

**East Region Adult Education
NOTICE OF REGULAR GOVERNING BOARD MEETING**

Written notice is hereby given in accordance with AB104 SEC. 39 Article 9.84905 that the following regular meeting of the Governing Board of the East Region Adult Education Consortium will be held and will provide an opportunity for members of the public to directly address the board concerning any concerns during the “Communications from the Public” and any item that has been described in the agenda for the meeting before or during consideration of that item.

DATE: Wednesday, March 22, 2023

TIME: 1:00 p.m.

PLACE: This meeting will be held at Foothills Adult Education, Room 108, 1550 Melody Lane, El Cajon, CA, 92019.

Please note the following:

- This will be an in-person meeting.
- Written public comments received via email or delivered in-person will be distributed to the board members, but will not be read aloud during the meeting.
- Guidelines for *Communications from the Public*:
 - Members of the public will be required to sign in to speak.
 - Individual comments/presentations are limited to four (4) minutes per person per topic. The maximum time allotment for public speakers on any one topic regardless of the number of speakers at any one Board meeting shall be twenty (20) minutes.

Consortium Manager
Ute Maschke
ute.maschke@gcccd.edu

**Governing Board
East Region Adult Education
Meeting**

March 22, 2023 | 1:00 PM – 2:30 PM

Foothills Adult Education, 1550 Melody Lane, El Cajon, CA 92019 | Room 108

In accordance with the American Disabilities Act, if accommodations are required, please call the Executive Director's Office 72 hours in advance at 858.523.8398 and every effort will be made to accommodate your request.

Agenda

- I. CALL TO ORDER
- II. SPECIAL REPORTS/RECOGNITIONS
- III. COMMUNICATIONS FROM THE PUBLIC
- IV. APPROVAL OF MINUTES, December 15, 2022
- V. REMOVAL OF ITEMS FROM/CHANGES TO AGENDA
- VI. REPORTS/DISCUSSIONS
 - a. Consortium Member Reports
 - b. Measurements of Accountability: Student Success
 - i. Career Training Programs
 - ii. Adult Education Transition Taskforce
 - iii. ERAE Stakeholder Summit 2023
 - c. Consortium Fiscal Administrative Declaration (CFAD)
 - d. Amendment to ERAE Leadership Council Charter
- VII. GOVERNANCE/ACTION ITEMS
 - a. Approval of CFAD (Member Allocations)
 - b. Approval of ERAE Leadership Council Charter Amendment
- VIII. COMMUNICATION FROM BOARD MEMBERS
- IX. ADJOURNMENT

Next Meeting: June 14, 2023; 1:00 PM – 2:30 PM | Location TBD



EAST REGION
ADULT EDUCATION

Education That Works



ERAE Governing Board Meeting March 22, 2023

- Welcome and Introductions
- Special Reports and Recognition
- Communication from the Public
- Approval of Minutes, December 15, 2022
- Removal of items from/Changes to Agenda
- Reports/Discussions
 - Consortium Member Reports
 - Measurements of Accountability: Student Success
 - Consortium Fiscal Administration Declaration (CFAD)
 - Amendment to ERAE Leadership Council Charter
- Governance/Action Items
- Communication from Board Members





ERAE Governing Board Meeting March 22, 2023

Special Reports/Recognition





ERAE Governing Board Meeting March 22, 2023

Communications from the Public

Approval of Minutes, December 15, 2022

Removal of items from/Changes to Agenda



Reports/Discussions

Consortium Member Reports

- Grossmont Union High School District
- Mountain Empire Unified School District
- Grossmont-Cuyamaca Community College District





Reports/Discussions

Measurements of Accountability: Student Success

- Focus on Career Training Programs
- Status Reports
 - Strategic Plan Implementation
 - Task Force Adult Ed Transitions
- ERAE Stakeholder Summit

Student Success Metrics

- Connection
- Entry
- Progress
- Transitions



CONNECTION: Outreach, Community, Networks

Student enters with language acquisition needs

- With basic literacy needs
- With HSD/HSE
- Without HSD/HSE

Student enters with basic literacy needs

Reasons may be academic workforce, community/personal

Student enters with employment training needs

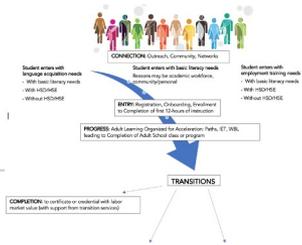
- With basic literacy needs
- With HSD/HSE
- Without HSD/HSE

