



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Board Minutes

for

Regular Meeting of the Executive Board

September 7, 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



REGULAR MEETING OF EXECUTIVE BOARD

AGENDA

September 7, 2017

EXECUTIVE BOARD

CHRISTOPHER CALVIN
Representative

YVONNE RODRIGUEZ, Ed.D.
Representative

RODNEY MURRAY, Ph.D.
Representative

BAMBI SMITH
Representative

The Executive Board met in Open Session in the VT Conference Room, VT ~~131~~ 132 at Compton College, located on 1111 E. Artesia Blvd., Compton, California.

I. Call to Order

- The meeting was called to order at 2:15 p.m. by Dr. Rodney Murray
- Dr. Murray corrected the meeting location from VT 131 to VT 132 (VT Conference Room).

II. Mission Statement

The Mission Statement was read by Doi Johnson, representative of Compton 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

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

V. Approval of Minutes of August 10, 2017

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

Discussion: Board Member Smith noted that it needed to be documented in the minutes the Board’s decision of not approving the contract for SumTotal Marketing for 2017-18. Since the contract was further discussed and not approved during a Study Session, it now needs to be added to the Board Agenda as Action Item, so the Board may officially vote on its decision.

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

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
 - Compton Adult School started its second session on September 5, 2017.
 - Mr. Johnson is looking into adding another instructional program to Compton Adult School, he will have more information at the next meeting.
 - ii. Compton Community College District – Dr. Rodney Murray
 - Dr. Murray announced that the college has finally hired a Director of Adult Education and Workforce Development and he will start on Monday, September 18th. He is a former counselor and comes from Pasadena City College. He will be taking Dr. Murray’s place in the Tri City Executive Board. Dr. Murray will remain attending for a few meetings and will gradually remove himself from the Consortium.
 - He formally requested from the principals the days and times for the tutors to start attending the adult schools.
 - He also requested the courses the adult schools would like to have at their sites, such as First Aid and Human Development 10.
 - Dr. Murray also announced that Compton Community College District is celebrating 90 years with a Homecoming

Festival and Car Show on Saturday, September 30th from 11:00 a.m. to 5:00 p.m. There will be food trucks, music, vendors.

iii. Lynwood Community Adult School – Bambi Smith

- Ms. Smith shared with the Board LCAS enrollment of over 2,000 students; 350 concurrent and 1,700 adults.
- She also said being almost done with I-Train application where LCAS will only offer CNA, LVN and Medical Assistant classes. They only did the medical because they are complete pathways that lead to certification. They are still working on their Business and Computer. Once the certification is completed they will add these two to I-Train.
- LCAS found out that GAIN is able to pay for students to participate in the Phlebotomy Program. The program costs \$2,050.00 per student. LCAS included Phlebotomy to I-Train.
- She also reminded the Board members of the New Administrators Training in Sacramento on September 27th and 28th.

iv. Paramount Adult School – Dr. Yvonne Rodriguez

- PAS started its Fall semester on September 6th.
- Dr. Rodriguez also informed the Board about getting ready with a proposal for Phlebotomy.

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

i. Budget Update

- Dr. Rodriguez pointed out that there are still unspent funds from 2015-16 and need to be spent by December 31st.
- She provided a report with a summary of what has been paid out of the \$200,000 shared by the consortium members.
- The Consortium still needs to spend the Data & Accountability funding. The deadline has been extended until the end of 2018.
- Dr. Rodriguez will send a revised report that includes PAS' allocation.

ii. Other

c. *Project Manager – Position Vacant*

i. *Task Force Updates*

1. *Career Pathways*

- Dr. Murray will meet with the new Director and determine what's next for the college in terms of *Guided Pathways*.
 - 2. *Data*
 - 3. *Marketing*
 - 4. *Orientation/Intake*
- ii. *AEBG*
- iii. *Other*
 - The Board decided to wait on filling in this position until they review what's needed.

