

**East Region Adult Education  
Governing Board Meeting**

**June 10, 2020  
Virtual Meeting via Zoom**

**Minutes**

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**I. Call to Order**

- The meeting was called to order at 12:01 pm by ERAE Governing Board President, Theresa Kemper.
- The following Governing Board Members were present: Theresa Kemper, Tim Glover, Kathy Granger, Lynn Neault, Sean Hancock, and Rick Wilson.

**II. SPECIAL REPORTS/RECOGNITIONS**

- There were no special reports/recognitions.

**III. COMMUNICATIONS FROM THE PUBLIC**

- There were no communications from the public.

**IV. APPROVAL OF MINUTES – April 15, 2020**

- **Motion Passed:** The minutes were unanimously approved as written. First motion to approve the minutes was made by Sean Hancock and seconded by Tim Glover.
  - Yes Theresa Kemper
  - Yes Tim Glover
  - Yes Kathy Granger
  - Yes Lynn Neault
  - Yes Sean Hancock
  - Yes Rick Wilson

**V. REMOVAL OF ITEMS FROM/CHANGES TO AGENDA**

- **Motion Passed:** The agenda was unanimously approved as written. First motion to approve the agenda as written was made by Tim Glover and seconded by Sean Hancock.
  - Yes Theresa Kemper
  - Yes Tim Glover
  - Yes Kathy Granger
  - Yes Lynn Neault
  - Yes Sean Hancock
  - Yes Rick Wilson



## VI. REPORTS/DISCUSSIONS

### State of our Institutions—A Share Out From the Board Members

- **Rick Wilson** gave an update on the San Diego East County Chamber of Commerce. Rick stated that almost all their programs are being done virtually. The San Diego East County Chamber recently launched Rebuild East County which is a program to help businesses out of COVID-19. Businesses are offered a free audit and are offered suggestions to help them recover. Over the past two weeks, the San Diego East County Chamber of Commerce, along with The Chamber Foundation, have created a GoFundMe account to help support the La Mesa businesses affected by the recent violent fires, riots, and looting. So far, the account has raised approximately \$200,000. The Foundation board met to set the criteria for the applications, and is working with the East County Economic Development Council to review the applications.
- **Tim Glover** gave updates on Grossmont Union High School District (GUHSD). GUHSD has just completed the Distance Learning process. Distance Learning began on April 20 and continued through June 4. There were 4765 graduates in the District. Since schools closed on March 16, the District has served over 18,000 meals to students. The District is working on its re-opening plans. Tim thanked our school sites for their hard work and congratulated the Class of 2020. Lynn Neault asked whether all staff are back on sites. Tim explained that some essential staff, including support staff and admin, are on-site but not all employees are back on site. Our re-opening plan is going to the GUHSD Board on July 9, and we are optimistically targeting our Aug 12 start date for next school year. The Health Occupations Center was approved to reopen on June 1 so that students who were doing their internship for the spring can have the opportunity to complete their training.
- **Lynn Neault** gave updates on Grossmont/Cuyamaca Community College District (GCCCD). Lynn stated that GCCCD re-opening is being done in stages. Classes will be online for the fall, with the exception of a small number of science laboratory classes, Allied health classes, and career technical classes that require specialized equipment or face-to-face training. GCCCD is currently trying to have staff back on campus and begin the work of getting the facilities ready to meet CDC requirements for re-opening in the fall. They hope to bring the first phase of employees back by mid July. The District is also addressing budget reductions and equity issues that students and staff are experiencing right now.
- **Kathy Granger** gave updates on Mountain Empire Unified School District (MEUSD). Kathy stated that MEUSD are doing the same things as the other districts, but on a smaller scale. Their District is working on plans to return in August. Most staff members are working on-site. They are looking at this as an opportunity to change the way they engage students and families in their educational opportunities and hoping to come out stronger on the other end. MEUSD drive-thru graduation is on June 11.



