



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Minutes

For

Board Meeting of the Executive Board

June 7, 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

June 7, 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** – 12:46 pm
- II. **Mission Statement** - *We connect education and workforce training to create family sustaining careers* – Principal Doi Johnson
- 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 – Shamel Wilson
 - c. Vote – 4:0
- V. **Approval of Minutes**
 - a. April 16, 2024 Board Meeting
 - i. Motion – Lynell Wiggins
 - ii. Second – Dr. Yvonne Rodriguez
 - 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

Program Updates: We are in the middle of our last cohort for trucking. Our class of 16 is big for truck driving. There are certain benefits when we have a class more than eight, so it is working out well for the students and they like the class.

Transitions Day: Our students who attended the Compton College event were really excited about being there and they enjoyed it. I was there at the start of the event but had to get back to the site for a meeting. It really looked well planned and

well executed. **Celebrations/Milestones:** On May 30th we had a celebration for our 2024 graduates. There were 23 high school diploma program graduates, up from 14 last year. Our goal for the year was 30. As a small school that is a big amount, and we got close. Next year our goal will be higher, and we have a strategy to help accelerate our students. The celebration was good. This year we separated our celebrations for the adult school, high school diploma program and our adult transition program students based on requests from the teachers to have something solely focused on the adult school students. Our celebration for adult transition program students who are aging out took place on Wednesday, June 5th and it went well. Today is our last day of school and we are looking forward to creating some things for next year. **Program Updates:** We are going to Board this month with the truck driving, MC3 construction, CNA, and pallet jack forklift programs. Although the pallet jack program does not get many hits, our teachers will be doing outreach to our community partners, including dropping off flyers and introducing our programs. We are looking forward to transitioning from AIM to ASAP exclusively on July 1st.

New Sessions: Summer session begins on July 1st.

Compton Community College District – Lynell Wiggins

Celebrations/Milestones: This term has been a whirlwind as we were quite ambitious this past spring semester. The outcome appears to have been well received by most involved in the different programs. On June 4th, the Noncredit Completion Day, which had a new name, was blended the CTE program celebration. The Career and Adult Ed Awards Ceremony went really well, and we learned a few things. We will be bridging a few programs in the future. The Transitions Day event was excellent. This was the type of collaborative event that the four of us envisioned in our Three-Year Plan and I am proud of the fact that we were able to pull that off

collectively. Thank you all for your involvement. Today our Commencement will take place this evening at Cal State Dominguez. **New Partnership Opportunities:** We have had some really good partnership conversations with some individuals and anticipate some exciting new opportunities for our students. For example, I am trying to work on a community property management type of training where students in our area would receive training on how to run a building, be a property manager. This is pretty coveted by a large-scale type investment property firm. It is a great opportunity, so we are looking to bring some new opportunities that all our students could benefit from moving forward. More information to follow on our progress.

- ii. **Lynwood Community Adult School – Shamell Wilson**
Program Updates: We made it through WASC, and it was a good review, honest and fair. There were some moments where they were tough. However, it was good to see the recommendations that they made, really piggyback off what we already identified as our growth areas. There were no shocks; they saw what we saw, and they agreed with the growth areas that we identified for ourselves to move forward. Although there were major growing pains for me throughout, it was a good experience. **Celebrations/Milestones:** Our 70th Anniversary and end of the school year banquet turned out to be a really nice affair, with about 160 participants. The students had a good time, and a lot of former staff came back to celebrate with us. Graduation will be held on Monday, June 10th. We have 33 high school diploma graduates, 22 GED HiSET graduates, and for the first time, we decided to include our CTE students in the ceremony. We have 15 CTE students signed up to participate this year. This is not a large number compared to the number of CTE students we have this year, but it is a great start being the first year we have included them. **Student Highlights:** I have one CTE student that I wanted to highlight because I am so excited. We have offered

our engineering program for about three years now, and although the class keeps decent numbers, there had not been a completer. Now, we have our first Engineering SolidWorks completer this year. It is a self-paced program, and she came three days a week for the past year. She passed the Certified SolidWorks Associate (CSWA) exam with a passing score of 100% which we thought was phenomenal and we are proud of her. A few more students enrolled this week and hopefully this is the start of something good with more students coming into that pathway because it is an amazing career with a lot of money to be made if you can master the program. There are three different levels of certification, but just with the level one certification, the starting salary is about \$50,000. **New Sessions:** We will not be having summer classes this year and will be sending students to Compton and Paramount as we prepare for Fall 2024. This decision was made because during the last two years we have not had a lot of students. We adopted a traditional school schedule and are finding more and more that adult students, especially coming back from COVID, want to be home with their kids in the summer. With our budget constraints right now, we decided it best not to offer summer classes.

Paramount Adult School – Dr. Yvonne Rodriguez

Celebrations/Milestones: Our adult transition graduation took place yesterday and it was nice. We had 10 students and in addition to our Superintendent and Assistant Superintendents, it is amazing to see how many directors and people come out to that graduation. **Program Updates:** Our classes are still full, which is nice, and we are doing prep for next year. The medical terminology and personal care attendant program have five students who have completed the sequence. We are very happy about that and will recognize them at our graduation. They are working with the Adult Ed Counselor, Bria to apply for the Personal Care Attendant certificate at Compton College.

We have been working for four years on getting this program up and running and to actually see it happen has been pretty nice. **New Sessions:** We expanded our courses with Compton College and will be offering a cosmetology course in the evening also.

