



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Board Agenda

for

Special Meeting of the Executive Board

August 10, 2017

1111 E. Artesia Blvd.
Compton, CA 90221

TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM
Executive Committee

Christopher Calvin, Representative
Yvonne Rodriguez, Ed.D., 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



SPECIAL MEETING OF EXECUTIVE BOARD

AGENDA

August 10, 2017

The Executive Board will meet in Open Session at 2:00 p.m. in the VT 131 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 – Dr. Yvonne Rodriguez, Paramount Adult School
We connect education and workforce training to create family sustaining careers.

III. Roll Call

- a. Christopher Calvin
- b. Dr. Yvonne Rodriguez
- c. Dr. Rodney Murray
- d. Bambi Smith

IV. Approval of Agenda

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

V. Approval of Minutes of July 6, 2017

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

EXECUTIVE BOARD

CHRISTOPHER CALVIN
Representative

JERRY KING
Representative

RODNEY MURRAY, Ph.D.
Representative

BAMBI SMITH
Representative

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 – Dr. Yvonne Rodriguez
- b. Fiscal Agent – Dr. Yvonne Rodriguez, Paramount Unified School District
 - i. Budget Update
 - ii. 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. Recently Past Deadlines:
 - 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).
- b. Coming up Deadlines and Important Dates:
- i. Deliverables:
 1. **August 15th** – Annual Plan Due.
 2. **October 31st** – 2017-18 AEBG Budget (online budget certification required).
 3. **October 31st** – 1st Quarter Data, TOPSpro® Enterprise Due
 4. **October 31st** – 1st Quarter Data Integrity Report (e-mail, fax, or mail hard copy to CASAS).
 5. **December 20th** – Data and Accountability AEBG Budget Revision (online certification required).
 6. **December 20th** – 2015-16 Budget Revision (online certification required)
 7. **December 20th** – 2016-17 Budget Revision (online certification required).
 8. **December 20th** – 2017-18 Budget Revision (online certification required).
 - ii. Other Deadlines:
 1. **August 30th** – Release of 2017-18 AEBG funds.
 2. **September 15th** – Release of 2017-18 AEBG Financial System Passwords.
 3. **February 1st-2nd** – CAEAA (California Adult Education Administrators Association) Conference.
 4. **February 7th-9th** – ACCE (Association of Community & Continuing Education) Conference.

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 needs to be signed.
- b. **SumTotal Marketing** – Joe Laing.

- c. **2017-18 Annual Plan** – Final review.
- d. **Executive Summit** – Update.

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. 2017-18 Annual Plan – Vote to approve.
 - 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 August 17th.
- b. Tentative agenda items for next Board Meeting on September 7th.

XIII. Announcements

- a. Welcome Ms. Alicia Zambrano, Career Pathways Coordinator at Compton College.
- b. Next Study Session will be on Thursday, August 17th at Compton College.

XIV. Next regularly scheduled meeting date

Thursday, September 7, 2017; 2:00 p.m. at Compton College; 1111 E. Artesia Blvd., Compton, California. Location: VT 131.

XV. Adjournment

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