

**East Region Adult Education
Governing Board Meeting**

March 22, 2023

1550 Melody Lane, El Cajon, CA 92019

Minutes

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- **Call to Order**
 - The meeting was called to order at 1:05pm 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, and Patrick Keeley.

 - **SPECIAL REPORTS/RECOGNITIONS**
 - There were no special reports or recognitions.

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

 - **APPROVAL OF MINUTES – December 15, 2022**
 - **Motion Passed:** The minutes were approved as written. The first motion to approve the minutes as written was made by Lynn Neault and seconded by Rick Wilson.
 - Yes Mary Beth Kastan
 - 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 Rick Wilson.
 - Yes Mary Beth Kastan
 - Yes Rick Wilson
 - Yes Mike Fowler
 - Yes Lynn Neault
 - Yes Patrick Keeley

 - **REPORTS/DISCUSSIONS**
 - **Consortium Member Reports**

GUHSD—Kim Bellaart gave the report for Grossmont Union High School District. Kim informed the group that the semester classes are more than halfway done for this school year. Kim said there will be 11 graduations taking place at HOC for the GAE medical programs. The Foothills graduation for academic classes will be held



on May 24. For the Academic and English Learner classes, enrollment numbers and data are being reviewed, and planning is underway for the next school year.

MEUSD—Bill Dennett gave a report for Mountain Empire Unified School District. Five staff members from MEUSD attended the Professional Learning Friday session at Foothills Adult Education on March 17. The session was well received by MEUSD staff who were excited to be included. The MEUSD Welding class is currently in session with ten students enrolled. One student has finished the High School Diploma program so far this school year, and ten more students are currently enrolled in the program working towards their high school diploma. The Business & Office Technology class will start in June, 2023. MEUSD is collecting surveys, mostly from parents, to determine the need for an ESL/English Learner program in the district.

GCCCD—Cynthia Nagura gave the updates for Grossmont/Cuyamaca Community College District. Cynthia mentioned that the spring semester started in January and was off to a good start. GCCCD now has a compressed calendar. Registration will begin on May 1, and students will be able to register for the summer and fall semester. The joint board meeting will be held on April 25 at 4:15pm at Grossmont High School Event Center.

Measurements of Accountability: Student Success

Career Training Programs

Kim Bellaart informed the group that the measurement of accountability will be focused on Career Training programs for this meeting and Heather Peterson, Steve Bailey, and Bill Dennett will each give a report on three Career Training programs. Ute Maschke reviewed the four metrics of success: Connection, Entry, Progress, and Transition. Ute stated that the focus for this meeting will be on Progress.

Heather Peterson gave an overview of three CTE medical programs, and reviewed enrollment and completion/certification information for the 2021-2022 school year.

- Heather reported that the Certified Nursing Assistant (CNA) program had an enrollment of 130 students in 2021-2022. Of those students, 103 completed the program and received certification. All students got their CDPH certification.
- There were 36 students enrolled in the Licensed Vocational Nursing (LVN) program and all 36 students completed the class and received certification. Heather explained that very few students drop the LVN program, and students interact with patients through most of their training.
- The Pharmacy Technician program had 52 students enrolled and 36 of those students completed the program and received certification. Less students were enrolled/completed the course this school year compared to the previous years. There has been a lot of competition from other entities



for this program, with some offering online courses and a shorter time frame to complete the course. This semester, the Grossmont Adult Education program was offered as hybrid, partially online and partially in person.

Steve Bailey gave an update on the non-medical Career Technical Education classes.

- Steve stated that 103 students were enrolled in the Welding program and 86 of those students completed the course and received certification. Students enrolled in the course can obtain multiple Welding certificates.
- There were 31 students enrolled in the Construction program, and 22 of those students completed the program and received certification.
- There were 45 students enrolled in the Finance/Business Pathway, and 20 of those students completed the course and received a certificate of completion. Steve is working on national certification for this program. Lynn Neault asked whether this is an opportunity to strengthen the pathway to colleges. Steve replied that it is definitely an opportunity to strengthen the pathway. Patrick Keeley said that younger adults taking the class may not be thinking of managing their payroll, etc. but instead may be thinking about how the course can help them to monetize their social media as an influencer, etc. They might not be enrolling thinking about a structured job opportunity. Managing their own books as an entrepreneur may also be a reason students take the class. Lynn said it is important to keep the students career focused.

Bill Dennett gave the update for Mountain Empire Unified School District.

- There were 17 students enrolled in the Welding program, and 12 of those students completed the program. 4 of those students received certification.
- There were 12 students enrolled in Business Office Technology, and 9 of those students completed the program and received a certificate of completion.
- There were 10 students enrolled in the High School Diploma program, and 7 of those students completed the program and 3 of them received certification.

Strategic Plan Implementation

The Strategic Plan identified several goals, including building a system of professional learning and strengthening the community. Ute Maschke stated that the consortium community and college partners were invited to host and join mini workshops at the Professional Learning Friday on March 17. Discussion included exploring what a new alignment would look like with students going from the Grossmont Adult Education English Learner classes into the College ESL classes. Ways to assist students who may need extra support and increasing accessibility were discussed. Information was reviewed to determine how the Grossmont Adult



Education English Learner program would fit into transitioning students into the colleges' ESL programs and when it would it be beneficial to do so.