ENTRY: Registration, Onboarding, Enrollment to Completion of first 12-hours of instruction

PROGRESS: Adult Learning Organized for Acceleration: Paths, IET, WBL leading to Completion of Adult School class or program

TRANSITIONS

COMPLETION: to certificate or credential with labor market value (with support from transition services)

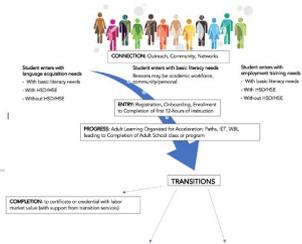


- Connection
- Entry
- Progress
- Transitions



MEDICAL CAREER PATHS: Data Samples 2021-2022

Programs	Enrollment	Completion	Certification	% Completion	% Completers w/ Certification
Certified Nursing Assistant (CNA)	130	103	103	79.2%	100.0%
Licensed Vocational Nursing (LVN)	36	36	36	100.0%	100.0%
Pharmacy Technician	52	36	36	69.2%	100.0%

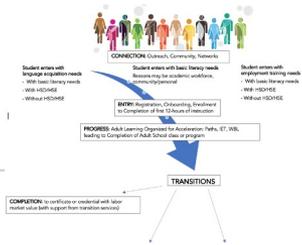


- Connection
- Entry
- Progress
- Transitions



CAREER PATHS: Data Samples 2021-2022

Programs	Enrollment	Completion	Certification	% Completion	% Completers w/ Certification
Welding	103	86	86	83.50%	100.00%
Construction	31	22	22	70.97%	100.00%
Finance/Business Path	45	20	20	44.44%	100.00%



- Connection
- Entry
- Progress
- Transitions



MEUSD ADULT PROGRAMS: Data Samples 2021-2022

Programs	Enrollment	Completion	Certification	% Completion	% Completers w/Certification
Welding	17	12	4	70.6%	33.3%
Business Office Technology	12	9	9	75%	100%
Diploma Program	10	7	3	70%	43%

Strategic Plan Status Report

Implement targeted outreach and marketing

Expand system of professional learning

Engage students strategically

Implement five clearly mapped training and education paths

Support student persistence and transitions

- Focus on community and transitions - mini-conference March 17, 2023
- Task force leading efforts to increase transitions to college
- Stakeholder Summit April 21, 2023

Task force Objective

Facilitate matriculation for adult
education students
(150 students in 2022/23)

Expected delivery

June 2023

East Region Adult Ed

- Increases enrollment, persistence, and completion rates
- Fosters transitions through unique postsecondary engagement options

Biggest risks

- Shifts in the needs and expectations of adult learners
 - Inability to adapt to changing institutional structures
 - Lack of system integration
-

ERAE increases enrollment, persistence, and completion rates

Prepared by: Ute Maschke

Status Report - March 2023

Accomplishments

- College tour March 20, 2023
- Training & Career Fest at Cuyamaca College February 2023
- Set up weekly TRIO office hours at GAE
- Partnered with *Access* and *Crisis House* to remove barriers to transitions

In Progress

- Data match
 - College Course at GAE
 - Initial setup of and training for new management platform (goal: streamlining special admit referral processes)
 - Expanding existing co-enrollment program
-

ERAЕ increases enrollment, persistence, and completion rates

Prepared by: Ute Maschke

Status Report - March 2023

Next Steps

- Expand existing co-enrollment program
 - Make co-enrolled students a priority cohort and certain college support services available to adult ed students
 - Streamline data tracking and analysis
 - *At risk:*
 - *Completion data sharing agreements and training*
 - *Moving forward with data match*
 - Joint training for A&R and ERAЕ team
 - Explore how to
 - Create mentorship program at ERAЕ
 - Begin to design pathway bridge program
-



Student Success – ERAE Summit 2023

April 21, 2023, 8:30 – 10:30 a.m.

Strengthening the collective impact ecosystem.

