



**East Region Adult Education
Governing Board Meeting**

June 22, 2022

Virtual Meeting via Zoom

Minutes

● **Call to Order**

- The meeting was called to order at 11:32am by ERAE Governing Board President, Theresa Kemper.
- The following ERAE Governing Board members were present: Theresa Kemper, Mary Beth Kastan, Lynn Neault, Rick Wilson, Patrick Keeley, and Eric Klein.

● **SPECIAL REPORTS/RECOGNITIONS**

Theresa Kemper

- A huge thank you was given to Theresa Kemper for her guidance and leadership on the ERAE Governing Board. Ute Maschke mentioned that Theresa has been an incredible mentor for her, and she has learned so much from Theresa through the years. Ute mentioned that she admires Theresa's calm demeanor and her investment in students.
- Kim Bellaart said she has learned a lot from working with Theresa over the years and appreciates Theresa's unwavering support for Adult Education, as the Superintendent and also as a student in the Personal Enrichment classes.
- Rick Wilson stated that it has been incredible working with Theresa over the years and wishes her the best.
- Cynthia Nagura mentioned that it has been great working with Theresa and she will miss working with her. She admires Theresa's leadership and all the things that have been initiated because of Theresa, and she also admires Theresa's love for all students.
- Lynn Neault voiced that she has enjoyed working with Theresa and appreciates Theresa's grace and support for her as she transitioned into her new role in the community college district.
- Mike Fowler congratulated Theresa and said that Theresa can look forward to calls and texts from them asking for assistance starting Aug 15.
- Mary Beth thanked Theresa for her mentorship and wished her all the best on her retirement.

Jeff Wood

- Kim Bellaart started off by mentioning that Jeff worked at Mt. Miguel for over 20 years as a coach and teacher and started the California Partnership Academy at Mt. Miguel. For the past six years, Jeff has been the director of the CTE program and Personal Enrichment program for Grossmont Adult Education. Jeff brought his enthusiastic sales approach to everything that he did and has managed to



keep the LLE/Personal Enrichment programs running despite budget changes and even moved the programs to being self-supporting. Jeff has done an amazing job for CTE programs and has laid incredible groundwork for programs that are continuing and new programs that are starting next year.

- Mary Beth Kastan expressed that she worked with Jeff at Mt. Miguel, and that it has been an honor working with him in his current position. She wished him a happy retirement.
- Theresa Kemper said that Jeff is so funny, and she enjoyed working with him. She said it has been a pleasure working with him and she wishes him all the best in his retirement.

- **COMMUNICATIONS FROM THE PUBLIC**

- Ms. Sudano, Advocate for Student's Rights, addressed the governing board regarding accommodations for students with disabilities, including information on the procedures for requesting accommodations for students with disabilities in the Consortium Strategic Plan. Ms. Sudano mentioned that there are currently no policies on our website that informs students on how to request accommodations. She requested that this situation be addressed as soon as possible and made available in the next GAE catalog. She would like to see information added to the three-year Strategic Plan to address students with disabilities. She also addressed the appropriate quorum for the ERAE Governing Board Meetings. She wanted to confirm that there were 5 active ERAE board members instead of 6 and that the votes conducted at the March 30 board meeting were legitimate according to the Brown Act.

- **APPROVAL OF MINUTES – March 30, 2022**

- **Motion Passed:** The minutes were approved as written. First motion to approve the minutes as written was made by Lynn Neault and seconded by Mary Beth Kastan.
 - Yes Mary Beth Kastan
 - Abstention Eric Klein
 - Abstention Rick Wilson
 - Yes Theresa Kemper
 - Yes Lynn Neault
 - Yes Patrick Keeley

- **REMOVAL OF ITEMS FROM/CHANGES TO THE AGENDA**

- There were no changes to the agenda. First motion to approve the agenda as written was made by Theresa Kemper and seconded by Eric Klein.
 - Yes Mary Beth Kastan
 - Yes Eric Klein
 - Yes Rick Wilson
 - Yes Theresa Kemper
 - Yes Lynn Neault
 - Yes Patrick Keeley



- **REPORTS/DISCUSSIONS**

Consortium Member Reports and Updates

GUHSD—Kim Bellaart recognized Mary Beth Kastan as the new Superintendent of Grossmont Union High School District and member of the ERAE Governing Board. Kim also gave a warm welcome to Mike Fowler who is the new Assistant Superintendent of GUHSD Ed Services and new member of the ERAE Governing Board. She thanked both of them for their tremendous support of Adult Education. Kim also welcomed Jennifer Owens, the new director of the Grossmont Adult ESL program, and to Steven Bailey who is the new CTE and Personal Enrichment Director with Adult Education.

