



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Agenda

For

Board Meeting of the Executive Board

February 15, 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

<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

February 15, 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. Notification of at least 48 hours prior to the meeting will enable the Consortium to make reasonable arrangements.

- I. **Call to Order** – 2:11 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 – Late with Apology
- IV. **Approval of Agenda**
 - a. Motion – Lynell Wiggins
 - b. Second – Dr. Yvonne Rodriguez
 - c. Vote – 3:0
- V. **Approval of Minutes**
 - a. January 18, 2024
 - i. Motion – Lynell Wiggins
 - ii. Second – Doi Johnson
 - iii. Vote – 3:0
- 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: Began CNA and truck driving classes and students are still registering for new session. **Transitions:** Recently received an interesting call from a former student who wanted to update us on her progress. She graduated in 2021 from CAS and moved on to Compton College where she is employed as a student worker. She is finishing her AA degree in one year and she has been accepted into two of the three CSUs that she applied to. The third acceptance has not been

received yet because the school has yet to send to them out. It was refreshing to hear the good news. She followed up the call with an email thanking the school and her high school diploma teachers. This update was gratifying and reinforced the feeling that the work we do is worth it. We can use our district's video service to create something highlighting this student's story for the TriCity and Compton College websites and social media platforms.

Compton Community College District – Lynell Wiggins

Collaborations: We are continuing the process to prepare for another cohort of the Careers for a Cause (C4C) program. **New Sessions:** Our CNA program is operating on an eight-week term basis and every eight weeks we have a group of completers who are being prepared to take the licensing examination in a timely manner. The EMT program is a sixteen-week program and academically more rigorous, but we are excited about its potential. **Transitions:** As previously reported, we have identified a date of May 22nd for the TriCity Transition Day. Iris Fernandez reached out to all the adult principals to accommodate having 50 students each participate. **Non-credit Completion Ceremony:** Our first ever Non-Credit Completion Ceremony is coming up on June 4th from 1:00 pm to 3:30pm. It is going to be a great day of celebration with food, festive drinks and we are excited. The College is looking to prioritize some of its focus around adult education and transitions so we can report good data back to the adult schools. **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. We are continuing to conceptualize this event and planning to host a regional professional development.

Lynwood Community Adult School – Shamell Wilson
Campus Celebrations/Milestones: Overall things are going well on campus. Our recent graduation event was very nice and went off without a hitch. **New Sessions:** A new LVN cohort and all CTES started this week for the next semester.

Paramount Adult School – Dr. Yvonne Rodriguez
New Sessions: We are closing Fall / Winter semester on next Wednesday, February 21st. The following Monday, February 26th we have a professional development day and begin Spring / Summer semester on February 27th. We had Iris Fernandez come over and help us enroll students for the healthcare VESL courses and she even enrolled some for the CNA program.
Transitions: As we continue with our ELL pathways planning, we need to contact VP Berger to extend an invitation for the Dean of Nursing to attend the Paramount Partnership meeting. Lynell will make the introduction to the Associate Dean of Nursing and coordinate the discussion on how to support classes and how Paramount teachers can support the EMT and CNA faculty and students. Once the foundation laid for the pathways, they can start attending the partnership meeting together. The initial conversation will need to take place with the Health and Public Services Guided Pathways Dean, Dr. Abiodun Osanyinpeju. The EMT program is more technical and rigorous gearing it toward more advanced ESL students. A meeting with Dr. Thomas and Dr. Osanyinpeju will be scheduled to explore the options for building pathways.

- b. **Fiscal Agent:** Paramount Unified School District – Dr. Yvonne Rodriguez
 - i. Budget Update – The Smarty report was shared on screen and previously emailed to everyone. There is no carryover amount reflected in the column labeled “budget and carryover”. As of today, there is a balance of \$77,167.
 - ii. Other

- c. **Project Manager:** Anderson & Anderson Enterprises –
- Spring 2024 Board Retreat:** As previously reported, the retreat was a success. Planning activities as related to the Annual Plan and ELL Healthcare Pathways Grant went well. The meeting notes and next steps were previously emailed to everyone with action items that will be discussed further in the next Study Session. **NOVA Deliverables:** Everything outstanding has been submitted in NOVA. LCAS has something to approve in NOVA and the items can be certified. **ELL Healthcare Pathways Grant:** A draft of the workplan was emailed to everyone. It is a foundation document that can be customized based on each campus and assistance with coordinating tasks and activities can be arranged. **Grad Communications:** The pay per click campaign will start in April 2024. Last week zip codes and key words that will boost TriCity AEC on a Google search were identified. We anticipate more engagement from the community when the campaign launches. Please notify intake staff to prepare for an influx of inquiries. Analytics reports with engagement information will be shared throughout the duration of the campaign. Please share any events, milestones, and student success highlights so they can be added to the website and calendar. Photos with of good quality and clarity can be uploaded within 48 hours. **Professional Development:** After checking the initial dates, all schools are on spring break, so additional dates will be identified. **Community Partnerships:** Met with SELACO regarding supportive services for TriCity AEC students. Their catchment area limits them to Paramount. In the future, they can be written into a grant and provide services for Compton and Lynwood students. They will continue to service Paramount students and ELL students can be co-enrolled in AJCC as long as they have the right to work. SELACO will share data for those co-enrolled students to assist with the data reporting requirements for supportive services and employment.

