



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Board Agenda

for

Regular Meeting of the Executive Board

October 5, 2017

11277 Atlantic Ave.
Lynwood, CA 90262

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

11277 Atlantic Ave., Lynwood, CA 90262
(310) 900-1600 ex. 2788



REGULAR MEETING OF EXECUTIVE BOARD

AGENDA

October 5, 2017

The Executive Board will meet in Open Session at 2:00 p.m. at Lynwood Community Adult School, located on 11277 Atlantic Ave., Lynwood, 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. Rodney Murray, Compton College
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 September 7, 2017

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

EXECUTIVE BOARD

CHRISTOPHER CALVIN
Representative

YVONNE RODRIGUEZ, Ed.D.
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. *Project Manager – Position Vacant*
 - i. *Task Force Updates*
 - 1. *Career Pathways*
 - 2. *Data*
 - 3. *Marketing*
 - 4. *Orientation/Intake*
 - 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. **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. **October 5th-6th** – AEBG Regional Training in San Mateo (Northern California).
 2. **October 10th-11th** – AEBG Regional Training in Sacramento (Northern California).
 3. **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.
 4. **October 17th-18th** – AEBG Regional Training in Vista (Southern California).
 5. **October 24th-25th** – AEBG Regional Training in Madera and Fresno (Central/Northern California).
 6. **November 7th-8th** – AEBG Regional Training in Santa Maria (Central California).
 7. **November 15th-16th** – AEBG Regional Training in San Bernardino (Southern California).
 8. **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

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

10. **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. **SumTotal Marketing** – Review Deliverables.

b. **Executive Summit** – Update.

i. Tentative Dates(s):

ii. Tentative Location:

iii. Tentative Time(s):

iv. Other:

c. **Tutors at the Adult Schools** – Days, times and other information.

d. **AEBG Data & Accountability Funds** – Revise Budget Plan

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. **SumTotal Marketing** – Vote to not approve the 2016-17 Addendum to Contract for Outstanding Services.

i. Motion _____

ii. Second _____

iii. Vote _____

b. **SumTotal Marketing** – Vote to not continue using SumTotal Marketing for Marketing Services for the 2017-18 fiscal year.

- 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 October 19th.
- b. Tentative agenda items for next Board Meeting on November 2nd.

XIII. Announcements

- a. Lynell Wiggins, Compton College Director or Adult Education and Workforce Development.
- b. Next Study Session will be on Thursday, October 19th at Lynwood Community Adult School.

XIV. Next regularly scheduled meeting date

Thursday, November 2nd, 2017; 2:00 p.m. at Lynwood Community Adult School; 11277 Atlantic Avenue, Lynwood, CA 90262.

XV. Adjournment

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