



# TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

## **Minutes**

for

Meeting of the Executive Board

February 2, 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

### REGULAR MEETING OF EXECUTIVE BOARD

#### MINUTES

February 2, 2023

#### EXECUTIVE BOARD

DOI JOHNSON  
*Representative*

YVONNE RODRIGUEZ, Ed.D.  
*Representative*

LYNELL WIGGINS  
*Representative*

SHAMELL WILSON  
*Representative*



The Executive Board will meet in Open Session at 2:49 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

#### 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 (change dates in word version -footer)
  - a. Motion Shamell Wilson
  - b. Second Lynell Wiggins
  - c. Vote 4-0
- b. January 12, 2023
  - a. Motion Shamell Wilson

- b. Second           Lynell Wiggins
- 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. Compton Adult School – Doi Johnson
  - ii. Compton Community College District – Lynell Wiggins
    - 1. April 22<sup>nd</sup> from 11:00 am – 3:00 p.m. – Community Day at Compton College
  - iii. Lynwood Community Adult School – Shamell Wilson
    - 1. Started new term on Monday 1/30/2023, enrollment is up.
  - iv. Paramount Adult School – Dr. Yvonne Rodriguez
    - 1. We’re in the midst of Priority Registration for Spring/Summer 2023 semester
- b. Fiscal Agent – Dr. Yvonne Rodriguez, Paramount Unified School District
  - i. Budget Update – Allocation amounts match NOVA; PUSD allocation includes carryover (\$200,000) and \$75,000 for fiscal manager. Dr. Rodriguez went our expense summaries and carryover amounts. Discussion about splitting 20-21 remaining balance by all members and apply the \$48,950 for outstanding POs for 5 Mile and Graduate Communication to the 21-22 carryover. Tri City directors discussed and agreed if we pay Graduation Communications (\$29,000) out of 20-21 carryover, Tri City will then split \$91,981.71 by 4 for a total of \$22,995.43 each. Lynell moved, Shamell second. Vote 4-0
- c. Administrative Support
- d. Project Manager – Monique Anderson
  - i. Update           Going to Agenda Review; Board Meeting Set for 2/14/2023
  - 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:
- 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. Carryover from 2020-2021
- b. 5 Mile Media - Cabral sent the invoice because of the way their fiscal year runs, but they're not worried about the invoices just yet. He is willing to wait until all the work is done for other two schools, so far he's been paid for 2/4 schools.

## 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. Tri City directors agree if we pay Graduation Communications (\$29,000) out of 20-21 carryover, Tri City will then split \$91,981.71 by 4 for a total of \$22,995.43 each.
  - i. Motion           Lynell Wiggins
  - ii. Second        Shamell Wiggins
  - iii. Vote           4-0
- 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 March 2, 2023
- b. Tentative agenda items for next Board Meeting on March 2.

## **XIII. Next regularly scheduled meeting date**

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

## **XIV. Adjournment at 3:29 p.m.**

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