- Inclusion: Increased engagement with organizations, agencies, and businesses across the region
- Collaboration: Support for partners, programs, and special projects
- Care: Initial steps toward a shared agenda for the East Region
- Equity: Championing solutions that meet the triple bottom line – equitable opportunities for community members, environmental sustainability, and economic growth





Consortium Fiscal Administration Declaration

California Adult Education Program FY 23/24 Apportionment Schedule			
		Total	\$ 10,158,769.00
		COLA	\$ 763,807.00
		COLA Percentage	0.0813
CAEP Funding	\$ 9,394,962	\$ 763,807.00	\$ 10,158,769
Allocation to Members	22-23 Base	COLA 8.13%	23-24
MEUSD	\$ 118,268.00	\$ 9,615.19	\$ 127,883.00
GUHSD	\$ 8,031,389.00	\$ 652,951.93	\$ 8,684,340.00
GCCCD	\$ 1,245,305.00	\$ 101,243.30	\$ 1,346,546.00
		\$ 763,810.41	\$ 10,158,769.00



Governance/Action Item

Approval of CFAD (Member Allocations)

Approval of Amendment to ERAE Leadership Council Charter



ERAE Governing Board Meeting March 22, 2023

Communication from Board Members



EAST REGION **ADULT EDUCATION**

Education That Works

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

LEADERSHIP COUNCIL CHARTER
FIRST AMENDMENT MARCH 22, 2023

In response to the State of California’s Assembly Bill 86 (AB 86) and Assembly Bill 104 (AB104), which called for the expansion and improvement of the provision of adult education through consortia fusing K-12 adult education and community college programs, Grossmont Union High School District (GUHSD), Grossmont-Cuyamaca Community College District (GCCCCD), and Mountain Empire Unified School District (MEUSD) joined to form the East Region Adult Education Consortium (ERAE). The consortium’s shared vision is to create a system for Education That Works. Transitions That Matter. Students Who Succeed.

Our Guiding Principles are to:

- Build for agility: ERAE adopts a flexible, data-driven culture that enables and encourages contextualized, personalized learning with a purpose and enriched by technology; holistic student support and just-in-time training. ERAE is a strategic partner for community colleges and workforce development initiatives that aim to address our students’ skill gaps, changing demographics, and economic mobility.
- Be intentionally diverse: ERAE embraces diverse mindsets, skillsets and flexible learning environments. Integrated solutions remove barriers and close the equity gap. Social and emotional skills are considered a priority, and there is an academic and career path for every student.
- Work with a purpose: ERAE builds coalitions with local and regional employers who are committed to a thriving East Region, and promotes learning that increases confidence, efficiency, and satisfaction for employees and students.

The consortium submitted a comprehensive and ambitious three-year regional plan for ERAE, delivered to the state August 2019, to document the need for adult education in our region, to address program gaps, and to identify instructional models and practices to accelerate the learning of adults in five program areas, as defined by AB104:

1. Adult Basic Education/High School Diploma/High School Equivalency
2. English as a second language (including English toward citizenship)
3. Workforce Development
4. Adult Literacy Participation
5. Career Technical Education

Purpose

East Region Adult Education is committed to leveraging the strengths of member institutions and partners to deliver outstanding adult education programs and services, provide seamless transitions for students, accelerate student progress towards goals, and provide professional development for faculty and staff.

Members

- I. Member institutions are Grossmont Union High School District (GUHSD) – Grossmont Adult Education, Grossmont Cuyamaca Community College District (GCCCCD)– Grossmont College and Cuyamaca College, and Mountain Empire Unified School District (MEUSD) – Adult Education.
- II. Any organization or institution receiving funding from the State of California for delivery of adult

education as described in Assembly Bill 104, Section 39, Article 9, Section 84900, shall be added as a member institution. Such organizations must provide in writing to the Consortium Lead/Point Person the name of the “Official Representative” (and alternate) of the organization, and verification of the funding stream as cited in the legislation.

