



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Minutes

for

Meeting of the Executive Board

January 12, 2023

14507 Paramount Blvd.
Paramount, CA 90723

TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Executive Committee

Doi Johnson, Representative

Yvonne Rodriguez, Ed.D., Representative

Lynell Wiggins, Representative

Shamell Wilson, Representative

We connect education and workforce training to create family sustaining careers

Tri City Adult Education Regional Consortium

Paramount Adult School

14507 Paramount Blvd. Paramount, CA 90723

(562) 602-8080

EXECUTIVE BOARD

DOI JOHNSON
Representative

YVONNE RODRIGUEZ, Ed.D.
Representative

LYNELL WIGGINS
Representative

SHAMELL WILSON
Representative



REGULAR MEETING OF EXECUTIVE BOARD

MINUTES

January 12, 2023

The Executive Board will meet in Open Session at 2:43 p.m. at Paramount Adult School, located on 14507 Paramount Boulevard, Paramount, 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, Compton College Division 2 Program Specialist at 310.900.1600, ext. 2788 or ifernandez@compton.edu. Notification of at least 48 hours prior to the meeting will enable the Consortium to make reasonable arrangements.

I. Call to Order 3:30 p.m.

II. Mission Statement – Shamell Wilson, Compton College

We connect education and workforce training to create family sustaining careers

III. Roll Call

- a. Doi Johnson – absent
- b. Dr. Yvonne Rodriguez – present
- c. Lynell Wiggins – present
- d. Shamell Wilson – present

IV. Approval of Agenda

- a. Motion Lynell Wiggins
- b. Second Shamell Wilson
- c. Vote 4-0

V. Approval of Minutes

- a. December 8, 2022 Review at next meeting February 2nd
 - a. Motion Lynell Wiggins
 - b. Second Shamell Wilson
 - c. Vote 4-0

VI. Reports from Representatives, Fiscal Agent and Project Manager

- a. Representatives - Reports on conferences attended, scheduled meetings or other training or informational activities related to the Consortium.
 - i. Reports given at Study Session on January 12, 2023
 - ii. Compton Adult School – Doi Johnson
 - iii. Compton Community College District – Lynell Wiggins
 - iv. Lynwood Community Adult School – Shamell Wilson
 - v. Paramount Adult School – Dr. Yvonne Rodriguez
- b. Fiscal Agent – Dr. Yvonne Rodriguez, Paramount Unified School District
 - i. Budget Update – Expense Summaries and Reports; letter has not gone out at this time. Discussion with Assistant Superintendent of Business Services, Patricia Tu reviewed expense reports and is working on the letter to Consortium Superintendent. Carryover for 20-21 - \$121,231.71; Graduate Communications still owed \$29,000 and 5 Mile Media is not yet complete, still owed \$19,950. Discussion about Compton College giving a portion of their \$10,000 to Lynwood. Carryover for 21-22 is still at \$200,000.
 - 1. \$48,950 shared money is still waiting to be paid
 - 2. Q1 claims still have not been submitted, needs to be done as soon as possible. The state is not asking yet, but the Consortium members don't want to lose their grant funding for failure to meet deadlines. Suggested by Dr. Rodriguez that the Consortium Directors call Patricia directly.
 - 3. Ms. Wilson asked if the consortium is able to spend the 20-21 carryover funds yet. The consortium is at a standstill right now without Q1 being submitted.
 - 4. Mr. Wiggins noted that the project manager position's salary will come out of the carry-over so we need to be careful with the funds so that the salary is allotted. This is a consortium cost, not an individual site cost.
 - 5. Dr. Rodriguez responded to both Ms. Wilson and Mr. Wiggins stating we keep going, spend the money.
- c. Administrative Support
 - i. Members requested the required documents for contracted services – Amanda will send the list to the members.
- d. Project Manager – Monique Anderson selected
 - i. Update
 - 1. Interview completed; the decision was made to hire Monique Anderson at the Special Board meeting held on December 15th, 2022 and submitted to PUSD Human Resources. The contract and scope of work will be drafted.

Request for Independent Contractor (contracted services packet) Special Board Meeting minutes will be included.

- ii. 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. Upcoming Deadlines, Deliverables, Trainings, and Other Important Dates:
 - i. Deadlines and Deliverables:
 - 1. **January 31st – Student Data due in TOPSPro (Q2)**
 - 2. **January 31st – Employment and Earning Follow-up Survey**
 - ii. CAEP Webinars, Regional and Other Trainings
 - 1. OTAN Technology and Distance Learning Symposium March 3-4, 2023 registration is open
 - 2. Association of Community and Continuing Education (ACCE) Spring Conference March 2-3, 2023 (more information to come)
 - iii. Other Important Dates:

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.

- 1. None

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. Calbright research study with Compton College and surrounding Adult schools
 - i. VP Berger wants the Adult School principals to coordinate the focus

groups; they want to conduct a study of the adult learner population; be able to assist them with educational information regarding the consortium, extended programs, etc.

- Members need more information to make a decision. Dr. Rodriguez stated VP Berger bring it up during the Partnership meetings and it would be best for the decision to be made during the next Partnership meeting.

b.

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.

- i. Motion
- ii. Second
- iii. Vote

b.

- 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. Study Session February 2, 2023
- b. Tentative agenda items for next Board Meeting on February 2.

XIII. Next regularly scheduled meeting date

- a. Thursday, February 2, 2023; 2:00 p.m. held virtually

XIV. Adjournment at 4:14 p.m.

- a. Motion Lynell Wiggins
- b. Second Shamell Wilson
- c. Vote 4-0