



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Special Board Agenda

for

Special Meeting of the Executive Board

October 31, 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



SPECIAL MEETING OF EXECUTIVE BOARD

AGENDA

October 31, 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. 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 October 5, 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. Debrief on Directors Event attendance – Iris Fernandez
- 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 Webinars, Regional and Other Trainings
1. **November 3rd** – AEBG Webinar: NOVA Fiscal System
 - a. **It was strongly recommended by Neil Kelly for everyone (all 450 members) to participate in this webinar.**
 2. **November 8th** – AEBG Webinar: AEBG Elevate & Educate Campaign: Working with Key Influencers to Build Support
 3. **November 7th-8th** – AEBG Regional Training in Santa Maria (Central California).
 4. **November 15th-16th** – AEBG Regional Training in San Bernardino (Southern California).
 5. **December 1st** – AEBG Webinar: AEBG Consortium Level Administrative Oversight Requirement.
 6. **December 6th** – AEBG Webinar: Two Integrated Education and Training Models.
 7. **December 13th** – AEBG Webinar: Digital Badges.
 8. **January 22nd – 23rd** – Third Annual AEBG Summit. The third annual AEBG Summit will be held Jan. 22-23, 2018, in Southern California (Universal Hilton). 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. Attendance is limited to eight members per consortium.
 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:

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.

- Conference Reimbursement for Iris Fernandez for attending the AEBG Directors Event in Sacramento on October 12-13th.

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. **Project Manager Candidate** – Natalie Gordon; Discuss and review Natalie Gordon’s information submitted.
- b. **Pathways for Life** – Review & Discuss presentation from 10/18/17
- c. **Executive Summit** – Update.
 - i. Tentative Dates(s):
 - ii. Tentative Location:
 - iii. Tentative Time(s):
 - iv. Other:
- d. **AEBG Data & Accountability Funds** – Revise Budget Plan & Activities
- e. **Form & Guidelines for Supplies Voucher** – Students benefiting from books & supplies provided through special funding.
- f. **Time-Limit Policy for Presenters during Board Meetings** – Discuss and agree on a time-limit for Presenters.
- g. **Updates to Tri City Consortium for AEBG Contacts** – Discuss the updates needed for Tri City Consortium to be forwarded to the Chancellors Office.
- h. **Designate Iris Fernández as a Tri City Representative** – Discuss designating Iris Fernández as the Tri City Representative until the Project Manager position is filled.

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. **Project Manager Candidate Natalie Gordon** – Vote to approve Natalie Gordon as the Project Manager for the remainder of the 2017-18 fiscal year.
 - i. Motion _____
 - ii. Second _____
 - iii. Vote _____
- b. **Data & Accountability Funds** – Vote to approve the changes on how the Data & Accountability Fund will be spent.
 - i. Motion _____

- ii. Second _____
- iii. Vote _____

c. **Iris Fernández as Tri City Representative** – Vote to approve Iris Fernández as the Tri City Consortium Representative until the position of the Project Manager has been filled.

- 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 November 16th.
- b. Tentative agenda items for next Board Meeting on December 7th.

XIII. Announcements

- a. Next Study Session will be on Thursday, November 16th at Lynwood Community Adult School.

XIV. Next regularly scheduled meeting date

Thursday, December 7th, 2017; 2:00 p.m. at Lynwood Community Adult School; 11277 Atlantic Avenue, Lynwood, CA 90262.

XV. Adjournment

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