



# TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

## **Minutes**

for

Meeting of the Executive Board

April 6, 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

April 6, 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 2:03 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 – Doi Johnson

*We connect education and workforce training to create family sustaining careers*

#### III. Roll Call

- a. Doi Johnson – present
- 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               5-0

#### V. Approval of Minutes

- a. March 16, 2023
  - a. Motion           Doi Johnson
  - 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
    1. CAS is finishing up the truck driving class this week. CAS' snow cone event was great and everyone loved it. They are looking at having a Cinco de Mayo celebration and trying to be more student-centered. He wants the students to feel valued being part of CAS. CAS has run into issues with the computer lab, but the roof is leaking, so until it's fixed, a new area will be used. CAS started using study.com for ESL and ABE students to watch short videos aligned with the current curriculum. He will present the findings later. The teachers were trained throughout the school year. The adults with disabilities are also trying out the resources available through the website. CAS starts a new session (5) on Monday. Two of CAS's teachers are interested in doing the Star 6 program; Doi is waiting on the next steps with Bloonshine.
  - ii. Compton Community College District – Lynell Wiggins
    1. CCC has orientation for apprenticeships for homeless (careers for a cause program) students starting soon. It's an eight-week program. CCC is working on getting HSE classes developed for some of these transition-type students.
  - iii. Lynwood Community Adult School – Shamell Wilson
    1. LAS just began their last quarter, and enrollment looks good. They had their first pharmacy tech students complete and pass the state exam. Open House is April 26<sup>th</sup>, and looking forward to graduation.
  - iv. Paramount Adult School – Dr. Yvonne Rodriguez
    1. We held the Summer Phlebotomy Orientation this week. We're looking at almost 50 completers this fiscal year. WASC visit is May 1-3; they decided not to come on Sunday. Our teachers are working on getting their classes ready.
- b. Fiscal Agent – Dr. Yvonne Rodriguez, Paramount Unified School District
  - i. Budget Update – All work plans should be completed by now. Graduate Communications has been paid, so the 20-21 carryover expense summary is accurate now.
- c. Project Manager – Monique Anderson
  - i. Update        Going to Board on April 18<sup>th</sup>.
  - 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. April 30: Student Data due in TOPSPro (Q3)
2. April 30: Employment and Earnings Follow-up Survey
3. May 2: CFAD for 2023-24 due in NOVA

#### **ii. CAEP Webinars, Regional and Other Trainings**

1. Proposals for CAEP Summit 2023 are open. Deadline June 30, 2023.

#### **iii. Other Important Dates:**

1. AB 1491 Guidance Webinar on April 11th.
2. Annual Plan for 2023-24 on April 12, 2023
3. Budget and Work Plan for 2023-24 on May 11, 2023
4. Quarterly Expenditure Report for 2023-24 on June 8, 2023
5. CAEP Consortium Management 101 on August 9, 2023
6. CASAS Assessments and Training Programs on April 19, 2023
7. TOPSPro Enterprise Overview webinar on April 27, 2023

## **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.**

#### **i.**

## **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.

- i.
- ii. 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 May 4, 2023
- b. Tentative agenda items for next Board Meeting on April 6.

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

- a. Thursday, May 18, 2023; 2:00 p.m. held virtually

## **XIV. Adjournment at 2:58 p.m.**

- a. Motion Lynell Wiggins
- b. Second Doi Johnson
- c. Vote 5-0