



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Board Minutes

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

MINUTES

July 6, 2017

EXECUTIVE BOARD

CHRISTOPHER CALVIN
Representative

JERRY KING
Representative

RODNEY MURRAY, Ph.D.
Representative

BAMBI SMITH
Representative

The Executive Board met in Open Session in VT 131 at Compton College, located on 1111 E. Artesia Blvd., Compton, California.

I. Call to Order

The meeting was called to order at 2:13 p.m.

II. Mission Statement

The Mission Statement was read by Jerry King, representative of Paramount Unified School District.

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

III. Roll Call

Present

- a. Doi Johnson in representation of Christopher Calvin
- b. Jerry King
- c. Dr. Rodney Murray

Absent:

- i. Christopher Calvin
- ii. Bambi Smith

Non-Voting Members Present:

- iii. Iris Fernández
- iv. Dr. Yvonne Rodriguez
- v. Beatriz Sapiens
- vi. Celia Valdez

IV. Approval of Agenda

- a. Motion: Jerry King
- b. Second: Doi Johnson
- c. Vote: 4-0

Action	Johnson	King	Dr. Murray (2 votes)	Smith
Approved	Yes	Yes	Yes/Yes	Absent

V. Approval of Minutes of June 27, 2017

- a. Motion: Jerry King
- b. Second: Doi Johnson
- c. Vote: 4-0

Action	Johnson	King	Dr. Murray (2 votes)	Smith
Approved	Yes	Yes	Yes/Yes	Absent

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~~ Doi Johnson
 - Mr. Johnson read a report provided by Dr. Connor from Compton Adult School regarding the candidates for the Program Manager position.
 - Up until the report was produced 104 candidates had been received.
 - 91 were rejected for not having Adult Education Experience or not being interested in such field.
 - Dr. Murray asked about the other sites where the position was going to be advertised. Ms. Fernández explained that due to the year-end fiscal deadlines this had not been possible. However, it could still be done in the new fiscal year.
 - Dr. Murray asked if there was a hiring committee to review the candidates.
 - Ms. Fernández stated that there was no committee since the Board had decided to review the candidates themselves. However, Dr. Connor will only be discarding those with no education experience. Than the Board will make the decision based on a smaller group of candidates.
 - Dr. Murray suggested to at least two people look at the candidates instead of just one.
 - Since the deadline was June 30th, the account with ZipRecruiter will be closed and only those who responded by the deadline will be considered.
 - The Board will look at the candidates during the Study Session on July 20th.
 - ii. Compton Community College District – Dr. Rodney Murray
 - Dr. Murray introduced Beatriz Sapiens as the new Student Services Advisor for Division 2 at Compton College.

- iii. Lynwood Community Adult School – Bambi Smith
 - Absent, report tabled for next meeting.
- iv. Paramount Adult School – Jerry King
 - Mr. King introduced Dr. Yvonne Rodriguez as the new Principal at Paramount Adult School.
- b. Fiscal Agent – Jerry King, Paramount Unified School District
 - i. Budget Update
 - Mr. King reminded the Board about the deliverables due on July 31st. One for 2015-16 and the other for 2017-18.
 - ii. 2017-18 Memorandum of Understanding Update (Conference Item)
 - Mr. King spoke to Mr. Frutos regarding the MOU. Mr. Frutos would agree with the MOU as long as it demonstrates the agreement on the distribution of funds.
 - iii. Other
- c. Interim Project Manager – Richard Morgan (Tentatively)
 - Absent, report tabled for next meeting.
 - 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.

- There were no **Requests to Address the Tri City Executive Board.**

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
 - Dr. Murray suggested to change the Board member from Christopher Calvin to Doi Johnson.
 - Mr. King asked Mr. Johnson if he had been selected as the Board Member from Compton Unified School District, since that's it may be a similar situation as at PUSD, where the PUSD Board selects the representing member for the Tri City Board.
 - Mr. Johnson will talk to Mr. Calvin and inform the Board.
 - Dr. Murray made changes to the representative from Compton College to the Organizational Chart.
 - Dr. Murray said that he will include Faculty members in the Consortium's Task Forces.
 - Mr. King stated that Paramount Adult School has faculty members as representatives in the Task Forces.
- b. 2017-18 Tri City Adult Education Regional Consortium Master Calendar
 - The Calendar will be uploaded to Google Docs.
- 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.
 - Will be reviewed during the Study Session on July 20th.
 - ii. Other Deadlines:
 1. **August 30th** – Release of 2017-18 AEBG funds.
 - Mr. King will look into this information.
 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:

