



## TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

### Agenda

For

Board Meeting of the Executive Board

January 18, 2024

Paramount Adult School

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

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| <u>EXECUTIVE BOARD</u>                        |
| DOI JOHNSON, <i>Representative</i>            |
| YVONNE RODRIGUEZ, Ed.D, <i>Representative</i> |
| LYNELL WIGGINS, <i>Representative</i>         |
| SHAMELL WILSON, <i>Representative</i>         |

## REGULAR MEETING OF EXECUTIVE BOARD

### MINUTES

**January 18, 2024**

The Executive Board will meet in a virtual Open Session after the Study Session, which starts at 2:00pm 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 Fernandez, Compton College Adult Education Program Specialist at 310.900-1600 x2788, or [ifernandez@compton.edu](mailto:ifernandez@compton.edu). Notification of at least 48 hours prior to the meeting will enable the Consortium to make reasonable arrangements.

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- I. **Call to Order** – 2:14 pm
- 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 – Doi Johnson
  - b. Second – Shamell Wilson
  - c. Vote – 4:0
- V. **Approval of Minutes**
  - a. December 14, 2023 pending edits
    - i. Motion – Lynell Wiggins
    - ii. Second – Shamell Wilson
    - 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  
**New Sessions:** CAS will begin a new session on January 29, 2024 and new intake will begin on January 27<sup>th</sup>. Our new truck driving and CNA sessions began on January 16<sup>th</sup>. **Transitions:** Our campus is being more intentional about transitioning to Compton College and the possibilities therein. We have created a Google form to get possible dates for a College Night here where Ms. Roberts speaks to our students about what Compton College has to offer and schedule a field trip so our

students can tour the campus. We are completing those Google forms now and will be discussing the findings on Monday and reaching out to schedule a transition day and field trip with Ms. Roberts.

**Compton Community College District** – Lynell Wiggins

**Transitions:** Iris Fernandez has scheduled an inaugural TriCity Transition Day at Compton College on May 22<sup>nd</sup> from 9am – 1:30pm so that collectively students can have a Compton College experience, learn about the different programs, take a tour, meet staff, and get comfortable with the campus and concept of transitioning. We are looking to invite 50 students from each of your campuses. Students can also engage in workshops, visit the resource fair and have lunch with us. **Non-credit Completion Ceremony:** Dr. Curry and some of our student services staff came up with an idea of what it would like for us to have a non-credit completion ceremony, separate from the traditional graduation that the college offers. Our first ceremony will take place on June 3<sup>rd</sup> at 1pm. We are excited about celebrating our students promoting to the next level of ESL, going into the workforce or transitioning to credit classes with a certificate, the ceremony process and some delectable treats. **Collaborations:** There is a collaboration that came out of LA County Careers For A Cause (C4C) program. We used a couple of our ESL noncredit courses to offer the C4C instruction coupled with the ESL curriculum. There is trauma-informed care around the homeless services industry and the participants gain multiple certifications and get assistance with job placement and employment. We have had some pretty good results and the Chancellor's Office has even recognized us through sending a couple of researchers to learn more about it. On February 26<sup>th</sup> we expect to hear more about the report; they have interviewed many different adult schools and community colleges throughout the state, so we will learn more about their findings. **Professional Development:** We

previously discussed the idea of a regional training at Compton College that supports student transitions to post-secondary education and workforce through the CalPro California Professional Development Project. There is no charge from the consultants, and it takes three to four months to implement. If that is still something we want to do collectively, we can talk more about that. Currently, their consultants are ready to go, and we just need to set a date.

**Lynwood Community Adult School – Shamell Wilson**

**New Session:** We have made presentations to our adults as well as our high schools regarding the evening child development class that begins February 10th in partnership with Compton College. Students have been receptive, and many are interested so far. **Outreach:** We will be tabling at the Inspire Conference on February 10th and just trying to showcase programs to the high school students in the community so high school seniors have an opportunity to hear about what classes and programs we have to offer them post high school. **Campus Celebrations:** We are in the process of planning our 78<sup>th</sup> anniversary to be held May 30<sup>th</sup> in Downey. Everyone can expect an invitation. Our LVN graduation and pinning ceremony will take place on February 1<sup>st</sup>. We are excited to have a cohort of about 23 students that will be graduating and going out into the workforce.