- III. Other eligible organizations that meet the above criteria may petition to be added as a member institution.
 - a. Petition for membership shall be submitted in writing to the Consortium Lead/Point Person.
 - b. The petition shall include the name of the official representative and alternate, a description of the adult education programs and services provided by the organization and rationale for being added as a member institution.
 - c. For inclusion in the fiscal year beginning July 1st, petition for membership must be submitted prior to February 28th of each calendar year.
 - d. Petitions for membership will be reviewed and approved at the public meeting held in the spring of each year and new member institutions will be included in the budget for the upcoming fiscal year.
 - e. Member Institutions may petition to leave the Consortium at any time by submitting a written request.

Member Rights and Responsibilities

- I. Rights
 - a. Member institutions have the right to participate in the decision-making process for development of regional adult education programs and services.
 - b. Member institutions have the right to funding for staff, facilities, equipment, outreach, and professional development associated with the delivery of regional adult education programs and services.
 - c. Member institutions have the right to consider all funding sources available to each member to serve adult education students (which may include, but are not limited to, CALWORKs, Perkins, WIOA, Community College District Apportionment, and LCFF).
- II. Responsibilities
 - a. Member institutions shall adhere to laws and regulations governing adult education programs and services, including submission of annual plans and reporting requirements for expenditures and student data.
 - b. Member institutions shall actively participate in developing and being guided by the current annual regional strategic plan.
 - c. Member institutions shall designate at least one “official representative” and an alternate representative to serve on the ERAE Leadership Council and represent the interests of the member institution. Designation shall be in writing and determined by each member institution’s district, according to their policies.
 - d. Member institutions shall actively participate in Consortium meetings, Consortium activities, and the decision-making process for development of regional adult education programs and services.
 - e. When representing a member institution, alternates are expected to be familiar with the issues under discussion.
- III. Dismissal of Member institutions (as described in Assembly Bill 104, Section 39, Article 9)
Member institutions may be dismissed from the Consortium for the following reasons:
 - a. Failure to adhere to laws and regulations governing adult education programs and services.

- b. Failure to submit annual plans.
- c. Failure to adhere to reporting requirements for expenditures and student data.
- d. Failure to designate at least one “official representative” (in writing and approved by the governing board) to serve on the steering committee and represent the interests of the member institution.
- e. Failure to participate in the decision making process for development of regional adult education programs and services.
- f. Failure to deliver adult education programs and services.

Funding Philosophy

East Region Adult Education centers all efforts on the needs of adult education students first. The member institutions of ERAE agree that:

- I. It is required that ERAE, as a California Adult Education Program consortium, submit a balanced budget annually. No Leadership Council member has the authority to obligate or encroach on their district’s general funds.
- II. To the extent possible while maintaining a balanced budget and in accordance with standards established in AB 104, Section 39, Article 9, Section 84914, the CAEP Base funding for each member institution will be considered an agency’s base funding level in the future and will be protected. (A district’s Base funding will include both the member institution’s Maintenance of Effort funding in 2015-16 and any consortium funds allocated to the district to maintain and expand its current service levels.)
- III. Increased capacity, including expansion of services to students in underserved and remote areas, is a priority of our 3-Year-Strategic Plan.
- IV. The fiscal agent will charge in-direct on only the portion of the CAEP funds it directly expends, and member districts will charge in-direct on the portion of the CAEP funds expended by member districts. The in-direct rates for all member districts will be based on the state approved in-direct rates, unless otherwise specified by the CAEP guidelines.
- V. The fiscal agent will distribute a Master Agreement and an Apportionment Schedule to each member district. The fiscal agent will distribute funds to member districts within thirty (30) business days of receiving funding. A proportionate share of any accrued interest will also be distributed to member districts by the fiscal agent.
- VI. Our goal is to maintain a balanced approach across the region; in the event of funding reductions, reductions in service and cuts to funding will be made in a balanced, regional way.
- VII. Provided growth or cost of living adjustments will be allocated to member districts proportionate to each district’s CAEP allocation, unless the Leadership Council recommends, and the Governing Board approves a plan for use of the funds for consortium-wide special projects. Member districts should be mindful of any limitation in negotiations with bargaining units.
- VIII. Within the parameters established by CAEP, in the event that a member institution does not fully expend the CAEP funds allocated, the member institution may carry-over funds; these funds may only be used as outlined in ERAE’s annual plan and must be expended within the next fiscal year, unless otherwise recommended by the Leadership Council and approved by the Governing Board.
- IX. The consortium defines “excessive member carryover” as fifteen (15) percent of any unspent fund from the prior fiscal year. That is, fifteen (15) percent shall be the

