



# TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

## **Board Minutes**

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

### MINUTES

**August 10, 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 2:26 p.m.

#### **II. Mission Statement**

The Mission Statement was read by Dr. Yvonne Rodriguez, representative of Paramount Adult School

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

#### **III. Roll Call**

##### **Present**

- a. Doi Johnson in representation of Christopher Calvin
- b. Dr. Yvonne Rodriguez
- c. Dr. Rodney Murray
- d. Bambi Smith

##### **Absent:**

- i. Christopher Calvin

##### **Non-Voting Members Present:**

- ii. Iris Fernández
- iii. Beatriz Sapiens
- iv. Celia Valdez
- v. Alicia Zambrano

#### **IV. Approval of Agenda**

- a. Motion: Bambi Smith
- b. Second: Dr. Yvonne Rodriguez
- c. Vote: 5-0

**V. Approval of Minutes of July 6, 2017**

- a. Motion: Bambi Smith
- b. Second: Dr. Yvonne Rodriguez
- c. Vote: 5-0

**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

- Looking into adding Phlebotomy to its curriculum. Will meet on Monday, August 14<sup>th</sup> with a contact provided by Lynwood Community Adult School.
- Will also look into a beginning engineering program, targeting especially Black and Latina women.

- ii. Compton Community College District – Dr. Rodney Murray

- Dr. Murray asked the board members from the adult schools for times and days for the tutors to be on the Adult Schools sites.
- Final stages of interviewing candidates for the Director of Adult Education. The final interview will be September 1<sup>st</sup>.
- Introduced Alicia Zambrano as the new Career Pathways Coordinator. Initially, Alicia and Beatriz will focus on doing outreach to increase CTE enrollment. Secondly, they will go to the adult schools and establish a presence there to assist students. They will also create non-credit and other pathways for the students to transition to the community college.

- iii. Lynwood Community Adult School – Bambi Smith

- No Report.

- iv. Paramount Adult School – Dr. Yvonne Rodriguez

- Looking into adding Phlebotomy to its curriculum and piloting the program.
- Also looking into taking the highest ESL classes and connect them to a career pathway.

- b. Fiscal Agent – Dr. Yvonne Rodriguez, Paramount Unified School District

- i. Budget Update

- Submitted the 2015-16 and 2016-17 the Expenses and Progress Reports.

- Dr. Murray asked if Compton College had been put back on the Consortium page at the AEBG site since the college was missing. Dr. Rodriguez will talk to Jerry once he returns.
- There will be a Consortium Directors Summit in October, the information will be sent directly to the directors of the consortia.
- Dr. Rodriguez and Iris Fernández will upload the Program Plan today after the meeting.

ii. Other

c. Interim Project Manager – Richard Morgan (Tentatively)

i. Task Force Updates

1. Career Pathways
2. Data
3. Events
4. Marketing

ii. AEBG

- Iris Fernández provided updates from AEBG. The eNewsletters have been posted on Basecamp.
- She also mentioned the upcoming trainings, summits, etc.
- She also will be adding deadlines to the schedule on Basecamp.

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.

- Celia Valdez and Iris Fernández spoke with Ross from DigiCal regarding the website. They need a contact person from the adult schools to work on the spreadsheet that will be sent by Ross.
- Alicia Zambrano reported on the enrollment in MTT and HVAC classes. There is still space available in these classes. She and Beatriz can assist students with the enrollment process. Classes begin on August 26<sup>th</sup>.

## 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 31<sup>st</sup>** – 2015-16 Period 4 Activities: January 1, 2016-July 31, 2017 Expenses & Progress Reports Due (Online Certification Required).
  - Done.
2. **July 31<sup>st</sup>** – 2016-17 Period 2 Activities: July 1, 2016-July 31, 2017 Expenses & Progress Reports Due (Online Certification Required).
  - Done.
3. **August 1<sup>st</sup>** – End of year data, TOPSpro® Enterprise Due.
  - Done.
4. **August 1<sup>st</sup>** – Fourth Quarter Data Integrity Report (email, fax or mail hard copy to CASAS).
  - Done.

b. Coming up Deadlines and Important Dates:

i. Deliverables:

1. **August 15<sup>th</sup>** – Annual Plan Due.
  - Will vote today on approving prior to submission to AEBG.
2. **October 31<sup>st</sup>** – 2017-18 AEBG Budget (online budget certification required).
  - Dr. Murray stated being curious about the Director's Training in October.
  - He read the description from the AEBG eNewsletter where it described the training.
3. **October 31<sup>st</sup>** – 1<sup>st</sup> Quarter Data, TOPSpro® Enterprise Due
4. **October 31<sup>st</sup>** – 1<sup>st</sup> Quarter Data Integrity Report (e-mail, fax, or mail hard copy to CASAS).
5. **December 20<sup>th</sup>** – Data and Accountability AEBG Budget Revision (online certification required).
6. **December 20<sup>th</sup>** – 2015-16 Budget Revision (online certification required)
7. **December 20<sup>th</sup>** – 2016-17 Budget Revision (online certification required).
8. **December 20<sup>th</sup>** – 2017-18 Budget Revision (online certification required).

- ii. Other Deadlines:
  1. **August 30<sup>th</sup>** – Release of 2017-18 AEBG funds.
  2. **September 15<sup>th</sup>** – Release of 2017-18 AEBG Financial System Passwords.
  3. **February 1<sup>st</sup>-2<sup>nd</sup>** – CAEAA (California Adult Education Administrators Association) Conference.
  4. **February 7<sup>th</sup>-9<sup>th</sup>** – 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.
  - The Board signed the contract.
- b. **SumTotal Marketing** – Joe Laing.
  - Mr. Laing started his presentation by showing a *Tri City Consortium* video.
  - Mr. Laing presented the Brand Standards Guide, where it outlined logo characteristics such as color, size in addition to guidelines for its use.
  - Dr. Murray asked Mr. Laing to send the information he was presenting to Iris and she would send it to the Board members.
  - Mr. Laing was asked to submit a proposal that included an amount as soon as possible since it would be review at the Study Session on August 16<sup>th</sup>.
- c. **2017-18 Annual Plan** – Final review.
  - Approved.
- d. **Executive Summit** – Update.
  - Counselors, Math & English instructors will be invited to participate in the Summit.
  - James Hayes from Sage will be invited to the Board Meeting of September 7<sup>th</sup>.
  - There will be more discussion during the Study Session.

**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: Bambi Smith
  - ii. Second: Doi Johnson
  - iii. Vote: 5-0

Action	Johnson	Rodriguez	Dr. Murray (2 votes)	Smith
<b>Approved</b>	Yes	Yes	Yes/Yes	Yes

**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 17<sup>th</sup>~~.
  - The meeting was moved to Wednesday, August 16<sup>th</sup>.
  - SumTotal Marketing Proposal
  - SumTotal Marketing Program Descriptions
  - Discuss Sage
  - Executive Summit
- b. Tentative agenda items for next Board Meeting on September 7<sup>th</sup>.
  - Invite Sage.

**XIII. Announcements**

- a. Welcome Ms. Alicia Zambrano, Career Pathways Coordinator at Compton College.
- b. Next Study Session will be on ~~Thursday, August 17<sup>th</sup>~~ at Compton College.
  - The meeting was moved to Wednesday, August 16<sup>th</sup>.

**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**

The meeting was adjourned at 3:46 p.m.

- a. Motion: Bambi Smith
- b. Second: Doi Johnson
- c. Vote: 5-0

Action	Johnson	Rodriguez	Dr. Murray (2 votes)	Smith
<b>Approved</b>	Yes	Yes	Yes/Yes	Yes