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. Recently Past Deadlines:
 - i. Deliverables:
 - 1. **August 15th** – Annual Plan was submitted to AEBG.
- b. Coming up Deadlines, Deliverables, Trainings, and Other Important Dates:
 - i. Deadlines and Deliverables:
 - 1. **October 31st** – 2017-18 AEBG Budget (online budget certification required).
 - 2. **October 31st** – 1st Quarter Data, TOPSpro® Enterprise Due
 - 3. **October 31st** – 1st Quarter Data Integrity Report (e-mail, fax, or mail hard copy to CASAS).
 - 4. **December 20th** – Data and Accountability AEBG Budget Revision (online certification required).
 - 5. **December 20th** – 2015-16 Budget Revision (online certification required)

6. **December 20th** – 2016-17 Budget Revision (online certification required).
 7. **December 20th** – 2017-18 Budget Revision (online certification required).
- ii. AEBG Regional and Other Trainings
1. **September 26th-27** – AEBG Regional Training in Burbank (Southern California).
 2. **October 5th-6th** – AEBG Regional Training in San Mateo (Northern California).
 3. **October 10th-11th** – AEBG Regional Training in Sacramento (Northern California).
 4. **October 12-13** – Consortia Director Event; Sheraton Grand Hotel in Sacramento. An invite with registration instructions went out to AEBG consortium leads and directors. The purpose of the event is to discuss program guidance for the 2017-18 school year, and attendance is limited to only consortium directors/leads. This collaborative training will equip consortium directors with the information they need to confidently assume the leadership role in implementing AEBG policy changes in their region, including changes related to accountability measures and the definition of member effectiveness. Consortium leads will receive results from the field team policy work. After the training, participants will be prepared to lead and support regional activities including program and fiscal management.
 5. **October 17th-18th** – AEBG Regional Training in Vista (Southern California).
 6. **October 24th-25th** – AEBG Regional Training in Madera and Fresno (Central/Northern California).
 7. **November 7th-8th** – AEBG Regional Training in Santa Maria (Central California).
 8. **November 15th-16th** – AEBG Regional Training in San Bernardino (Southern California).
 9. **January 22nd – 23rd** – Third Annual AEBG Summit. The third annual AEBG Summit will be held Jan. 22-23, 2018, in Southern California. The location will be announced soon. The summit will include several representatives from each consortium and will cover a wide range of topics. More information, including presenters, topics, and registration, are forthcoming

10. **February 1st-2nd** – CAEAA (California Adult Education Administrators Association) Conference.

11. **February 7th-9th** – ACCE (Association of Community & Continuing Education) Conference.

iii. 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. **Sage Business and Education** – James Hayes

- Mr. Hayes presented to the Board.
- Sage will assist with the Alignment.
- Sage Business & Education has worked with other consortia.
- He will meet initially with the faculty from all the adult schools and the college to explain the process and then he will let them meet on their own to work on the alignment of the career programs.

b. **DigiCal** – Update

- Dr. Rodriguez said that everything was okay with DigiCal.

c. **Assigned Adult School Staff to complete spreadsheet from DigiCal** –

This spreadsheet will facilitate adding the classes to the website.

- Compton: Ms. Hawthorne
- Lynwood: Grace
- Paramount: A staff member who is Counseling Tech.

d. **Executive Summit** – Update.

- The Board will discuss the Summit at the next 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. There are no **Action Items** to be voted on.
 - SumTotal Marketing needs to be added as an Action Item, so it can be officially voted on. It will be added to the next Board Meeting on October 5, 2017.

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 September 21st.
 - Executive Summit
- b. Tentative agenda items for next Board Meeting on October 5th.
 - The meeting will be Lynwood Community Adult School (LCAS).
 - The Board will meet at LCAS from October through December.

XIII. Announcements

- a. Compton College 90 Years Homecoming Festival.
- b. Next Study Session will be on Thursday, September 21st 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.~~

Correction: The next regularly scheduled Tri City Board Meeting will be on Thursday, October 5, 2017 at Lynwood Community Adult School; located on 11277 Atlantic Ave., Lynwood, CA 90262.

XV. Adjournment

The meeting was adjourned at 4:14 p.m.

- a. Motion: Doi Johnson
- b. Second: Dr. Yvonne Rodriguez
- c. Vote: 4-0

Note: Dr. Murray had to leave the meeting. Ms. Bambi Smith ran the meeting until its adjournment.

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