- consortium's threshold for determining which member meets or exceeds the excessive carryover.
- X. Budgets and financial reports are reviewed by each member and by the leadership council quarterly, before the consortium manager certifies quarterly reports in NOVA. During the quarterly review, projected versus actual spending are compared and analyzed for compliance with AB 1491 and for potential risk of excessive carryover. Excessive carryover shall be based on Q4 reports in NOVA. If the consortium's leadership council identifies an excessive carryover for at least two consecutive years, the consortium manager shall propose a Corrective Action Plan that identifies clear steps for any excessive carryover to be expended by the member with excessive carryover within the next fiscal year.
 - XI. If the Corrective Action Plan does not result in the excessive carryover spent within the next fiscal year, the consortium Leadership Council shall vote on reducing a member's funding due to excessive carryover. A member's allocation can be reduced by no more than the amount of the member's carryover and shall not affect future year's allocations. The ERAE Leadership Council shall ensure that the funding remains dedicated to the consortium's region.
 - XII. Any finding to reduce carryover made by the consortium shall require a majority vote. In case of a reduction of funding due to excessive carryover, the Leadership Council may recommend to allocate one-time or short-term funding to another member institution for special purchases or programs. It is understood that these funds are short-term in nature and there is no guarantee that ongoing funding for maintenance of purchases or continuance of programs will be available. One-time or short-term funding for another member shall not reduce any member's future allocation or base funding.
 - XIII. In accordance with standards established in AB 104, Section 39, Article 9, Section 84914, the CAEP Base funding for each member institution will be considered an agency's base funding level in the future and will be protected. (A district's Base funding will include both the member institution's Maintenance of Effort funding in 2015-16 and any consortium funds allocated to the district to maintain and expand its current service levels.) Final decisions are subject to approval by the governing board.
 - XIV. The Leadership Council may recommend to allocate one-time or short-term funding to a member institution for special purchases or programs. It is understood that these funds are short-term in nature and there is no guarantee that ongoing funding for maintenance of purchases or continuance of programs will be available. Member districts must consider these implications prior to requesting one-time or short-term funding. Final decisions are subject to approval by the governing board.

Governance

Structure

- I. The ERAE Governing Board, as outlined in the governing board's bylaws, shall consist of at least six (6) members:
 - a. Appointed by Grossmont Union High School District
 - i. Superintendent
 - ii. Assistant Superintendent Educational Services
 - b. Appointed by Grossmont Cuyamaca Community College District
 - i. Chancellor

- ii. Vice Chancellor of Student & Institutional Success or other designee
- c. Appointed by Mountain Empire Unified School District
 - i. Superintendent
- d. Appointed by ERAE Governing Board
 - i. Community member

The Governing Board adheres to bylaws as agreed upon.

- II. The ERAE Leadership Council, as outlined in Article I, provides strategic advice and direction to the Consortium, carries out management duties, and ensures compliance with relevant laws and regulations. The council coordinates and implements regional-level program development, contributes to the completion of program plans, and makes recommendations to the Governing Board.
- III. Workgroups, as outlined in Article II, are responsible for operational-level program and plan development, coordination, and implementation, and are responsible for sharing program plan information with the ERAE Leadership Council.

Decisions

- I. The voting members of the Governing Board make final decisions about work plans, allocation of resources to support work plans, and policies and procedures necessary for compliance with AB 104, Section 39, Article 9, Section 84900.
- II. When making final decisions the Governing Board will use input from Work Groups, the ERAE Leadership Council, partner organizations, and the public.
- III. The ERAE Leadership Council and Workgroups use consensus decision-making.
- IV. A majority of the Council members shall constitute a quorum for the transaction of business, except that less than a quorum may convene from time to time.

Article I: The ERAE Leadership Council

The Leadership Council is composed of three member institution representatives and the CAEP Manager.

