



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Minutes

For

Board Meeting of the Executive Board

March 21, 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

EXECUTIVE BOARD

DOI JOHNSON, *Representative*

YVONNE RODRIGUEZ, Ed.D, *Representative*

LYNELL WIGGINS, *Representative*

SHAMELL WILSON, *Representative*

REGULAR MEETING OF EXECUTIVE BOARD

MINUTES

March 21, 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** – 2:12 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 – Lynell Wiggins
 - b. Second – Dr. Yvonne Rodriguez
 - c. Vote – 4:0
- V. **Approval of Minutes**
 - a. February 15, 2024
 - i. Motion – Lynell Wiggins
 - ii. Second – Doi Johnson
 - 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
ELL Healthcare Pathways Update: ELL Healthcare Pathways Grant CAS is considering options to determine what the ELL grants could like for the campus and the direction they will pursue given their learning model. More discussion to follow during the conference portion of the meeting. **Campus Celebrations/Milestones:** The campus is ramping up for a graduation that might look a little different this year. It is discouraging that there are not as many graduates.

Transitions: Information to follow about highlighting our student who graduated and moved on to Compton College. We are so proud of her and excited to see her spotlighted in some way.

Compton Community College District – Lynell Wiggins

Outreach: The College is excited to be able to get our arms around our adult learner population both in adult ed programs and prospective learners. We operate through the ccla.com website with the other LA County colleges and prospective students might be on a website reading a news article and click a link that refers to industry or a certain type of technology program. When they are prompted to find out more information, their inquiry is sent directly to the appropriate campus. Now, with access to about 700 prospective students, we are learning how to utilize our CRM recruit filter that will help us get our arms around perspective enrollees who want to learn about what we offer. As they distinguish what they want, we can make referrals to organizations and the adult school programs offered through TriCity. It will be interesting to see how this fits together with myOneFlow which I brought up to our administration and requested an opportunity to have them present to key stakeholders. More discussion to follow.

Campus Celebrations/Milestones: The Noncredit Completion Ceremony, scheduled for June 4th has turned into a certificate completion ceremony for more students in general. The event will be festive along with the TriCity Transition Day with food, opportunities to explore programs, and campus tours. We look forward to seeing you all for these events.

Lynwood Community Adult School – Shamell Wilson

Campus Celebrations/Milestones: Our art students presented their art during our Black History Month Art Fair. The event included hors d'oeuvres and apple cider with all art set up in the library. It was a great atmosphere for the students and

each class went through the library to enjoy the art and hear about the history of some of the people whose portraits were captured in the artwork. Overall, it was a nice event and the students enjoyed it. Our Open House is schedule for April 23rd and WASC accreditation on May 5th.

New Sessions: We opened our third trimester on March 11th. Classes look good and have currently reached or are over capacity. We are looking at possibly opening another section of ESL 1 and ESL 5 because both are over capacity.

Paramount Adult School – Dr. Yvonne Rodriguez

New Sessions: We are in the 4th week of the spring/summer semester and ESL classes are hitting the mark where they are pretty full. We have new students interested in enrolling into the ESL program testing Friday and Monday evening. The phlebotomy orientation went well, and we are excited for the program to start in the next week. That will be our second group with another starting near the end of the school year.

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. Our guests joining us today from Lynwood Unified fiscal services will receive the financial information also. Clarification on direct payment on February 28th made to “Compton Adult School” for \$146,740.00 was reversed by Accounts Payable and check revised to read “Compton Unified School District” and was redistributed on March 4th. Consortium balances and expenditures from joint funds, allocations and carry over were noted.
- ii. There is no carryover amount reflected in the column labeled “budget and carryover”. As of today, the balance is \$77,167.00.

iii. Other

Statement of appreciation for the specificity in these reports. Having this detailed report is great and represents what we have been looking for in previous years. Request to pass the expression of thanks to the PAS Fiscal Services team.

- c. **Project Manager:** Anderson & Anderson Enterprises
NOVA Deliverables: Budgets and work plans, were submitted, however, as of yesterday, the program reports show incomplete. Request for each campus to review program reports in NOVA and make necessary submissions. Upcoming deliverables are listed today's agenda.

ELL Healthcare Pathways Grant: The workplan was emailed to all members and is being updated as new developments occur. For the Q2 progress report due next week, please confirm the accelerated learning model for each pathway. To clarify, there are checkbox options on the models being used with each pathway. A screenshot of the two program summary report questions has been emailed. The first response is a summary of current activities for each pathway. A blanket statement can be created, and customized based on the challenges each campus experiences with moving forward or implementing. The second question is the selection(s) identifying the learning model that is being used or considered. Currently, there have been no expenditures. Re-reviewed the grant management proposal from Planet Creative Enterprises and listed as a conference item. In response to conversation about curriculum coordinating, WIOA CoAPPS and possibly IET training, all can be incorporated into the scope of work and fulfilled by this contractor if the proposal is approved. Clarifying questions about the grant were sent to sent and awaiting response.

