



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Board Agenda

for

Regular Meeting of the Executive Board

December 7, 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

December 7, 2017

EXECUTIVE BOARD

CHRISTOPHER CALVIN
Representative

YVONNE RODRIGUEZ, Ed.D.
Representative

RODNEY MURRAY, Ph.D.
Representative

BAMBI SMITH
Representative

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. Doi Johnson, Compton 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 31, 2017

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

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:
- b. Coming up Deadlines, Deliverables, Trainings, and Other Important Dates:
 - i. Deadlines and Deliverables:
 - 1. **December 15th** – 2016-17 Carry Over & 2017-18 AEBG Budget Due (in NOVA).
 - 2. **December 20th** – Data and Accountability Budget Changes (Old System).
 - 3. **December 20th** – 2015-16 Budget Changes (Old System).

4. **January 15th** – Deadline for Consortia Certification of Member Budgets in NOVA.
 5. **January 31st** – Student Data Due in TOPSpro® (Q2)
 6. **January 31st** – 2015-16 Final Expense Report Due and Midterm Data & Accountability Expense Report Due (old System).
- ii. AEBG Webinars, Regional and Other Trainings
 1. **December 13th** – AEBG Webinar: Digital Badges.
 2. **January 22nd – 23rd** – Third Annual AEBG Summit at the Hilton Universal City.
 3. **February 1st-2nd** – CAEAA (California Adult Education Administrators Association) Conference.
 4. **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.

- 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. **2015-16 Funds** – Discussion and Approval of Invoice from El Camino College Bookstore for the purchase of 30 Cosmetology Kits in the amount of \$48,119.16.
- b. **2017 Be Focused, Stay Focus Conference** – Lynell Wiggins
- c. **Executive Summit** – Update.
 - i. Tentative Dates(s): January 12, 19 or 26, 2018
 - ii. Tentative Location:
 - iii. Tentative Time(s): 8:00 a.m. to 2:00 p.m.
 - iv. Other:
 1. Attendees: CAS (3); CC (5); LCAS (3) & PAS (3)

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 approved.

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 December 21st.
- b. Tentative agenda items for next Board Meeting on January 4th.

XIII. Announcements

- a. Next Study Session will be on Thursday, December 21st at Paramount Adult School.
- b. The Tri City Adult Education Consortium will meet from January – March 2018 at Paramount Adult School.

XIV. Next regularly scheduled meeting date

Thursday, December 21st, 2017; 2:00 p.m. at Paramount Adult School; 14507 Paramount Blvd., Paramount, CA 90723.

XV. Adjournment

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