The Leadership Council, in deliberation with the ERAE Governing Board will assure that funded activities align with the 3-Year-Strategic Plan's objectives and include decisions such as:

- I. Prioritization of activity objectives and outcomes as identified in the 3-Year-Strategic Plan, and required by the state;
- II. Developing and recommending an annual fund distribution schedule determining funding amounts and reporting responsibilities for each member institution for annual activities;
- III. Receiving and certifying deliverables as identified in the 3-year Strategic Plan and in the annual plans, and as required by the state;
- IV. Determining the need to amend either the annual activities or the 3-Year-Strategic Plan itself and approving such amendments.
- V. Meet twice yearly, or as needed, with workgroup co-chairs to review ongoing activities, and discuss ongoing 3-Year-Strategic plan implementation and twice yearly summits.
- VI. Approve and monitor the deliverables of all independent contractor agreements entered into to achieve the outcomes outlined in the annual activities, and the 3-Year-Strategic Plan.
- VII. Oversee the process to develop the new 3-Year Strategic Plan for adult education.

Roles and Responsibilities

- I. The Leadership Council provides strategic direction and advice to the consortium Strategic

Plan work groups for the development of plans for regional delivery of adult education programs and services in accordance with the laws and regulations of the State of California and AB104, Section 39.

- II. The Leadership Council will review and approve all consortium-wide changes in allocations of budgets covered by GCCCD. The Leadership Council provides input on all Consortium-wide program plans and the related plans for allocation of funds for program development, staffing, professional development, supplies and equipment, facilities, conference/travel, and other normal operating expenses.
- III. Prepares and oversee appropriate memoranda of understanding addressing the sharing of student data among member institutions, or possibly with community partners. Assures that all memoranda of understanding are within the authority of the consortium to engage in, are aligned to the data sharing policies of each member district, and when personal information about students is shared, protecting the rights to privacy as addressed in the Family Educational Rights and Privacy Act (FERPA) or, when applicable the Health Insurance Portability and Accountability Act (HIPAA).

Meetings

- I. The Leadership Council meets bi-weekly or on an as-needed basis throughout the year.
- II. Minutes of the meetings can be available to member institutions, partners, and the general public within two weeks of the meeting.

Article II: Workgroups

Strategic Plan Workgroups vary in size and are composed of faculty, staff, and other delegates from member and partner institutions. Workgroups represent the interests of the program areas specified in Assembly Bill 104, Section 39, Article 9, Section 84900 and make recommendations to the ERAE Leadership Council. However, specific program decision-making resides with member institutions.

Workgroups are co-chaired by representatives from each member institution, including teachers, faculty and students, and community stakeholders. Workgroup meetings are open to the public and meet as needed to support the implementation of the Consortium's 3-Year Strategic Plan and initiatives. Workgroups help assure that funded activities align with the 3-Year Strategic Plan's objectives and include activities such as:

- I. Monitor and review the objectives of the annual activities at quarterly meetings
- II. Make recommendations toward measurable outcomes and key indicators to be achieved.
- III. Develop drafts toward consortium-wide measurements of success (rubrics, surveys, etc.)
- IV. Make recommendations how the 3-Year Strategic Plan is to be amended as relevant new information emerges;
- V. Evaluate progress quarterly toward the 3-Year Strategic Plan's objectives and determine the need for additions or amendments.

Article IV: Amendments and Updates

These articles will be reviewed annually, but may be amended as needed with a consensus vote by member institutions. The charter will be reviewed and updated in conjunction with the 3-Year Strategic Plan.

DRAFT

Adopted by the East Region Adult Education Leadership Council on September 23, 2020.

**East Region Adult Education
Governing Board Meeting
December 15, 2022
Foothills Adult Education Center
Minutes**

- **Call to Order**
 - The meeting was called to order at 8:34am by ERAE Governing Board President, Mary Beth Kastan.
 - The following ERAE Governing Board members were present: Mary Beth Kastan, Lynn Neault, Mike Fowler, Rick Wilson, Patrick Keeley, and Eric Klein.

- **SPECIAL REPORTS/RECOGNITIONS**
 - a. **Culinary Arts Program Graduation—December 20, 2022**

Steve Bailey informed the group that the Grossmont Adult Education Culinary Arts program was currently being held at the Viejas Casino & Resort. There are five students graduating from the program this semester. Ute Maschke thanked our business partner, Viejas Casino & Resort, for their support of all aspects of the program and for allowing us to use their facility for the program.