## **State of the Consortium**

### *Member Updates*

- Kim Bellaart gave an update on Grossmont Adult Education (GAE) programs. The Academic program Grad Swag and drive-thru diploma pickup for Grossmont Adult Education's 160 graduates is on June 10 starting at 3:30pm. Despite recent happenings in the community, most students were able to meet their goals. There are an additional 10 students who have the opportunity to finish their classes before school is out in mid June. The GAE virtual graduation ceremony will be available online on the GAE website on June 26. GAE have over 500 ESL students continuing their classes through Distance Learning. Over 63% of our ESL teachers are using Canvas while other teachers are using online tools such as Zoom, email, Google Classroom, etc, to connect with their students. Many teachers in the CTE Programs were able to do Distance Learning and complete their classes for the spring. Some classes that required face-to-face meetings and specialized equipment were not able to go online. The Grossmont Health Occupations Center re-opened their facility on June 1 so that students who were enrolled in classes in the spring could complete their classes and their internship. LLE teachers did distance learning for their classes in the spring. Over sixty LLE classes will be offered online this summer. The Corrections/Re-entry classes are still on hold. The Sheriff's Department will be looking at ways that teachers can work with students and connect through Distance Learning. We are waiting to hear more from the Sheriff's Dept on when our teachers can resume their classes. It was stated that having to move to Distance Learning quickly and looking at what is going on in our community with racial prejudice and other issues, it is a good time for us to look at our programs and make adjustments and find ways to increase our effectiveness while addressing equity issues for our students.
- Kathy Granger—An Adult Ed Coordinator was hired for MEUSD and will be on board on July 1. Some students were able to complete their diploma classes and receive their diploma, and the graduate rate was higher this year.

### *Strategic Plan Implementation—Year One*

- Ute mentioned that ERAE is right on track with implementation of the Strategic Plan. The first goal is Professional Learning, and an Adult Ed Coordinator was hired. Staff will continue with professional development. A blueprint for a professional learning model is being developed. We would like to have four strands on which we focus our professional learning—technology, assessment, backward design, and culturally responsive teaching and learning. The second goal is acceleration and alignment to the colleges. Six paths are being mapped—Transition to College, Applied Technology, Information Technology, Health Occupations, Culinary, and Finance. Articulation efforts with the colleges have been increased and our goal is to have at least 10, and we are halfway there. For these paths, introductory modules, core modules, and support modules are being developed and students will be able to enter these paths at any point. Canvas was implemented as a learning environment and most teachers have setup their courses in Canvas. Transitions to colleges, career, and postsecondary have increased over the past year. Virtual forms were implemented, and financial, academic, 1550 Melody Lane, El Cajon, CA 92019 | 619.588.3500 | adultedworks.org



and career counselors from the colleges join virtually for guest presentations and 1:1 appointments. The third goal is improving on the onboarding and assessment processes across all programs and members, which is one of our most challenging goals. High touch onboarding is always difficult to arrange because it is a lot of front loading. The Transition Specialists play a big role in the onboarding process. Over 305 students enrolled through the new onboarding process over the past six weeks. Students sign up online and are contacted by a Transition Specialist for an initial intake. The fourth goal is improving Student Services throughout our adult education programs and we need to develop more performance metrics that will show implemental progress. Our fifth goal is Business Engagement. We have a monthly Business Roundtable and run a job board for partners. We keep collaborating with our partners to provide work-based learning. The sixth goal is to improve internal and external marketing. Students are returning for re-training and we are currently working on new social media materials. There is a solid social media presence, and the Grossmont Adult Education catalog for next year is now available online. Lynn Neault inquired about the percentages listed on the goals and wanted to know if the percentages listed represents the percentage of progress of the goal so far or represents the percentage of increase in the goal since last year. Ute stated that the percentages listed represents both the percentage progress towards our goal and percentage of increase over last year. Lynn inquired about transcript credit for articulated classes. Ute confirmed that students who complete courses that are articulated to the colleges receive transcript credit for those courses. Adult education currently have several courses articulated to the colleges and is currently working on more articulated courses for next year.