Adult Education Transition Task Force

College tours are now available for students. Fifty-seven (57) students, the majority from two Grossmont Adult Education classes, attended the college tour on March 20, 2023. Prior to the tour, students were surveyed to determine their interest, and most students reported that they were interested in Career Training classes. Students who attended the tour had the opportunity to explore support services, and some students scheduled appointments with the college counselors. Regular hours were set up for the Grossmont College TRIO team. The TRIO team will be at Foothills every Wednesday and will host special workshops for students. The Consortium has partnered with Access and Crisis House to remove barriers to transition and is working with these partners to help them become more informed, as well as share co-enrollment information to help them understand how GAE students can be enrolled in Grossmont Adult Education classes and classes at the college level simultaneously.

Discussion is underway about offering a college course at the Foothills Adult Education campus or on site at one of the colleges. All aspects of this possibility, including co-enrollment, are being explored at this time. The current co-enrollment program is being expanded. Data tracking and data analysis needs to be streamlined and completed. The consortium will be working on the joint training for A&R and the ERAE team. Work will begin on designing and polishing pathways.

ERAE Stakeholder Summit 2023

The ERAE Stakeholder Summit will be held on April 21, 2023 from 8:30-10:30am. The consortium's work will be presented, and business and community partners will have the opportunity to share their input.

Consortium Fiscal Administrative Declaration (CFAD)

Sally Cox presented the proposed 2023-2024 Consortium Fiscal Administrative Declaration (CFAD) disbursements for the Consortium partners. The expected cost is 8.13%. The expected budget will be revised in May and again when the budget is finalized.

Amendment to ERAE Leadership Council Charter

Sally Cox presented the amendment to the ERAE Leadership Council Charter. Previously, many consortiums had large amounts of carry over funds. This has not been an issue for ERAE Consortium. However, a protocol had to be agreed upon and language had to be added to the Charter to address this issue. The Charter will now state that there cannot be more than a 15% carryover. If there is a carry-over of more than 15%, the consortium partners will need to address the carry over and



decide on a plan to spend the carry over funds before the two-year grace period, or the ERAE board will decide on an agreed upon way to spend the carryover funds.

- **GOVERNANCE/ACTION ITEMS**

- **Approval of CFAD (Member Allocations)**

- The Consortium Fiscal Administrative Declaration (CFAD) proposed apportionment schedule was approved. The first motion to approve the CFAD was made by Patrick Keeley and seconded by Lynn Neault.

- Yes Mary Beth Kastan
 - Yes Rick Wilson
 - Yes Mike Fowler
 - Yes Lynn Neault
 - Yes Patrick Keeley

- **Amendment to ERAE Leadership Council Charter**

- The amendment to the ERAE Leadership Council Charter was approved as written. The first motion to approve the amendment to the ERAE Leadership Council Charter as written was made by Rick Wilson and seconded by Patrick Keeley.

- Yes Mary Beth Kastan
 - Yes Rick Wilson
 - Yes Mike Fowler
 - Yes Lynn Neault
 - Yes Patrick Keeley

- **Communication from Board Members**

- Mary Beth Kastan— Mary Beth mentioned that GUHSD teachers and staff will leave for spring break on March 31 and return on April 17. After spring break, work will commence on finishing up the current school year and planning for the next school year. Mary Beth thanked the Adult Education team for the opportunities and support given to adult students in our community.
 - Patrick Keeley—Patrick stated that it has been a difficult winter for Mountain Empire Unified School District. There were 7 school closures and lots of damage to buildings due to the weather. MEUSD is wrapping up their profile of graduate work and heading into long term strategic planning, and also working on consolidating junior high. The high school building is in desperate need of upgrades. The Business and Office Technology class will start in the summer, and MEUSD is hoping to start the ESL/English Learner program which would be a huge benefit to the community. MEUSD was approved for two toddler pre-schools.
 - Lynn Neault—There will be an open house for Cuyamaca College on April 22. GCCCD will be hosting the Golden Pyramid Award at Grossmont College. Enrollment is starting to recover, and the colleges hope to have more in-person classes in the fall.



- Rick Wilson—The San Diego East County Chamber hosted the 32nd Ethics in Business conference on March 21 at Mt. Miguel High School. Rick thanked GUHSD for their support. The East County Chamber awarded the youth grant last month, and plans on providing the grant again next year. On March 23, there will be a grand opening/ribbon cutting for Team XL and there will be tours and tacos provided. The chamber's next First Friday Breakfast will be held on April 7. There will be a Health Fair on Saturday April 22 from 10am-2pm at the Grossmont Shopping Center. On May 4th, the Grip It & Rip It Golf Tournament will be held. Rick congratulated Grossmont/Cuyamaca Community College District for receiving the East County Chambers Education Services Award, and Mary Beth Kastan for receiving Public Service Person of the Year Award.
- Mike Fowler—Mike appreciates that there are so many opportunities for students who are unable to graduate high school. Mike stated that he is proud of the work that is being done by Grossmont Adult Education and the support that is given to students with disabilities.

Adjournment

- The meeting was adjourned at 2:15pm. The next ERAE Governing Board meeting will be held on June 14, 2023, at 1:00pm. Location of the meeting to be determined.