



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Minutes

For

Board Meeting of the Executive Board

April 16, 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

April 16, 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** – 3:35 pm
- II. **Mission Statement** - *We connect education and workforce training to create family sustaining careers* – Dr. Yvonne Rodriguez
- 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. March 21, 2024 with noted revision
 - 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
New Sessions: We are in the 2nd week of Session V on campus. We ended a CNA class and started a truck driving cohort on April 8th. We are trying to get HSDP students to finish strong and get as many graduates across the finish line as possible. We started a GED/HiSet prep course this session. it is like a pilot course for us at this point. We are also using Study.com for it as a supplemental resource.

Compton Community College District – Lynell Wiggins
Campus Celebrations/Milestones: We are excited about our first ever Noncredit Completion Ceremony on June 4th. Our ESL students and those who have earned a certificate of completion will have an opportunity to participate in this ceremony since they do not go through a traditional graduation ceremony. The campus is also ramping up for all end of year events. **Outreach:** A young person contacted me from a program called EMS core, which appears to be something the College is looking into to establish for high school students. More research and information to follow.

Lynwood Community Adult School – Shamell Wilson
Campus Celebrations/Milestones: We are excited about our upcoming 70th Anniversary Celebration on May 31st. Invitations are being sent out to all campuses. **New Sessions:** Classes are going well both on campus as well as the Compton College courses. Interest is increasing in the healthcare programs.

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 SMARTE Report was shared on screen and previously emailed to everyone. 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. According to the current MOU agreement, if these funds are not spent by the percentages, they will be distributed by December 31, 2024.
- iii. Clarified that the ELL Healthcare Pathway Grant funds have not been received to date. The report lists what each campus is budgeted.

iv. 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 is being updated as new developments occur. The Q2 progress report was submitted and awaiting approval by CAEP team member. Met with Planet Creative Enterprises to review the grant management proposal and update to reflect outcomes aligned with the workplan.

Grad Communications: The pay-per-click campaign is in full swing. To date there have been 3,988 impressions and 269 clicks from 188 new customers/potential students with the majority from the US and then India. We identified zip codes to target for engagement as well as key search words. Some discrepancies were found and corrected. Please inform your intake staff and share feedback. We want to highlight events at your campus and opportunities for the community to

participate; please send your calendar items and they will be posted.

Regional Customer Resource Management: Met with representatives several times to gain more insight on how this program builds value for data collection, reporting and as a regional referral network. Of note, yes, with myOneFlow's comprehensive fiscal tools can track expenses, such as consumables, supplies, or supportive services, at the participant, program, and organizational levels and can be paired with the marketing campaigns.

CAEP TAP Project: attended CAEP Tap event for their technical assistance project. It has similar and differing elements than the CalPro model.

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. **March 31, 2024** – Quarter 2 Member Expense Report certified in NOVA
- ii. **March 31, 2024** – 1st Bi-Annual Expenditure and Progress Report due for ELL Healthcare Pathways Grant

- iii. **April 23-26, 2024** – CCCAOE Spring Conference in Sacramento, CA
- iv. **May 2, 2024** – CFAD due in NOVA
- 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 Planning Meetings** – a follow up meeting with Dr. Thomas and Dr. O will be scheduled to move the CNA and EMT program pathways forward. Dr. Thomas is working on completing the CNA noncredit curriculum and will provide an update.
- b. **IET Accelerated Learning Model** – Discussion on how to set up IET that will benefit all campuses. Further progress will be made on the IET's structure once the grant management contract is approved.
- c. **Grant Management Proposal** – The revised proposal from Planet Creative Enterprises, Inc. was shared and discussed. Looking at a potential start date of July 1st.
- d. **Summer Conferences** – each campus will attend on their own.
- e. **Memorandum of Understanding** – Draft of updated MOU for 2024-25 was discussed and emailed to Members in the form of a shared document to review and make recommended edits. The final document will be approved at the next meeting.

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 May 2, 2024.
 - i. ELL Healthcare Pathways
 - ii. Planet Creative Enterprises Grant Management Proposal
- c. Tentative agenda items for next Board Meeting on May 2, 2024.

XIII. Next Meeting

- a. Tuesday, May 2, 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