**Paramount Adult School – Dr. Yvonne Rodriguez**

**New Sessions:** We will have a complete cosmetology class back on site on February 13<sup>th</sup> and Healthcare 2 course starting on February 16<sup>th</sup>. We are busy recruiting for those classes and we look forward to a good set of students going through.

- b. **Fiscal Agent:** Paramount Unified School District – Dr. Yvonne Rodriguez

- i. Budget Update – The Smarty report was emailed to everyone. There are no unexpected expenditures, and the balance is \$77,167.
  - ii. Other
- c. **Project Manager:** Anderson & Anderson Enterprises –
  - Spring 2024 Retreat:** – the retreat was a success, the meeting notes and next steps were emailed to everyone. **NOVA Deliverables:** The technical issue in NOVA has been resolved and the budget amendments have been submitted and awaiting approval. **Software Platforms:** The representatives from My OneFlow are available for a deeper dive discussion about customizing the CRM system to fit the regional needs. The representatives from Study.com are also available for your questions on curriculum mapping. **Website Updates:** Photos from the Google files are being reviewed and uploaded to the website by Grad Communications. The picture quality is poor on many photos, and it is recommended that for all future events, photos are taken with high resolution cameras. **Marketing:** The pricing for billboard advertising is averaging \$2,500 per month. Further information can be provided if the Consortium would like to pursue this outreach method. I shared the intent to award a letter that was a \$398,407. **ELL Healthcare Pathways Grant:** The budget allocation has been entered into NOVA and is available for review. The programs are medical assistant, CNA, pharmacy tech, phlebotomist, and EMT. The grant period is for 24 months and planning and programming are ready to begin as the first expenditure report is due March 30, 2024. An updated workplan will be forwarded to members and reflects planning discussed at the Spring Retreat. Currently compiling list of all the districts and their parent resource center contacts so information about the healthcare pathways can be forwarded to parents. A recommendation was made to have a joint letter from the superintendents go out to the students. This will be explored in the next study session. **Grad Communications:** Their contract was renewed for website hosting and digital marketing. To raise awareness, a pay per click campaign will launch closer to the enrollment cycle in order to capture more

data from the website. After reviewing the analytics, there is not much traffic to the website and there is a benefit in connecting the site to social media accounts. Please refer the most recent email and confirm the contact details for your campus' intake. Five Mile Media: The contract for 5 Mile Media has been closed out and they are appreciative. If their services are needed for a combined project, they are available. **Professional Development:** I met with Dr. Betters and held some possible dates on Fridays for a combined professional development; March 8<sup>th</sup>, April 5<sup>th</sup>, 12<sup>th</sup>. Look out for an email poll for your preferred dates, timeframe and topics for a combination of workshop and keynote. A formal proposal to follow.

## **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, Training and Other Important Dates:
  - i. Complete 2023-25 Three-Year Planning [Survey](#)
  - ii. **January 31, 2024** – Student Data due in TopsPro – Q2
  - iii. **January 31, 2024** – Employment and Earnings Follow Up Survey
  - iv. **February 28, 2024** – Preliminary allocations for 24/25 and 25/26 released
  - v. Other



**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. ELL Healthcare Pathways Grant – Christina Tu had some questions for CAEP regarding the budget allocations as the account is showing negative for the grant funds. Members will be notified with updates.

**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.

**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 February 1, 2024.
- b. Tentative agenda items for next Board Meeting on February 15, 2024.

**XIII. Next Meeting**

- a. Thursday, February 15, 2024 at 2:00pm via Zoom

**XIV. Adjournment**

- a. Motion to adjourn at 2:57 pm – Lynell Wiggins
- b. Second – Dr. Yvonne Rodriguez
- c. Vote – 4:0