



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Minutes

for

Board Meeting of the Executive Board

December 14, 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

December 14, 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

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+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)
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Meeting ID: 852 0760 5203

Find your local number:

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

I. Call to Order - 3:30pm

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 – Dr. Yvonne Rodriguez
- c. Vote – 4:0

V. Approval of Minutes

- a. November 16, 2023
 - i. Motion – Dr. Yvonne Rodriguez
 - 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

Intervention: We had data chats focused on areas including classroom assessments and CASAS assessments. We are currently using an online platform, Study.com in our ABE, high school diploma and ESL courses. This online program is standards aligned and uses video vignettes and comprehension tests to help students move along and further understand the topics. The teachers brought me their data and have discussed ways we can become more intentional in our intervention which is a K-12 strategy, but adult schools are supposed to be an intervention in and of itself. But what are we doing when, despite our best-efforts, students still aren't getting it? What we have found is that we continue trudging along, but we haven't targeted some groups that aren't doing so well, which means they're never going to get those skills gains, which means they're never probably going to move into the next level. **Transitions:** As we discussed intervention, we also talked about an intentional message of transition to community college; Compton College specifically. I spoke to our teachers about developing a message and what that message might look like, along with the possibility of Miss Bria Roberts coming out to talk to the classes. We discussed coordinating a field trip like Shamel did, and my teachers excited about it. They are creating a Google form to gauge interest and prospective dates. More details

to follow on the field trip. It was good to talk about the data, but also be able to springboard that conversation into students transitioning. Not just matriculating through our program, like our beginning ESL moving to intermediate, then moving to advanced, but how they actually move out into the community college. I'm excited about the possibilities and we'll see what bears fruit. I think it will because our students are already starting to ask questions just off one day of talking about it.

ii. Compton Community College District – Lynell Wiggins

Site Visits: Dr. Curry coming to visit your sites has led to some great conversations. I apologize that I was unable to attend, but as I've read the notes, there are some things that we all talked about before and there's some new ideas that would look good to see implemented. **Outreach:** It is exciting to have this attention and see the movement around trying to strengthen our outreach focus. Your campuses have really helped us solidify our goal of having a class at each site. I do not want us to be remiss in not taking credit for this achievement. We may want to start thinking about developing an electronic newsletter where we all submit articles and use constant contact to distribute. We have some room to improve on how to present our own collective successes. We are looking forward to some of the spring events that we discussed.

iii. Lynwood Community Adult School – Shamell Wilson

Holiday Activities: This time of year, we have a lot of holiday programming. Students participated in the Candy Cane Lane Parade here in Lynwood. They also did Christmas caroling this week in the neighborhoods with the night classes. The campus has just been abuzz with holiday spirit for the last two weeks which is a good thing. **Intervention:** We have been looking at online tutoring, like what Compton Adult is using. I would love to at some point have an opportunity to get information about Study.com. **Accreditation:** Outside of that, we are in full gear now trying to get ready for our WASC in May.

iv. Paramount Adult School – Dr. Yvonne Rodriguez

Intervention: We are interested in the online tutoring platform also. In our collaboration time, we are trying to work through clarification with the ESL teachers regarding the two types of certificates we give out at the end of the term. One is a participant certificate and the other is a completer participant certificate. We used our collaboration time to determine what it's based on and if there is a uniform way that we identify which certificate a student receives. The discussion led to ELPS, assessment, re-teaching and how we write our pacing guide. We are currently strategizing in our collaboration meetings, and I would love to hear more about Study.com. **Holiday Activities:** The holidays have been nice around campus. We have an end of the year celebration and this year Mr. Lujan called Iris to bring some goodies to giveaway. Having she and Alicia here was nice. The relationship building with Compton College has shown to be valuable as staff recognized Iris from her help with the Healthcare 1 and Healthcare 2 courses and it was nice for them to have someone they

know and trust to get them answers engage with them. Kudos to Lynell, Iris and the team who take pride in their work and want to serve the students as best as possible and I appreciate that.

- b. Fiscal Agent: Paramount Unified School District – Dr. Yvonne Rodriguez
 - i. The members were emailed both the SMARTE report and the AEBG expenses dated December 14th. The Consortium balance is relatively the same. Payments expensed are for the project manager and CAEP Summit registration fees. Anticipated expenses include the balance for the project manager, 5 Mile Media and Graduate Communications.
 - i. Other – budgets were due to be certified in NOVA by December 1, 2023. We are working with CAEP technical assistance on issues submitting the CFAD.
- c. Project Manager: Anderson & Anderson

ELL Healthcare Pathways Grant Funds: The grant funds were awarded and appeared in the budget’s balance before we were able to submit the CFAD. We allocated the grant amount to each campus in the budget. The Fiscal Agent is aware of the funds and how they will be distributed. **5 Mile Media:** Their contract has been closed out and final payment should be distributed within the next few days. **Grad Communications:** Their contract expires next month, a new contract was approved by the Consortium and sent over to be processed for final Board approval. **Professional Development** – reached out to Dr. Cherina Betters again to speak on a Friday at a joint PD; awaiting response with her schedule and terms. An update will be provided after speaking with her. We are scheduled to meet with CALPro regarding a community of practice that will result in a combined PD for all campuses.

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 27, 2023** – Complete Three-Year Planning [Survey](#)
 - ii. **December 31, 2023** – Member Expense Report certified by consortium in NOVA – Q1.
 - iii. **January 31, 2024** – Quarter 2 Student Data due in TOPSPro.
 - iv. **January 31, 2024** – Employment and Earnings Follow Up Survey due.

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. Excessive Carryover Threshold – discussion regarding legislation and Consortium defining “excessive” member carryover percentage.
- b. Spring 2024 Retreat – discussion regarding combining retreat with study session; scheduled for January 12, 2024.

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. **Excessive Carryover Percentage**
 - i. Motion – to accept the excessive carryover language and CFAD as presented on December 14, 2023 – Lynell Wiggins
 - ii. Second – Shamell Wilson
 - 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 January 12, 2024
- b. Tentative agenda items for next Board Meeting on January 18, 2024

XIII. Next regularly scheduled meeting date

- a. Thursday, January 18, 2024 hosted by Paramount Adult School

XIV. Adjournment

- a. Motion to adjourn at 4:11pm – Dr. Yvonne Rodriguez
- b. Second – Lynell Wiggins
- c. Vote – 4:0