c. Vote _____