MEUSD—Heather Westgaard reported that they had a great turnout for the high school diploma program with three graduates and five students continuing in the fall. Two Welding classes ended on June 6 with four students financially supported by the Workforce Partnership. All four students passed and earned Welding certifications. Heather informed the board that she will stay in the MEUSD District, but has accepted a position of Assistant Principal of the high school and middle school in the MEUSD district. Heather introduced Bill Dennett who is currently the Director of Student Services and Special Education and will now be Director of Student Services and Alternative Education Program for MEUSD. Bill will now be joining the ERAE Governing Board meetings.

GCCCD—Cynthia Nagura welcomed Dr. Eric Klein who is the new Associate Vice Chancellor, Educational Support Services, GCCCD. Eric thanked everyone for the warm welcome.

- Cynthia said that in-person commencement ceremonies were held for Grossmont and Cuyamaca colleges and there were 2325 graduates and over 5200 degrees and certificates were received by the graduates. Julie Barnes, Cuyamaca College President, is leaving GCCCD and accepted the position of Chancellor with the South Orange County Community College District. Summer school started this week and about 80% of classes are offered online. For the fall about 50% of classes will be on campus and about 70% on campus for the spring. The COVID vaccine requirement for students will be eliminated in the fall. There is a \$150 Basic Needs Grant that is being offered to all new Promise students during their first semester. Students can use the grant to pay for educational expenses and basic needs.

Student Success Reports

- Hamsa Almeshhadani is a student who has participated in the ESL program, the Medical Technology program at HOC, transferred to Grossmont College and graduated with an A.A. in Social Behavioral Sciences and ASL. She will graduate from SDSU next year with three majors: Speech Language Pathology, Linguistics, and Child Development. Her next steps will be Grad School and to start working with children who need Special Education.



Hamsa gave a report on how Grossmont Adult Education has helped her in her educational goals, personal life, and career and provided her with a firm foundation for her transitioning to Grossmont College, SDSU, and securing her first job. Hamsa gave kudos to Grossmont Adult Education teachers and the consortium transition services team for assisting her in her journey.

Maggie Gilbert gave a presentation on her experiences as a student in the MEUSD Adult Education Office Professional course. Maggie expressed that the Office Professional class gave her the training needed to obtain a job as the Family and Community Bi-lingual Liaison for the Mountain Empire Unified School District. Previously she was the custodian for Mountain Empire High School but decided to enroll in the Office Professional class when it started at MEUSD. She plans on taking additional classes through Adult Education and then continuing to college.

Monik Villalobos Perez participated in the High School Diploma program, as well as the CNA program at Health Occupations Center. Monik said she appreciates the outstanding support she received from Joyce Liou, a Consortium Transition Services Specialist, and from the GAE teachers, such as Jennifer Owens. Monik currently works as a CNA at Sharp Grossmont Hospital. Monik transitioned to Cuyamaca College and is currently enrolled in college classes.

Sandra Vidrio participated in the Academic program and the Finance Clerk program at Grossmont Adult Education. After her Finance Clerk training, with the help of the transition team, she was able to secure employment with Flores Financial, a Consortium business partner. Sandra recently earned her high school diploma through Grossmont Adult Education and is now enrolled in Grossmont College to continue her studies.

