



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Minutes

For

Board Meeting of the Executive Board

September 19, 2024

Compton College

1111 E. Artesia Blvd.
Compton, CA 90221

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



Compton College
1111 E. Artesia Blvd.
Compton, CA 90220
310-900-1600

<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

September 19, 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 the Tri City Adult Education Project Manager at tricitythrives@gmail.com. Notification of at least 48 hours prior to the meeting will enable the Consortium to make reasonable arrangements.

- I. **Call to Order – 2:18 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 – Shamell Wilson
 - c. Vote – 4:0
- V. **Approval of Minutes**
 - a. August 15, 2024 Board Meeting pending identified 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
Program Updates: Our ESL 6 with Compton College began on Friday, September 13th with 19 students. Tuesday night students enrolled in the computer course and ESL 6. Iris and Bria came by for a campus visit and the students were engaged. Our ESL teacher will contact Dr. Blonshine to offer ESL 7 in Spring 2025. The new truck driving cohort began on September 9th and the class is going well. Our CNA cohort ended, and the construction class is usually full, but has not

come back due to some challenges with the consultant. The forklift class is more of an upskill and not many students enroll. We are considering launching a cybersecurity program; there is money to be made in the career and young people are attracted to the career and earning potential. Data chats are happening today with ESL and High School Diploma ABE. We are creating intervention groups to target our ESL students who are band jumpers; nearly met/ met get beginner to intermediate and then to advanced. The goal is to make the work relevant enough for students to get significant gains. We are preparing for WASC midcycle review on April 9, 2025. **Professional Development:** Planning to send teachers to OTAN for professional development training on differentiation content. We will reconvene on Monday to develop a professional development plan as there is a gap in the necessary intentionality of grouping students and determine where they are being taken. We have money in the budget that can be allocated for professional development. We need a facilitator to train, lead and monitor especially in the areas of pacing guidelines, curriculum, and certificates for completers / participants. We use Study.com as a driver and intervention for the ESL and ABE programs and it is working well. **Events/Outreach:** Tasked Ms. Miles with planning a career and resource fair; date to be determined. She will work with Nicole, the job placement specialist at Compton College to invite industry sector employers and AJCC partners. Recently the district's website was updated and is now promoting the adult school with a flyer. Our program information was shared on the ParentSquare communications, and we are seeing more registrants.

ii. **Compton Community College District** – Lynell Wiggins

Program Updates: Brittney the ESL instructor is reporting enrollment trends and the VESL class have good enrollment. Dr. Curry does a great job walking the campus and peeks into classes to assess level of enrollment. Seeing the interest in

these courses makes for additional offerings. With that, there is room to improve how we integrate planning for adult education and how we want to ramp up with the ESL healthcare pathways. **Professional Development:** We recently offered a training with Essential Skills, creator of the New World of Work curriculum. The training is sponsored by Walmart and has industry validated skills embedded in Canvas and a new platform, Talent. The skills training components align to what is happening; industry is seeing jobs moving toward skills based instead of degree requirements.

Events/Outreach: Recently contacted by St. John's regarding a grant they received to partner with colleges and help create a pipeline for students get into behavioral health careers. On October 19th, we will host a career and education fair from 10am to 1pm. The flyer will be emailed to each campus.

iii. **Lynwood Community Adult School** – Shamell Wilson

Program Updates: Our child development course with Compton College has 18 students and is going well. We are taking a strategic look at data, student gains and those that get a bump. We will do updates on the computer literacy push ins. Our ESL students are happy; 4 weeks in and students are grateful to gain skills and have expressed positive teacher feedback. The LVN program went through review, similar to WASC. Our program is long established with not many changes throughout the years. Overall, the review was good, and we have an opportunity to improve in areas; for example where our written policies are too vague or changes/updates had not been updated in the written policy. Our previous director recently retired, and we have moved forward with Board approval for a new director and teaching staff. **Professional Development:** We recently attended a WIOA meeting and learned that there is more competition with WIOA II funds. The missing workforce piece is the vocational training CTE. In the latest meeting, there was a list of classes that do not count for IET anymore, including VESL. The focus is true pathways

only for IET, not VESL or push in. **Events/Outreach:** We coordinated a schedule for all staff and teachers to table at a K-12 site for Back-to-School Nights. Results show there was good participation and one school wants to initiate a satellite class. We are planning additional outreach due to the number of people expressing that they were unaware of our programs.

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

Program Updates: Regarding WIOA II discussion, IELCE still works. Our ESL 8 students are enrolled in Compton College through dual enrollment, and we created ghost classes at our campus. We implemented pacing guides with due dates and clear articulation of what a completer is for certificate purposes. The end of module updates happen for completers, and we reviewed data with our data and counseling techs to create templates that we will share with member campuses. We are seeing that dual enrollment is beneficial for students in 14-week semester courses as it gives the students more time to enroll. Our classes started after Labor Day with good enrollments. We received over 700 applications and are currently testing with a goal of filling classrooms then opening new sections. We are using part time temps for teaching and enrollment numbers must show rationale for adding sections. Our night classes have more students than day and we opened two classes. Currently we have 14-16 in ESL 8 and 12-14 in ESL 6. One of our IET teachers became an ESL teacher for the college classes which is great. **Events/Outreach:** Iris and Alicia recently visited our campus for an event, and it is nice to have them come and engage with students, share information on the college and goodies.

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

- i. Budget Update – SMARTE report was distributed to each member. The 2023-24 carryover amount is \$76,551.00. The Study.com contract was Board approved on September 11th

and is included with the anticipated expenses for 24-25. The total consortium discretionary allocation balance is \$40,0004.00.

ii. Other

c. **Project Manager:** Anderson & Anderson Enterprises - **NOVA**

Deliverables: The Annual Plan was submitted and approved. The upcoming due dates are listed on the agenda. **ELL Healthcare**

Pathways Grant: The work plan is being updated as new developments occur. Round two funding is under review, and it was decided at the last study session not to pursue adding an additional pathway for the social services assistant. If the ELL Careers for a Cause cohort at Compton College moves forward, it may be a way to feed the pathways. The Study.com contract was Board approved on Sept 11th and we are awaiting next steps. **Marketing and Outreach:** The Grad Communications pay per click campaign ended on July 31st. There were significant increases in new users and interest for CTE, healthcare, ESL and high school diploma. We are preparing to transition the digital media updates to me and building on the momentum of the campaign with another pay per click. A new marketing budget will need to be established. The social media channels are being created, and a content calendar is in the works. On Instagram, please add tricitythrives as a contributor so that we can share content. We are planning an outreach event -Tri City Day at the Compton College Farmers Market on October 16th. More information to follow as we continue to collaborate.

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. **September 26-27, 2024** – CAEP Consortium Directors' Event 2024
- ii. **September 30, 2024** - 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4)
- iii. **September 30, 2024** - 24/25 Member Program Year Budget and Work Plan due in NOVA
- iv. **September 30, 2024** - End of Q1
- v. **October 28-30, 2024** – CAEP Summit at Oakland City Centre Marriott
- vi. **October 30, 2024** - 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- vii. **October 31, 2024** - Student data due in TOPSPro (Q1)
- viii. **October 31, 2024** – Employment and Earnings Follow Up Survey
- 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. There are no Conference Items for this 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.

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 October 3, 2024.
- b. Tentative agenda items for next Board Meeting on October 17, 2024.

XIII. Next Meeting

- a. Thursday, October 17, 2024 at 2:00pm via Zoom

XIV. Adjournment

- a. Motion – Lynell Wiggins
- b. Second – Shamell Wilson
- c. Vote – 4:0