- Mr. King suggested (since he was asked by one of the vendors prior to the start of the meeting) to discuss the items/contracts/agreements regarding the vendors separately and privately, meaning with only the Board Members present and not the public.
 - Dr. Murray stated that it cannot be done privately, that per Brown Act, these presentations/discussions needed to be with the public present.
- a. **DigiCal Design Services – 2017-18 Contract**
- Presenter’s name: Ross Gile
 - DigiCal hosts the website and the email for the consortium.
 - Mr. Gile stated that it was the first time where he needed to do a contract to continue services, that other consortiums just paid the monthly fee agreed at the beginning of the contract.
 - He also said that he wanted to make the website aside from informational, usable; make it a tool.
 - His first consortium was Rio Hondo; he now works with other consortia in the LA region.
 - Dr. Murray suggested to look at the list that was created with the items completed/not completed by DigiCal and provide a report on those items.
 - He showed the Board a demo site that he’s building for another consortium.
 - Mr. Gile recommends only one person to update the sit with the classes.
 - Mr. Gile gave suggestions to make the consortium’s website robust.
- b. **SumTotal Marketing – 2016-17 Contract & addendum to contract regarding outstanding services.**
- Presenter’s name: Joe Laing
 - Similar to DigiCal, the Board asked Mr. Laing was asked to look at the list provided and do his report based on that.
 - Mr. Laing reported on the issues that prevented SumTotal Marketing from completing the deliverables outlined in the contract.

- Mr. Johnson suggested to have Mr. Laing send a list of items needed from the Consortium to Mr. King and copy Ms. Fernández.
 - Mr. Laing will provide the Board with an estimated time of delivery of the items not completed.
- c. **2017-18 Memorandum of Understanding** – Review draft
- The Board review the MOU.
 - They agreed on the amounts each site will receive as they are the same amounts as in 2016-17.
 - The Board is ready to vote to approved the MOU.
- d. **Executive Summit** – Review dates, location and other items related to this event.
- Dr. Murray informed the Board that Peter Simon is not available until early August to facilitate the Summit.
 - Dr. Murray expressed preferring to wait until Peter Simon is able to facilitate since he has worked with other consortia.
 - The Board decided to ask Peter Simon if he could organize the Summit.
 - Dr. Murray asked the Board Members for their available dates for the Summit, preferably for these dates to be before or by October.
 - The representative from SAGE will be invited to the Summit, so the Board Members can provide guidance for the Articulation Process.
 - The Board decided not to wait for the Summit to work on the Annual Plan, but to do it during the Study Session on July 20th.
- e. **American Printing & Promotions Proposal** – Review promotional items and quantity order.
Estimated Proposal Amount: **\$8,646.80**
- The correct proposal amount is \$8,657.81. The quote was received after the agenda was posted.
 - The quote The set-up fee for item #2 needs clarification since this will increase the amount of this item if each item needs a different set-up with a different logo.

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: Jerry King
 - ii. Second: Doi Johnson
 - iii. Vote: 4-0

Discussion: The Board decided to approve the addendum, which will add the classes to the website as explained during the presentation and included in the addendum. This will cost an additional \$5,000. The total amount of this contract is \$7,400 for fiscal year 2017-18, which includes the \$2,400 (\$200/month) retention fee plus the \$5,000 for the additional services listed.

Action	Johnson	King	Dr. Murray (2 votes)	Smith
Approved	Yes	Yes	Yes/Yes	Absent

b. SumTotal Marketing – Vote to approve 2016-17 Addendum to Contract for Outstanding Services.

- **This item was tabled for further discussion at the Study Session.**

- i. Motion _____
- ii. Second _____
- iii. Vote _____

c. 2017-18 Memorandum of Understanding – Vote to approve.

- i. Motion: Jerry King
- ii. Second: Doi Johnson
- iii. Vote: 4-0

Action	Johnson	King	Dr. Murray (2 votes)	Smith
Approved	Yes	Yes	Yes/Yes	Absent

d. American Printing & Promotions Proposal – Vote to approve promotional items and quantity of items.

- i. Motion: Doi Johnson
- ii. Second: Jerry King
- iii. Vote: 4-0

Discussion: The items were approved with a note to check on the set-up fee for item #2.

Action	Johnson	King	Dr. Murray (2 votes)	Smith
Approved	Yes	Yes	Yes/Yes	Absent

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.
 - Review the candidates from ZipRecruiter.
 - Update from SumTotal Marketing.
 - Review and update (if needed) the Annual Plan.

- b. Tentative agenda items for next Board Meeting on August 3rd.
 - This will be discussed at the Study Session on July 20th.

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).

- The meeting will be in room VT 131.

XV. Adjournment

The meeting was adjourned at 4:41 p.m.

- a. Motion: Doi Johnson
- b. Second: Jerry King
- c. Vote: 4-0

Action	Johnson	King	Dr. Murray (2 votes)	Smith
Approved	Yes	Yes	Yes/Yes	Absent