The Three-Year Comprehensive Strategic Plan 2022-2025

Review of Planning Process

Ute Maschke went over the planning process for the three-year Strategic Plan. Ute stated that the planning process began in April 2021. There was a Kick-off Summit, an Advisory Council, needs assessment, and a planning website was published in the fall of 2021 where the strategic planning strategies, outcomes, and goals were shared and made accessible to everyone. Workshops, focus groups, and surveys were conducted throughout the fall and winter and into spring 2022 with the goal to involve as many community members as possible. All comments and feedback were placed on the ERAE planning website. Based on the data analysis, a plan was developed and placed on the website for public review. It was a very student-centered process focused on leveraging resources and took into consideration our strengths as well as our opportunities and moments to strive and shine towards offering equitable opportunities to all community members.



Presentation of Final Draft

Cynthia Nagura stated that there are three main goals in the strategic plan—equitable access by increasing the number of adults served, increase the number of students completing classes and transitioning to college or post-secondary education, and increase the number of students entering employment or obtaining salary increases. Cynthia shared the consortium level metrics with figures from prior years and target goals for the next three years.

Kim Bellaart mentioned that this year, each member of the consortium has an opportunity to set goals. Specific data metrics were added. Data from pre-pandemic years were reviewed and used as a guide to set the 2022-2023 target. Data will continue to be reviewed at each of the quarterly board meeting. Data regarding students who completed classes were reviewed to determine whether these students are employed or employed with a higher wage. Data was also reviewed on students who earned a high school diploma, high school equivalency, transitioned into post-secondary, earned a CTE credential, or transitioned from ESL into other adult education course.

Kim also mentioned that we plan to expand on our system of professional learning. Our goal is to grow in the capacity to serve under-represented and/or underserved students and increase the persistence rate. The short-term outcome is to focus on implementation of concepts into the work with students and to introduce portfolios for goal setting. The intermediate goal is to create a repository of best practices and to assess the effectiveness of professional learning. The long-term outcome is to continue to look at data that has been collected and to see how it is impacting students and to make sure our professional learning is reflected in our classrooms and our interactions with students. The other goal is to continue working on the onboarding process and increase the number of participants who complete our program and transition to post-secondary education and careers. The plan is to align consortium-wide services with program specific orientations and enrollment practices and to work with the colleges and business partners to increase interest in students transitioning to college and post-secondary training. The short-term outcome is to create welcome videos and align our introductory classes and procedures to ensure that all students have access to counseling and transition services and that any barriers are addressed in order to provide the best onboarding process for all students. In addition, assessment tools will be designed for evaluation of the process. The next goal is to implement the five clearly mapped training and education paths in order to increase the number of students completing a path with certifications and gaining employment and the number of students who matriculate to college. There are five clear paths in the consortium—Education, Medical Occupations, Business & Finance, Applied Technology, and Culinary Arts & Hospitality. The focus will be on creating more access in career paths for limited English speakers. The short-term outcome is to collaborate with business partners on implementation of earn-and-learn options and to work with



college business partners on co-enrollment initiatives. Intermediate outcome is to consult with stakeholders on the success and sustainability of the training programs. The plan is to execute all the steps of the five-path model and to evaluate the paths based on students' needs.

Heather Westgaard mentioned that MEUSD will have more information in TOPS Pro in the future to help them track information moving forward. The expectation is that more students will enroll in the MEUSD programs now that additional pandemic restrictions have been lifted. MEUSD is considering adding an ESL class to their list of programs offered. Heather mentioned that targeted outreach and marketing will help to increase enrollment numbers and the consortium will be looking at effective means of communication and determine what works best in the different communities. Another goal is to provide equitable access to support services and resources to all students so that students can transition successfully to postsecondary and careers. Ways will be determined to increase student success, such as creating a welcome class where transition services will interact with students at the beginning of their journey. Partnerships with local workforce will be expanded to strengthen programs and support structures for refugee newcomers.

Ute Maschke mentioned that the metric sets are pre-determined by the CAEP statewide program. For the three-year Strategic Plan, the state requested that the information in the metric sets is shared, and the state requires each member in the consortium to work further with the metrics to show their individual work as a member to help address the underserved populations that we want to tailor our services to. The metrics will also be used to develop activities and outcomes.

Next Steps

The next steps for the three-year Strategic Plan are to design annual plans in alignment with member-specific plans, establish strategic plan workgroups for accountability, and to promote regional coordination of student-centered services to meet our goals. Lynn Neault said that when we are convening the workgroups for accountability, she would like to see a workgroup specifically targeting transition from the Adult Education program to the credit programs at the colleges, particularly in the CTE area.

