



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Minutes

for

Board Meeting of the Executive Board

November 16, 2023

1111 E. Artesia Blvd.
Compton, CA 90221

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



Compton College
1111 E. Artesia Blvd., Compton, CA 90221
310.900.1600, Ext. 2788

REGULAR MEETING OF EXECUTIVE BOARD

Minutes

November 16, 2023

EXECUTIVE BOARD

DOI JOHNSON
Representative

YVONNE RODRIGUEZ, Ed.D.
Representative

LYNELLE WIGGINS
Representative

SHAMELL WILSON
Representative

The Executive Board will meet in a virtual Open Session after the Study Session, which starts at 2:00 p.m. via Zoom. 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 Adult Education Program Specialist at 310.900.1600, 2788, or ifernandez@compton.edu. Notification of at least 48 hours prior to the meeting will enable the Consortium to make reasonable arrangements.

Join Zoom Meeting

<https://compton-edu.zoom.us/j/85207605203>

Meeting ID: 852 0760 5203

One tap mobile

+16694449171,,85207605203# US
+13462487799,,85207605203# US (Houston)

Dial by your location

- +1 669 444 9171 US
- +1 346 248 7799 US (Houston)
 - +1 719 359 4580 US
- +1 720 707 2699 US (Denver)
 - +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
 - +1 386 347 5053 US
 - +1 507 473 4847 US
 - +1 564 217 2000 US
- +1 646 558 8656 US (New York)
 - +1 646 931 3860 US
 - +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)
 - +1 305 224 1968 US
 - +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
 - +1 360 209 5623 US

Meeting ID: 852 0760 5203

Find your local number:

<https://compton-edu.zoom.us/j/85207605203>

I. Call to Order - 2:25pm

II. Mission Statement –

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 – Doi Johnson
- c. Vote – 4:0

V. Approval of Minutes

- a. October 19, 2023
 - i. Motion – Doi Johnson
 - ii. Second – Lynell Wiggins
 - iii. 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
We started our third session last Monday. We started a new trucking cohort. All are going well.
 - ii. Compton Community College District – Lynell Wiggins
We are still looking to do a shared professional development event with the college and adult schools soon. We are participating in the Thanksgiving celebration this Saturday.
 - iii. Lynwood Community Adult School – Shamell Wilson
We are beginning a new partnership with Plaza Mexico. They are going to give us a space in the shopping center to offer an ESL multi-level class to the community. More details to follow as we work out the logistics and technology. We anticipate Board approval next month.
 - iv. Paramount Adult School – Dr. Yvonne Rodriguez
This past two weeks, our counselor has been doing presentations on mental health. Through that, we have had a lot of students signed up to see her. There is a lot of need out there in the community, and we are getting a pretty good

idea of what our students need. Our next steps are to plug them into some of the resources that are being offered at Compton College.

- b. Fiscal Agent: Paramount Unified School District – Dr. Yvonne Rodriguez
 - i. Budget Update - The 2023-24 district allocations balance/carryover is \$6,200,772.89. The balance of the Consortium’s Discretionary Allocation is \$77,167.39 after expenses for the project manager, 5 Mile Media’s final payment and the \$10,000.00 for Graduate Communications to maintain the TriCity website next year. We need approval for this expenditure to have this added to the Board agenda before their contract lapses in January 2024. There is no other carryover for the rest of the year.
 - ii. Other - budgets due to be certified in NOVA by December 1, 2023.
- c. Project Manager: Anderson & Anderson

Five Mile Media. We finally have a final project drafted with Compton College so we can close out their contract before the end of the year. **Grad Communications** sent over a proposed marketing plan for 2024. They are working with some other schools for the English Language Learner grants and the marketing surrounding that. If that is something TriCity AEC is interested in, they included some options and pricing for your review. They have some experience in working with other schools offering an opportunity to have marketing aligned more with what is happening in other communities and help create buzz that results in filling the ELL classes by putting some intentional marketing out to the community using different platforms. **CFAD** – information from the Bylaws is being added to the CFAD that is due at the end of the month. **Professional Development** – reached out to Dr. Cherina Betters to speak on a Friday at a joint PD; awaiting response with her schedule and terms.

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. **October 20, 2023** - Quarter 4 Member Expense Report due in NOVA.
 - ii. **October 20, 2023** – Member Budget and Work Plan due in NOVA.
 - iii. **October 27, 2023** – Complete Three-Year Planning [Survey](#)
 - iv. **October 31, 2023** – Student data due in TOPSPro (Q1).
 - v. **October 31, 2023** – Employment and Earnings Follow Up Survey.
 - vi. **November 17, 2023** – Consortium to certify budget and work plans.
 - vii. **December 1, 2023** – Member Expense Reports due in NOVA – Q1.
 - viii. **December 1, 2023** – Program Area Report due and certified by consortium in NOVA
 - ix. **December 31, 2023** – Member Expense Report certified by consortium in NOVA – Q1.

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.

- a. There are no **Expenditure Items** for this meeting.

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. Grad Communications Marketing Plan – 2024. Discussion regarding extending contract with a maximum budget of \$10,000 for website hosting, maintenance and social media campaigns. If the need arises, revisit menu of options for additional services. Student workers can be used at each campus for social media postings.

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. **Grad Communications Marketing Plan – 2024**
 - i. Motion Doi Johnson
 - ii. Second Lynell Wiggins
 - iii. Vote 4:0

- b. **CAEP Director’s Event Reimbursement – Tabled for next meeting.**
 - i. Motion _____
 - ii. Second _____
 - iii. Vote _____

- c. **Professional Development Speaker – Dr. Cherina Betters – Tabled for next meeting.**
 - 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 December 14, 2023
- b. Tentative agenda items for next Board Meeting on December 14, 2023

XIII. Next regularly scheduled meeting date

- a. Thursday, December 14, 2023 @ 2:00 p.m. via Zoom

XIV. Adjournment

- a. Motion to adjourn at 3:05pm – Lynell Wiggins
- b. Second – Dr. Yvonne Rodriguez
- c. Vote – 4:0