- **COMMUNICATIONS FROM THE PUBLIC**
 - There were no communication from the public.

- **APPROVAL OF MINUTES – September 22, 2022**
 - **Motion Passed:** The minutes were approved as written. The first motion to approve the minutes as written was made by Rick Wilson and seconded by Eric Klein.
 - Yes Mary Beth Kastan
 - Yes Eric Klein
 - Yes Rick Wilson
 - Yes Mike Fowler
 - 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 Patrick Keeley and seconded by Lynn Neault.
 - Yes Mary Beth Kastan
 - Yes Eric Klein
 - Yes Rick Wilson
 - Yes Mike Fowler
 - Yes Lynn Neault
 - Yes Patrick Keeley



- **REPORTS/DISCUSSIONS**

- **Consortium Member Reports**

Mt. Empire—Bill Dennett gave the report for Mt. Empire. He stated that Mt. Empire Adult Education is currently finishing up the first two adult education Welding courses for the year. There are nine graduates from the Welding program. Eight students are enrolled in the high school diploma program, and one of these students is graduating this week. The Office Professional class will begin in March or April 2023. There will be two Welding classes starting in January. The Mt. Empire Adult Ed Coordinator and Bill Dennett will be spending a partial day at Grossmont Adult Education on Jan 24 to learn more about course offerings and to observe the process for registration and onboarding. The goal is to recruit more students from the Mt. Empire area to be enrolled in Grossmont Adult Education.

GCCCD—Eric Klein gave an update for Grossmont/Cuyamaca Community College District. Eric stated that it is finals week. Enrollment is up at both Grossmont and Cuyamaca college. The focus is on enrollment and retention. A compressed calendar has been introduced which will allow for classes to run for 16 weeks instead of 18 weeks. This will allow students to graduate a little earlier.

Grossmont Adult Ed—Kim Bellaart gave an update for Grossmont Adult Education. Kim mentioned that we are approaching the end of the fall semester. Professional Learning Fridays are held one Friday each month. Topics covered on these Professional Learning Friday sessions include Backwards Design, Access and Success for all, and course outline design. Some of the future sessions will cover broader topics. These professional learning sessions are always a great opportunity for all consortium partners to get together and focus on the consortium's goals.

Measurements of Accountability: Student Success

Quarter 4 2021-2022 and Quarter 1 2022-2023 Reports

Combined enrollment data for Mt. Empire and Grossmont Adult Education was shared. Bill Dennett, Kim Bellaart, and Ute Maschke gave an overview of total adults served in Adult Education each year for the past five years, compared to the amount of those students who completed 12 or more instructional hours. An overview was also presented on students enrolled in Quarter 1 and Quarter 4 for each of those five years, and the amount of those students who completed 12 or more instructional hours each year. This information was broken down by program area to indicate the number of students who were enrolled in the ESL, Academics, and CTE programs. The ESL enrollment is increasing as students return to the campuses. Lynn Neault asked about our progress defining clear pathways from basic ESL to college-level accelerated ESL courses. Kim Bellaart responded that our Counselor and transition team are working with the advanced ESL students and that Adult Education will continue to work with the ESL departments at the colleges to ensure that we are improving visibility, and planning and communicating with the ESL departments at the colleges. Ute Maschke mentioned that meetings have



been scheduled with the ESL Departments at the colleges for the first week in February 2023.

Status Reports

Strategic Plan Implementation

Currently, there are different workgroups meetings to discuss the implementation of the five goals of the Strategic Plan. The first goal is to implement targeted outreach and marketing. This goal allows partners to reach out and connect with those we know from our Strategic Plan research who would benefit from adult education programs—Academics, ESL, and Career Planning. As a consortium, we have contracted with N&R Publications for the development of tool kits which will consist of digital stories tailored to stakeholders. N&R Publications will interview students, businesses, community partners, tribal council, SDWP, and community colleges and create different videos targeted to different audiences. Grossmont Adult Education has entered into an agreement with Full Capacity for the development of a member-specific strategic communications plan to improve the brand we have already developed, provide staff training on marketing and outreach, and create a clear brand architecture among all East Region Adult Education members.