- b. **Fiscal Agent:** Paramount Unified School District – Dr. Yvonne Rodriguez
 - i. Budget Update – The financials are being prepared and will be reported at a later meeting.
 - ii. Other
- c. **Project Manager:** Anderson & Anderson Enterprises – **Contractor Updates:** Recently met with AUMT, Planet Creative Enterprises, Study.com and MyOneFlow (Empyra) to prepare proposals for the next program year with the best possible pricing. We are working with Study.com on the curriculum alignment and have begun customizing the content based on the program course outline from AUMT for phlebotomy. Once concluded, the next programs will be medical assistant and CNA and pharmacy tech, so please forward your course outlines. We previously discussed options for AUMT to possibly offer a Saturday weekend class. A Friday option will also be explored as it may work best for the Consortium financially in reference to the expenses associated with opening on a Saturday. The resolution to the iTrain challenge of an end date for the program is in the works as well. There is also an employer partner that may be able to offer a commitment letter. **ELL Healthcare Pathways Grant:** The required documents for Round 2 funding were submitted May 31st. The submission and extension request for the workplan were both approved by CAEP. Shortly you will receive your budgets to review, approve and edit. There is also a draft of the work plan with an infographic detailing a potential pathway to move the ESL student from outreach through to the information sessions, Bridge program and support services. As subcommittees are formed and move through the planning process, the flow may change. Look out for a draft of a short video that is in English and Spanish that could be used

to build awareness about the pathways. Folders with documents and project details and deliverables have also been entered into Basecamp. Each campus also has a folder with your customized documents. The status report for this quarter is due in July. To date, there has been no report of grant funds being utilized. Please submit any progress, workplan edits and expenditures. To build upon the success of Transitions Day, an interest survey link will be sent to the participants in effort to gauge interest, identify barriers and form the first pilot cohort. **Annual Plan Update:** The Annual Plan is due in August. The most recent plan outlined orientations, student services and student centered that were discussed being piloted or implemented. Please respond to the upcoming requests to collect data and status reports on the activities taking place at each campus. Other information will be collected from what has been reported in previous meetings and study sessions. We will begin consistently advertising event dates early to build awareness about them and engagement; also collecting data on effectiveness and outcomes. More to come after the ELL workplan is submitted.

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. **June 1, 2024** – 22/23 and 23/24 Member Expense Report due in NOVA (Q3)
- ii. **June 14, 2024** – CAEP Expenses – Quarter 3 due in NOVA
- iii. **June 15, 2024** – Applications for CAEP Consortium Leadership Academy
- iv. **June 17-20, 2024** – [CASAS](#) National Summer Institute 2024 – Orange County
- v. **June 30, 2024** – ELL Healthcare Pathways Grant – Round 2
- vi. **June 30, 2024** – 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3)
- vii. **July 15, 2024** – Quarter 4 student data due in TOPSPro – Q4 final
- viii. **August 15, 2024** – 2024-25 Annual Plan due in NOVA.
- ix. 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. Proposal for Grant Management Services from Planet Creative Enterprises – this item was approved at the April 16, 2024 for \$3500 per month, pending an edit of the hours to a maximum of 50. This proposal will fulfill development of IET accelerated learning models, orientation, employer engagement, externship placements, integration coordination of services from myOneFlow (Empyra), and grant management for the ELL Healthcare Pathways grant. The proposal for 2024-25 program year will be submitted with meeting minutes showing Board approval.

- b. Memorandum of Understanding 2024-25 – The MOU was signed and submitted with the CFAD as required in May. Discussion on regional resources outlined in the Annual Plan for the learning community that will be paid through Consortium funds.
- c. Proposal for Study.com - Discussion on the overview of the resource, equity of access and customizable integration into each pathway. It is recommended that the Study.com discounted rate for a three-year subscription at \$62,496 each year for all campuses be paid from the remaining joint Consortium funds. The proposal includes 425 licenses for faculty, staff and students at each campus, curriculum alignment, customized content integration for accelerated learning models, professional development, and technical assistance. This item will be added as an action item to be voted upon.
- d. Proposal for myOneFlow (Empyra) – Discussion on implementing a regional software program to complete intake, monitor students' progress in completing the programs, collect employment data, connect students to consumables and supportive services with our community partners and outcomes data as required by the ELL Healthcare Pathways grant.
- e. Meeting calendar for 2024-25 program year – this item will be added as an action item on the next meeting agenda.

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. Proposal for Study.com
 - i. Motion to approve the Study.com proposal of \$63,000 per year, using Consortium funds – Doi Johnson
 - ii. Second – Shamell Wilson
 - iii. Vote – 3:0 with 1 abstention
 - iv. Motion carried
- b. Proposal for myOneFlow (Empyra)

- i. Motion to approve the myOneFlow (Empyra) year one proposal for \$12,000 using ELL Healthcare Pathways Grant funds. – Lynell Wiggins
- ii. Second – Shamell Wilson
- iii. Vote – 4:0
- iv. Motion carried

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 August 15, 2024.
- b. Tentative agenda items for next Board Meeting on August 15, 2024.

XIII. Next Meeting

- a. Thursday, August 15, 2024 at 2:00pm at Compton College

XIV. Adjournment at 1:37pm

- a. Motion – Lynell Wiggins
- b. Second – Dr. Yvonne Rodriguez
- c. Vote – 4:0
- d. Motion carried