Board Member Responses

Lynn Neault suggested having something in the plan that includes ethnic diversity since one of our goals is equity. Lynn said this group is commonly underserved in education. Ute said that this is very important and that including ethnic diversity in the language would help.

Meeting Times 2022-2023

The board was presented with the proposed meeting months for the 2022-2023 school year. The months for the ERAE Board meetings are:



September 2022

December 2022

March 2023

June 2023

- **GOVERNANCE/ACTION ITEMS**

- **Approval of the Three-Year Strategic Plan, East Region Adult Education**

- The three-year Strategic Plan was approved as written. First motion to approve the three-year Strategic Plan as written was made by Patrick Keeley and seconded by Mary Beth Kastan.

- Yes Mary Beth Kastan
 - Yes Eric Klein
 - Yes Rick Wilson
 - Yes Theresa Kemper
 - Yes Lynn Neault
 - Yes Patrick Keeley

- **Approval of Meeting Times 2022-2023**

- The meeting dates were approved for September 2022, December 2022, March 2023, and June 2023. First motion to approve the meeting months as written was made by Theresa Kemper and seconded by Mary Beth Kastan.

- Yes Mary Beth Kastan
 - Yes Eric Klein
 - Yes Rick Wilson
 - Yes Theresa Kemper
 - Yes Lynn Neault
 - Yes Patrick Keeley

- **Communication from Board Members**

- Mary Beth Kastan— Mary Beth welcomed the new members and thanked Theresa Kemper for chairing the ERAE board meetings and for her service to the Grossmont Union High School District.
 - Eric Klein—Eric thanked everyone for the warm welcome.
 - Patrick Keeley—Patrick did not have any additional comments.
 - Lynn Neault—Lynn did not have any additional comments.
 - Rick Wilson—Rick did not have any additional comments.
 - Theresa Kemper—Theresa said that it was great to hear the students' success stories. She said the common denominator she heard from all students was the support that was provided to them along the way. She gave kudos to the groups of individuals who helped the students and supported them in achieving their dream and as they transition to college and into careers. Theresa said she will miss everyone, and she welcomed the new members.

- **Adjournment**

- The meeting was adjourned at 12:55 pm. The next ERAE governing board meeting will be held in September 2022. The date/time of the meeting to be determined.



EAST REGION
ADULT EDUCATION

Education That Works



ERAЕ Governing Board Meeting June 22, 2022

- Welcome and Introductions
- Special Reports and Recognition
- Consortium Member Reports
- The Three-Year Comprehensive Strategic Plan 2022-2025
- Governance
- Communication from Board Members





Special Reports

Thank you, Governing Board President Theresa Kemper.



"Between now and June 30th, which I expect to be my last day, I will start each day with the goal of making this district stronger than it was the day before. I will not rest."





Special Reports

Thank you, Career Training Program Director, Jeff Wood.



"The times have changed. We need to change."





A Special Welcome

New Board Members

- Eric Klein, Ph.D. Associate Vice Chancellor, Educational Support Services, GCCCD
- Mary Beth Kastan Superintendent, (July 1, 2022), GUHSD
- Mike Fowler Assistant Superintendent, GUHSD

New Member Representatives

- Bill Dennett Director of Student Services and Special Education, MEUSD
- Jennifer Owens Program Director II, English as a Second Language, GAE/GUHSD
- Steven Bailey Program Director II, Career Training, GAE/GUHSD





Consortium Member Reports

Grossmont Union High School District

Mountain Empire Unified School District

Grossmont-Cuyamaca Community College District





Student Success

Monik Villalobos Perez

- High School Diploma program at Grossmont Adult Education
- CNA program at Health Occupation Center/Grossmont Adult Education
- Prerequisites at Grossmont College





Student Success

Hamsa Almeshhadani

- Moved to the US as a refugee
- Advanced ESL program at Grossmont Adult Education
- Medical Terminology program at HOC/GAE
- AA degrees in Social Behavioral Science and ASL from Grossmont College
- Will graduate from SDSU with three majors
- Next step: Grad School