The second workgroup has been tasked to evaluate the implementation of the second goal to expand the system of professional learning. There is a mini conference planned for March 2023.

Workgroup three reviews the implementation of the third goal to engage students strategically. We are working on onboarding tools for students to assist students with a faster and more effective onboarding.

The fourth goal is to implement five clearly mapped training and education paths. The workgroup reviewed achievements so far: There was a Career Expo in November 2022, and seventy students were interviewed. The first cohort of Culinary Arts students graduated from the Earn-and-Learn Program, two employment paths were developed for the HR and Ship Repair courses, college tours will once again be hosted at Cuyamaca College starting on January 19, 2023, and the Career Expo with Cuyamaca College will be held on February 16 & 17, 2023.

The fifth goal is to support student persistence and transitions. A task force was formed to help achieve outcomes agreed upon.

The five workgroups aligned with the plan's five objectives will help to evaluate impact and outcomes of the plan's implementation.



Task Force

Ute Maschke gave an overview of the taskforce that was created to facilitate transitions for adult education students into college. The goal is to increase the number of students matriculating to college in 2022-2023 to 150 students. There are a few risks associated with this such as changes in the needs and expectations of adult learners, inability to adapt to changing institutional structures, and lack of system integration.

There have been many accomplishments as of December 2022. A College Tour has been scheduled for January 19, 2023; the consortium and WestEd are co-hosting a special event, “Adult Education Gateway to College” on January 18; a next Career Expo has been scheduled for Spring 2023; additional textbook support has been secured in partnership with Cuyamaca College where students will also be directly connected with support services for assistance with basic and other needs; and co-enrollment numbers have already increased by 30%.

A few projects in progress at this time are: Cuyamaca College counselor will be reinstated at the Student Center at Foothills starting Spring 2023; Grossmont College success coach will provide 1:1 support at the college site; training workshops for a new transition and referral management platform have been set up. The platform helps streamline special admit referral processes and expand current co-enrollment program.

There are additional steps that can help us expand our co-enrollment program. They include making co-enrolled students a priority cohort for registration; have certain college support services accessible to adult ed students; streamline data tracking and data analysis for unique cohorts. We may also want to target joint training for admission and records and the ERAE team and explore how to create a mentorship program for the Consortium that is aligned with the colleges. We will also explore how to begin offering college student services office hours at ERAE, host college courses at adult education sites, and begin to design pathways.

- **GOVERNANCE/ACTION ITEMS**

- **There were no action items**

- **Communication from Board Members**

- Mary Beth Kastan— Mary Beth mentioned that there is a lot of incredible work being done by the Consortium. She mentioned that Adult Education provides important services to adult learners and our community. Mary Beth wished everyone a fabulous holiday season.
- Eric Klein—Eric is excited about the partnerships within the consortium. It helps all of us to grow. Eric wished everyone a happy holidays.



- Patrick Keeley—Patrick wished everyone a happy holidays. Mt. Empire has moved into their new District Office. Patrick thanked Bill for overseeing the Mt. Empire Adult Ed program.
- Lynn Neault—Lynn said that there have been many accomplishments in Adult Education, and the community is getting more familiar with the term Adult Education. The need for basic language acquisition is high so it is a wonderful opportunity to refer students to Adult Education. Lynn wished everyone a happy holidays.
- Rick Wilson—Rick mentioned that the Chamber has a full calendar of events in December. The Chamber events help bring members and businesses together. Rick invited the group to attend the Home of Guiding Hands event on Dec 15 from 5-7pm. In January, the Chamber will offer a youth grant. The East County Chamber continues to work with the government and partnerships throughout San Diego County. Rick appreciates being on the ERAE Governing Board and stated that the Chamber really values the school districts and college partners. He wished everyone a happy holiday season.
- Mike Fowler—Mike appreciates Kim helping him during the transition to learn more about Adult Education. Mike said he is extremely excited about students transitioning to college. He values the fact that students who do not earn a high school diploma while in high school will have the opportunity to earn a high school diploma in Adult Education.
- **Adjournment**
 - The meeting was adjourned at 9:37am. The next ERAE governing board meeting will be held on March 22, 2023, at 1:00pm. Location of the meeting to be determined.