**Amendment to the Consortium Fiscal Administration Declaration (CFAD)**  
*State Reporting Requirements*

- Due to the revised budget, the CFAD member allocations for 2020-2021 have been reduced by 12.105 percent, so we will need to amend the CFAD allocations. The CFAD allocations amendment will need to be done by June 30, 2020.

*ERAЕ's Response and Process*

- The budget will be reviewed in a meaningful way to meet students' needs and outcomes. The revised budget will be reviewed and voted on at the next ERAЕ governing board meeting.

**Consortium Budget Revisions-Opportunities for Transformation**

*Member Priorities and Budget Revisions*

- Kathy Granger—Mountain Empire's priority is to expand access to the surrounding communities.
- Kim Bellaart—Grossmont Adult Education's priorities are how to best serve students, remain student centered, and design our programs for best student outcomes; empower our teachers and staff for best outcomes for our students while focusing on aligning our priorities with our Strategic Plan.
- Lynn Neault—Grossmont/Cuyamaca Community College District's priority



is to approach the work with our Consortium partners and treat all students as our students while focusing on student services and transitions to benefit all our efforts. Another priority is expanding opportunities for postsecondary transitions and dual enrollment.

#### Consortium Priorities

- As a consortium, we must commit to using budget increases to focus on student outcomes. The final budget is not available as yet, but we have a good set of priorities, and as soon as the budget is finalized we will know what we can move forward with.

#### Priorities, Program Growth, and Next Steps—Open Discussion

- The special projects that are already approved and we can move forward with are the Student Success Center for Grossmont Adult Education/ERAЕ, Data Analysis for Grossmont Cuyamaca Community College District, and Program Development Coordinator for Mountain Empire Unified School District.

#### **Meeting Updates and New Schedule**

- The ERAЕ proposed meeting dates were reviewed. Location of meetings will be determined at a later date. Tim Glover stated that the preference for the next ERAЕ board meeting would be in person instead of Zoom, if possible. The next meeting dates are as follows:
  - September 9, 2020—11:30am-1:00pm
  - December 9, 2020—11:30am-1:00pm

#### **VII. ACTION ITEMS/DISCUSSIONS**

- *There were no action items.*

#### **VIII. Communication from Board Members**

- Tim Glover— Congratulations to everyone for doing this incredible work. Tim thanked everyone for their focus on students, families, and our communities. He stated that we will grow in some areas and will recognize how much more we want to grow in other areas. Tim appreciates the hard work of all the consortium members.
- Kathy Granger-Kathy said it has been a pleasure working with everyone. Kathy plans to retire on August 31, 2020. Kathy said she hope to have the Adult Ed Coordinator on-board before she retires.
- Sean Hancock—Sean thanked everyone for the work they are doing and for the data reporting. He wanted to emphasize the importance of culturally responsive teaching and learning as it becomes more and more clear that we really need to take this opportunity to look at this and encourage the hard conversations that need to happen to address equity.



- Rick Wilson—Rick stated that the San Diego East County Chamber of Commerce is grateful for the work that the consortium is doing. Due to COVID-19 and the transition of education from what was normal to what it is now, the San Diego East County Chamber is very appreciative of the work that we are all doing and they are getting great feedback. The Chamber is willing to help by distributing any pdf's, flyers, or any other documents that needs to be distributed.
- Lynn Neault—Lynn was not available for input.
- Theresa Kemper—Theresa thanked the new members: Rick Wilson and Lynn Neault. Theresa is proud of the work we have been able to do this year and of the way the consortium works together. She congratulated Kathy Granger on her upcoming retirement and for her contribution to the Consortium over the years.

IX. **Adjournment**

- The meeting was adjourned at 1:07pm. The next ERAE governing board meeting will be held on September 9, 2020 at 11:30am, location to be determined.