Three-Year Plan 2022-2025 East Region Adult Education



- Planning process
- Goals and outcomes
- Objectives and Activities
- Next Steps

The Plan



3-Year Plan Goals

Equitable access

- Increase number of adults served by the consortium
- Increase number of students participating in consortium programs

Meaningful transitions

- Increase number of students completing consortium programs
- Increase number of students transitioning to college and postsecondary programs

Sustainable success

- Increase number of students entering employment and meaningful career paths
- Increase earnings (median change in earnings)

Consortium Level Metric Targets

* Mandatory for all consortia

Metric Set	Metric	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Target	2023-24 Target	2024-25 Target
All	*Number of Adults Served (AE 200 - Overall)	8,535	4,998		8,800	9,800	10,600
Student Barriers	English Language Learner (AE 305 - Overall)	2,671	1,662		3,500	4,000	5,000
Student Barriers	Low Literacy (AE 311 - Overall)	5,091	3,168		6,000	6,400	7,000
Student Barriers	Low Income (AE 310 - Overall)	4,755	2,396		4,800	5,200	6,000
Student Barriers	Long Term Unemployed (AE 309 - Overall)	70	72		80	100	150

A Preview of the Plan is also available [here](#).

Grossmont Union High (Reported by Grossmont Union High School District Adult Education)

Metric Set	Metric	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Target	2023-24 Target	2024-25 Target
All	*Adults who Became Participants (AE 202 - Overall)	4,324	3,194		4,500	5,000	6,500
Employment and Earnings	Participants Who Became Employed in the 2nd Quarter After Exit (AE 505 - Overall)	644			650	750	850
Employment and Earnings	Median Change in Earnings (AE 801 - Overall)				15.0%	15.0%	15.0%
Success	Participants Who Earn a High School Diploma or Equivalency (AE 633 - Overall)	122	162		130	140	150
Success	Participants Who Earn a Postsecondary Credential (AE 625 - Overall)	1,769	1,276		1,800	1,900	2,000
Transition	Participants with Transition to Postsecondary (credit college) (AE 637 - Overall)	177			200	250	300
Transition	Participants with Transition to Postsecondary (CTE) (AE 636 - Overall)	272			300	350	400
Transition	Participants with Transition to ASE (AE 500 - Overall)	149			200	250	300



Mountain Empire Unified (Reported by Mountain Empire Unified School District)

Metric Set	Metric	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Target	2023-24 Target	2024-25 Target
All	*Adults who Became Participants (AE 202 - Overall)		16		40	52	60
Employment and Earnings	Participants Who Became Employed in the 2nd Quarter After Exit (AE 505 - Overall)				10	15	20
Employment and Earnings	Median Change in Earnings (AE 801 - Overall)				5.0%	5.0%	5.0%
Success	Participants Who Earn a High School Diploma or Equivalency (AE 633 - Overall)				5	7	5
Success	Participants Who Earn a Postsecondary Credential (AE 625 - Overall)				8	8	8
Transition	Participants with Transition to Postsecondary (credit college) (AE 637 - Overall)				2	2	2
Transition	Participants with Transition to Postsecondary (CTE) (AE 636 - Overall)				2	2	2



Activities and Outcomes

TARGETED OUTREACH AND MARKETING

Goal: Increase the number of adults served and the number of participants transitioning to postsecondary and career.

Activity: Develop outreach and messaging strategies that clearly and transparently communicate the benefits of our programs to our regional communities

Short-term Outcomes (12 months)

- Research most effective means of communication
- Align existing social media
- Create shared media toolkits

Intermediate Outcomes (1-3 years)

- Coordinate social media campaign with business and community partners
- Create review/renewal cycle

Long-term Outcomes (3-5 years)

- Revise media tool kits and digital campaign based on review
- Follow renewal cycle

EXPAND SYSTEM OF PROFESSIONAL LEARNING

Goal: Grow capacity to serve underrepresented and/or underserved students and increase the persistence rate.