Grad Communications: The pay-per-click campaign will start next month; zip codes and key words have been expanded to increase visibility in a Google search for those looking for education, training, work, preparation, etc. Please just let your

intake staff know and if there is any feedback on an influx in applications, questions, inquiries, or visitors to your campus. For another layer of data analysis, we would like to know how they found out about your school. **CAEP TAP Project:** Once all inquiries are in for this community of practice type format, they will have a meeting to fully explain it and then we can compare it to the CAL Pro community of practice model and decide.

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.

- a. Guest Comments: Brenda from LCAS Fiscal Services expressed thanks for the meeting invitation. The information shared is helpful.

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
- b. Request to have the Consortium name updated in NOVA from “Tri-Cities” to “TriCity” in the fiscal reporting section.

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 Planning Meetings** - Met with Dr. Shirley Thomas, Interim Dean of Nursing at Compton College to begin planning out integration into the CNA program. Will still need to schedule an appointment with Dr. O regarding EMT program.
 - i. **CAS Discussion:** With the current model, a new CNA class will not be offered to compete with the current class. With our training model being so different, it is hard to envision how to make it this pathway work. CUSD teachers are not CTE teachers, all are independent contractors. One solution we are considering is offering the ESL courses for other campuses that can offer the other portion of the programs. Although we are struggling to figure out how to make it happen, we are weighing other options to pursue. According to the grant, a school or an organization can provide the training; CAS can provide ESL courses if we are unable to pull it off with full on class.

- ii. **Meeting Discussion and Feedback:** Dr. Thomas is very amenable to what we are planning for the CNA and as we move forward with the collaboration, will be taking processes to Dr. O for approval. Members talked about sketching the pathways and received a diagram of potential sequencing with the noncredit and credit structure using IET, credit for prior learning, and bridge learning model options. A follow up meeting will be held to discuss use of instructional assistants, co-teachers, learning models and how they prep. It was proposed to create a CNA class with IET component that extends past 8-weeks, breaks up the curriculum so students can take classes simultaneously; students will be pushed in and receive 40 hours of combined ESL support; hire someone to write curriculum.
- iii. **ESL Classes:** PAS holds classes mornings on Monday – Thursday from 9-12 pm and evenings 6-9 pm. LCAS holds classes mornings on Monday – Thursday from 9-11:30 am, afternoons from 12-2:30 pm and evenings from 6-9 pm.
- iv. **Accelerated Learning Model Diagram:** The pathway options were reviewed and discussed. The noncredit curriculum is still being developed and a draft pathway created. One of the requirements for the bridge program is enrollment in one or more core WIOA II programs. This pathway may look like an orientation at the adult school during the ESL classes, student would then take the ESL for healthcare classes and medical terminology in the most suitable sequence. Principal Wilson talked about offering Wednesdays as a support class to make sure the students are prepared, engaged, and getting the competencies that they need. The CNA application orientation is included in the timeline as it happens for Compton College at least one month before students are eligible to apply for Nursing 103. The tutoring platform must be decided upon as it is a support service. The CNA class could be offered at Compton College in an eight-week day program or feed into the Lynwood evening program that is 15 weeks. After

students complete the healthcare courses and earn a certificate, they can begin the CNA program with credit for prior learning, which is a WIOA II pay point. Members will further discuss the opportunity to extend the ESL courses for healthcare to build up the competencies and options to integrate students into the Compton College or Lynwood programs and additional staffing needed for support services.

- b. **Grant Management Proposal** – The proposal from Plant Creative Enterprises, Inc. was shared and discussed. For clarification, the data collection activities refer to compiling reports required by the State for grant compliance. Recommendation made for the proposal to include services of taking on role of creating the templates, referrals, and data points for myOneFlow. Clarification on employer partners; contractor has existing book of business and will forge new partnerships that offer internships and job placements; acting as liaison between the partners and students. The grant budget was reviewed to determine what funds could be allocated for the grant management contract. Each member is open to contributing to the expense; the College may have enough funding to support someone with the skills to help manage the process and collaborate with the project manager to meet the grant requirements. Immediate needs were identified as writing curriculum, developing IET model and staff training and WIOA CoAPPS. Recommendation for the members to make a specific list of what support is needed to plan and implement the goals of the grant and discuss at the next study session. For the scope of work, the retainer fee is appropriate, however it is desirable for the hours average 50 per month and the proposal outlines outcomes that align with the workplan phases.
- c. **Summer Conferences** – For CAS, Board approval is required for conferences. LCAS is sending a team to CASAS and we have not attended CCAE. PAS has not attended CCAE previously. Request to send registration links for CCAE and CASAS Summer Institute.

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. Table Planet Creative Enterprises - Grant Management Proposal

- i. Motion – Shamell Wilson
- ii. Second - Dr. Yvonne Rodriguez
- iii. Vote – 4:0

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. Change in schedule to accommodate District Spring Breaks.
- b. Tentative agenda items for next Study Session on April 16, 2024.
 - i. ELL Healthcare Pathways
 - ii. Planet Creative Enterprises Grant Management Proposal
- c. Tentative agenda items for next Board Meeting on April 16, 2024.

XIII. Next Meeting

- a. Tuesday, April 16, 2024 at 2:00pm via Zoom

XIV. Adjournment

- a. Motion to adjourn at 3:52 pm – Lynell Wiggins
- b. Second – Shamell Wilson
- c. Vote – 4:0