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. **January 31, 2024** – Student Data due in TopsPro – Q2
- ii. **January 31, 2024** – Employment and Earnings Follow Up Survey
- iii. **February 28, 2024** – Preliminary allocations for 24/25 and 25/26 released
- iv. **March 1, 2024** – Quarter 2 Member Expense Report
- v. **March 31, 2024** – Quarter 2 Member Expense Report certified in NOVA
- vi. **March 31, 2024** – 1st Bi-Annual Expenditure and Progress Report due for ELL Healthcare Pathways Grant
- vii. **April 23-26, 2024** – CCCAOE Spring Conference in Sacramento, CA
- viii. 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 Budget** – Member budget allocations will be distributed once approved by the Board. Questions on budget modifications will be sent to CAEP TAP and reported back.
- b. **ELL Healthcare Pathways Planning Meetings** - The planning process for courses will follow the same established procedure; however, a conversation will need to be coordinated with Compton College. We need to get an idea of how many classes will need scheduling and determine how we will support the students. In addition, question raised if adult school teachers will need to additional training to help support or co-teach CNA and EMT.
- c. **ELL Healthcare Pathways Staffing** - The College may have to open another adjunct position for the EMT program. A meeting will be scheduled with Dr. Osanyinpeju who is aware of the grant.
- d. **ELL Healthcare Pathways EMT Courses** - With the rigor of the EMT program, we may need to write curriculum that aligns with program requirements and supports students. The EMT program instructor is not going to change their standards, but the ELL students will need to have access to the program with supplemental resources. Question raised on how often the EMT students meet. The program is full semester - sixteen weeks with a total of 196 hours. The Project Manager to check all applicable fees and prepare a program summary document in preparation for planning meeting. Will follow up with CAEP to confirm that the grant covers background checks as a supportive service.
- e. **ELL Healthcare Pathways CNA Courses** - Currently the CNA program is eight weeks. Students go to a facility for labs. At Compton College, the program has two eight-week sessions during the semester. For the ELL students, Compton College would have to integrate students into the courses, like the ESL for health careers. We could offer the eight-week CNA and put those two together. Members also discussed consideration of where to physically we have the courses

and where the labs will take place. Lynell stated that although the labs are portable, it would be easier for students to take courses at PAS if they are not ready for transition.

- f. **ELL Healthcare Pathways Support** – Funds in the PAS budget have been allotted for their teachers to support the pathways. This could be done through WIOA COAPPS – learning language to work with the public. There may be a need to allocate funds to support IET model knowledge for the PAS teachers. These additional tasks and options are to be added to the workplan. Questions on budget modifications can be sent to CAEP. Further discussion, the Compton College CNA course is now accelerated with lecture and lab in the same week; LCAS also has a CNA program that is a full semester. When LCAS set up the Medical Assistant IET, a Wednesday was added for a full day of support. The PAS IET for Excel and PowerPoint is connected to a COAPP and the students find it helpful. Study.com may have a few CTEs to help build a curriculum and support teachers which may alleviate having to pay a teacher but is beneficial to students reaching a milestone. Teachers may benefit from training and PD with Study.com. Paramount to meet with Study.com in next two weeks and Lynwood met with them previously. For the LCAS child development class, Principal Wilson was speaking with Alicia Zambrano about support for the students in the accelerated program and was referred to Dr. Flor to gain access to online tutoring resources. After his approval, students were onboarded. Questions raised: considering the ELL students will be Compton students, could they join the online tutoring as well? Do they offer CTE support since you already have the license? Lynell will inquire about the online component for CTE subject matter as it relates to ELL students. If there is something there that is usable, it will be explored by the group. The option to strategically build out the curriculum with support services through Study.com is favorable. The project manager will ask Study.com how they could tailor it for CTE programs.
- g. **ELL Healthcare Pathways Integration** – Discussion on thinking outside the box and doubling the time of the accelerated program to

a full semester with advanced ESL, Healthcare VESL courses, support class and CNA or EMT program. The adult school teachers could be trained in ESL support. This would allow us to cut cost by sending all EMT and CNA students to Compton College.

- h. **Grant Management Proposal** - Table item for grant management proposal from Estella Banks who is an ESL specialist that can write the curriculum and coordinate COAPPS component and co-teachers that will provide support.

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 March 7, 2024.
 - i. ELL Healthcare Pathways
- b. Tentative agenda items for next Board Meeting on March 21, 2024.

XIII. Next Meeting

- a. Thursday, March 21, 2024 at 2:00pm via Zoom

XIV. Adjournment

- a. Motion to adjourn at 3:18 pm – Shamell Wilson
- b. Second – Dr. Yvonne Rodriguez
- c. Vote – 4:0