Activity: Expand the system of Professional Learning (PL) and develop strategies to further translate concepts into applications in our learning environment

Short-term Outcomes

- Focus on implementation of concepts introduced
- Introduce portfolios for goal setting

Intermediate Outcomes

- Create a repository of best practices
- Develop assessment tools for effectiveness of PL
- Consider implementing learning portfolios

Long-term Outcomes

- Refine coordination of PL series
- Follow review-revise-iterate cycle

ENGAGE STUDENTS STRATEGICALLY - ONBOARDING

Goal: Increase the number of participants completing programs and transitioning to postsecondary and career.

Activity: Align transition services with program-specific orientation and enrollment practices. Work with college and business partners to inspire and increase interest in college and postsecondary training programs.

Short-term Outcomes

- Create "Welcome" videos
- Design introductory classes to prepare students for success
- Integrate transition services
- Design assessment tools for evaluation of process

Intermediate Outcomes

- Expand onboarding processes based on evaluation
- Revise processes as needed to respond to changes in student population and community needs

Long-term Outcomes

- Continue to refine onboarding processes based on evaluation

IMPLEMENT FIVE CLEARLY MAPPED TRAINING AND EDUCATION PATHS

Goal: Increase the number of students completing a path with industry-recognized certification and entering employment. Increase number of students matriculating to college.

Activity: Implement five paths with a focus on creating more access for limited English speakers to Adult Secondary Education and Career Technical Education. Incentivize participation and successful completion.

Short-term Outcomes

- Pilot three incentivized programs
- Collaborate with businesses on implementation of earn-and-learn options
- Work closely with college partners on co/enrollment initiatives

Intermediate Outcomes

- Consult with stakeholders on success and sustainability of training programs
- Expand business roundtable
- Strengthen partnerships with college programs

Long-term Outcomes

- Execute all steps of the five-paths model
- Evaluate and iterate paths according to regional and students' needs.

Activities and Outcomes

SUPPORT STUDENT PERSISTENCE AND TRANSITIONS

Goal: Provide equitable access to support services and resources for all students to successfully transition to postsecondary and career.

Activity: Make programs and support services fully accessible to a wide range of students.

Short-term Outcomes

- Monitor persistence and transition to determine ways to increase student success
- Develop cohort-specific support structures.

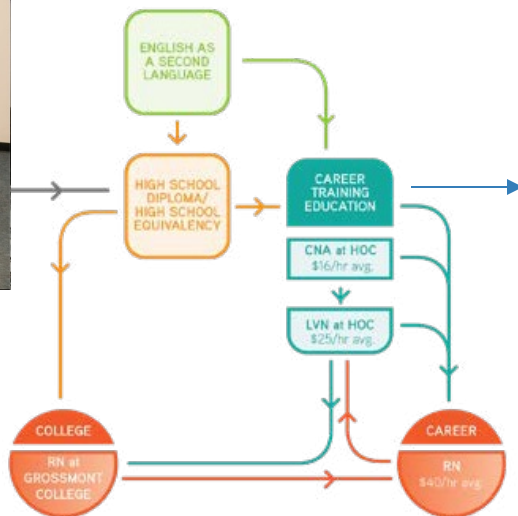
Intermediate Outcomes

- Expand effective partnerships with local workforce and community service providers
- Strengthen programs and support structures for refugee newcomers

Long-term Outcomes

- Refine and expand a bi-directional referral system
- Strengthen collective impact system, based on evaluation of data

Three-Year Plan 2022-2025 East Region Adult Education



Next steps:

- Design annual plans in alignment with member-specific plans
- Convene strategic plan workgroups for accountability
- Promote regional coordination of student-centered services to meet our goals



Student Success

Sandra Vidrio

- Academic program at Grossmont Adult Education
- Finance Clerk (CTE) program at Grossmont Adult Education
- Employed with Flores Financial, one of our business partners
- Continuing with CTE programs at Grossmont Adult Education





Governance

- Approval of Three-Year Strategic Plan East Region Adult Education
- Approval of Board Meeting Times
 - September
 - December
 - March
 - June





ERAЕ Governing Board Meeting June 22, 2022

Communication from Board Members





EAST REGION **ADULT EDUCATION**

Education That Works

Lead Contact: Ute Maschke, Ph.D., CAEP Manager
ute.maschke@gcccd.edu