Los Angeles Community College District
Board of Trustees
Ad Hoc Committee on Adult Education and Workforce Development
West Los Angeles College
Fine Arts Gallery
9000 Overland Avenue
Culver City, CA 90230
Wednesday, February 12, 2014
12:15 p.m. – 12:45 p.m.

Committee Members
Mike Eng, Chair
Ernest H. Moreno
Scott J. Svonkin

Agenda
(Items may be taken out of order)

I. CALL TO ORDER (12:15 p.m.)

II. PUBLIC SPEAKERS*

III. UPDATE ON LOS ANGELES AREA REGIONAL CONSORTIUM

IV. UPDATE ON APPLICATION PROCESS

VII. NEW BUSINESS

VIII. ADJOURNMENT

*Members of the public are allotted five minutes time to address the agenda issues.

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, for whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

To make such a request, please contact the Executive Secretary to the Board of Trustees at 213/891-2044 no later than 12 p.m. (noon) on the Tuesday prior to the Board meeting.
Certificate of Eligibility Cover Sheet

California Community Colleges
Chancellor's Office

State Department of Education

Fiscal Agent Name: Los Angeles Community College District (LACCD)
Fiscal Agent Address: 770 Wilshire Blvd., Los Angeles, CA 90017

Fiscal Agent's Contact Information:
Name: Jeanette Gordon
Title: Chief Business Officer
Telephone: 213-891-2337
E-mail: gordonJL@email.laccd.edu

Signature of the Fiscal Agent Chief Executive Officer/ Superintendent/Designee:
Jeanette Gordon

Briefly describe the process used to determine the fiscal agent (please limit your response to this space):
The Los Angeles Community College District (LACCD) and representatives from the Los Angeles, Montebello, Burbank, and Culver City Unified School Districts met for the first time on January 23, 2014. Discussion items included the intent of AB86, a shared vision, selection of a fiscal agent, and a plan for moving forward with the application and planning process. Participants chose Los Angeles Regional Adult Education Consortium as their official name. The opportunity to serve as fiscal agent was open to all members. D. Brashear and M. Martinez facilitated the selection process. LACCD and Montebello USD expressed interest. Questions related to fiscal capacity, procedures and policies were addressed. LACCD was selected by consensus. Members agreed that LACCD would carry out all responsibilities related to the grant’s fiscal-related activities. However, in its role as fiscal agent, it would not make policy decisions and would not issue any monies without approval of the Consortium.

Primary Contact Information for the Consortium's Application:
Contact Name: Donna Brashear
Phone: 213-241-3150
Contact Title: Executive Director / Division of Adult & Career Education
E-mail: donna.brashear@lausd.net
Contact Agency: Los Angeles Unified School District (LAUSD)

List of Participating Consortium Members (use additional sheets as necessary):
<table>
<thead>
<tr>
<th>Member Organization Name (i.e., name of school district or community college/district)</th>
<th>Member Point of Contact Name and E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los Angeles Community College District</td>
<td>Marvin Martinez <a href="mailto:marlinmr@elac.edu">marlinmr@elac.edu</a></td>
</tr>
<tr>
<td>Los Angeles Unified School District</td>
<td>Donna Brashear <a href="mailto:donna.brashear@lausd.net">donna.brashear@lausd.net</a></td>
</tr>
<tr>
<td>Montebello Unified School District</td>
<td>Kathy Brendzal <a href="mailto:brendzal_kathy@montebello.k12.ca">brendzal_kathy@montebello.k12.ca</a></td>
</tr>
<tr>
<td>Culver City Unified School District</td>
<td>Veronica Montes <a href="mailto:veronicamontes@ccusd.org">veronicamontes@ccusd.org</a></td>
</tr>
<tr>
<td>Burbank Unified School District</td>
<td>Joseph Stark <a href="mailto:josephstark@burbankusd.org">josephstark@burbankusd.org</a></td>
</tr>
</tbody>
</table>
**Intent to Participate Member Signature Form**

**District Name:** Los Angeles Community College District (LACCD)

**District Address:**
770 Wilshire Blvd., Los Angeles, CA 90017

**Adult Education Planning Contact Information:**
- **Name:** Marvin Martinez
- **Title:** East LA College President
- **Telephone:** 323.265.8662
- **E-mail:** martinmr@elac.edu

**Signature of Chief Executive Officer/Superintendent/Designee:**
- **Signature:** Adriana Barrera, Ph.D.
- **Title:** Interim Chancellor
- **Date:** Feb. 5, 2014
Shared Leadership Strategies

The Los Angeles Regional Adult Education Consortium will use a variety of strategies to facilitate the process of shared leadership. Together they crafted a vision statement to guide the direction and scope of its activities. The vision statement also ensures that the consortium members remain focused on relevant elements of the grant’s plan development to maintain an efficient and productive process.

Vision

The Los Angeles Regional Adult Education Consortium’s vision statement is:

The Los Angeles Regional Adult Education Consortium will sustain, expand and improve Adult Education. It will create seamless programs and pathways to workforce and higher education that are regionally relevant, efficient, comprehensive, and that leverage community resources through a structured and collaborative interagency approach. Programs will be student centered, data driven and focused on best practices. Students will gain 21st century skills, meet their employment, academic and civic goals, and contribute to the economic vitality of the Los Angeles region.

Core Leadership Team

Each member district in the consortium has appointed up to, but no more than five individuals to be part of the “Core Leadership Team.” This group of individuals has committed to serve on the leadership team for the duration of the grant and to meet as often as necessary to conduct the business of the consortium.

Fiscal Agent

All decisions of the consortium will be made by the Core Leadership Team including allocation of resources. The consortium has also defined clear roles and responsibilities for its fiscal agent. The scope of work of the fiscal agent is as follows:

The Los Angeles Regional Adult Education Consortium’s Fiscal Agent shall:

- Assume the “Banker’s” role for the consortium (Write checks, issue reports, etc.).
- Function under the authority of the consortium.
- Abide by all the decisions made by the leadership team of the consortium, including fiscal decisions.
- Disburse funds only at the direction of the leadership team of the consortium.
- Perform all functions as promptly as practicable.
- Designate a specific person as the consortium’s point of contact in the Fiscal Agent’s Fiscal Office.
- Produce reports as needed and/or required.
- Engage in data collection as needed and/or required.
- Make payment for all expenses as directed by the consortium’s Leadership team.