



**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: Tuesday, June 27, 2023

TIME: 1:00 p.m.

PLACE: This meeting will be held at Foothills Adult Center, Conference Room, 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**

June 27, 2023 | 1:00 PM – 2:30 PM

Foothills Adult Center, 1550 Melody Lane, El Cajon, CA, 92019 | Conference Room

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, March 22, 2023
- V. REMOVAL OF ITEMS FROM/CHANGES TO AGENDA
- VI. REPORTS/DISCUSSIONS
 - a. Consortium Member Reports
 - b. Measurements of Accountability: 2022-23 Year In Review
 - c. Looking Ahead: Priorities & Expectations
- VII. GOVERNANCE/ACTION ITEMS
 - a. Meeting Calendar
- VIII. COMMUNICATION FROM BOARD MEMBERS
- IX. ADJOURNMENT

Next Meeting: TBD



EAST REGION
ADULT EDUCATION

Education That Works



ERAE Governing Board Meeting June 27, 2023

- Welcome and Introductions
- Special Reports and Recognition
- Communication from the Public
- Approval of Minutes, March 22, 2023
- Removal of items from/Changes to Agenda
- Reports/Discussions
 - Consortium Member Reports
 - Measurements of Accountability: 2022-23 Year In Review
 - Looking Ahead: Priorities & Expectations
- Governance/Action Items
- Communication from Board Members





ERAE Governing Board Meeting June 27, 2023

Special Reports/Recognition





ERAE Governing Board Meeting June 27, 2023

Communications from the Public

Approval of Minutes, March 22, 2023

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 – Setting the Stage

Are we addressing state-wide priorities and consortium-wide challenges effectively?

What would be your priorities for adult education in 2023-2024?



Reports/Discussions

- 2022-23 in Review: Addressing Challenges – Meeting Goals
 - Strategic Plan Implementation
 - Task Force Report
 - Students' Voices
- Looking Ahead: Priorities and Expectations

- Priorities
- Objectives
- Outcomes

State Priorities

Equity – Leadership – Learner Transitions – Marketing – Program Development –
Program Evaluation – Technology

State Objectives

- Address Educational Needs
- Improve Integration of Services & Transitions
- Improve Effectiveness of Services

Consortium Goals

- Increase number of adults served by the consortium
- Increase number of students
 - participating in consortium programs
 - completing programs
 - transitioning to college and postsecondary programs
 - entering employment and meaningful career paths

through

Equitable Access – Meaningful Transitions – Sustainable Success

2022-23 In Review

- Metrics



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

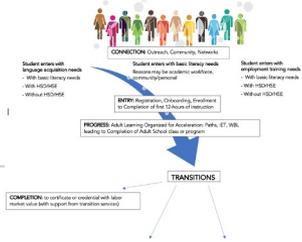
- With basic literacy needs
- With HSD/HSE
- Without HSD/HSE

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

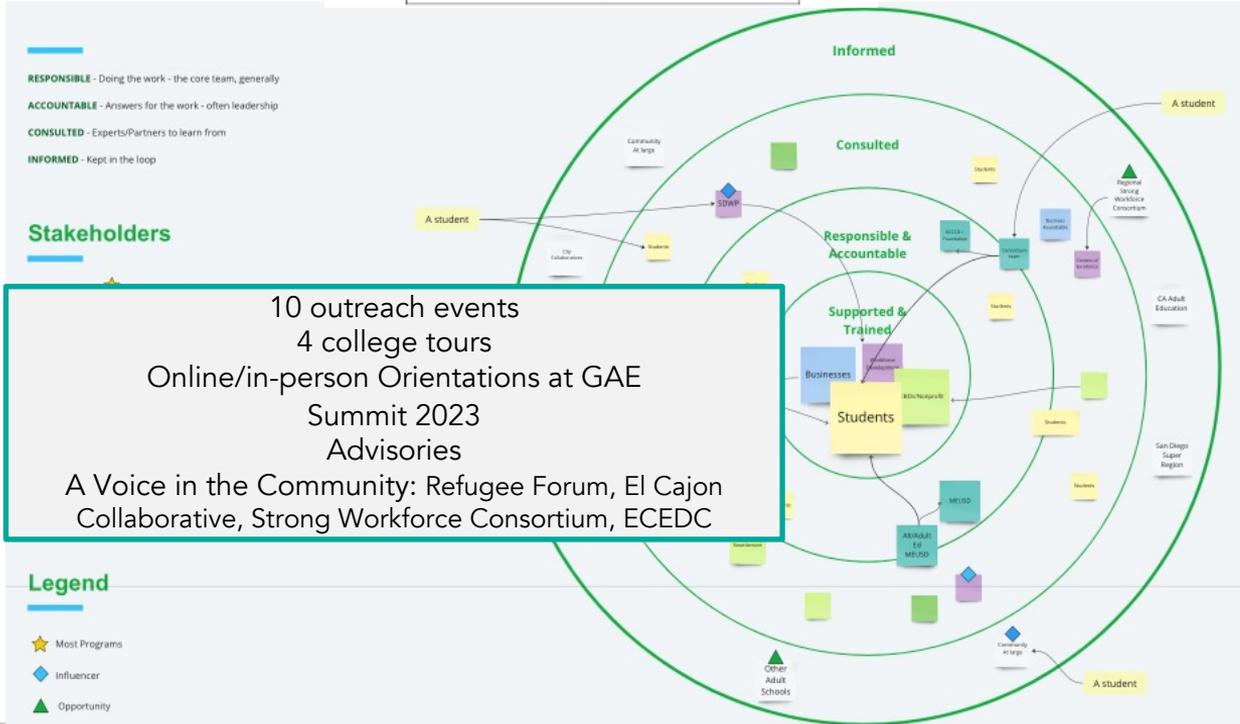
COMPLETION: to certificate or credential with labor market value (with support from transition services)



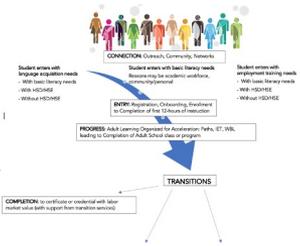
- Connection
- Entry
- Progress
- Transitions



CONNECTION: Outreach, Community, Networks



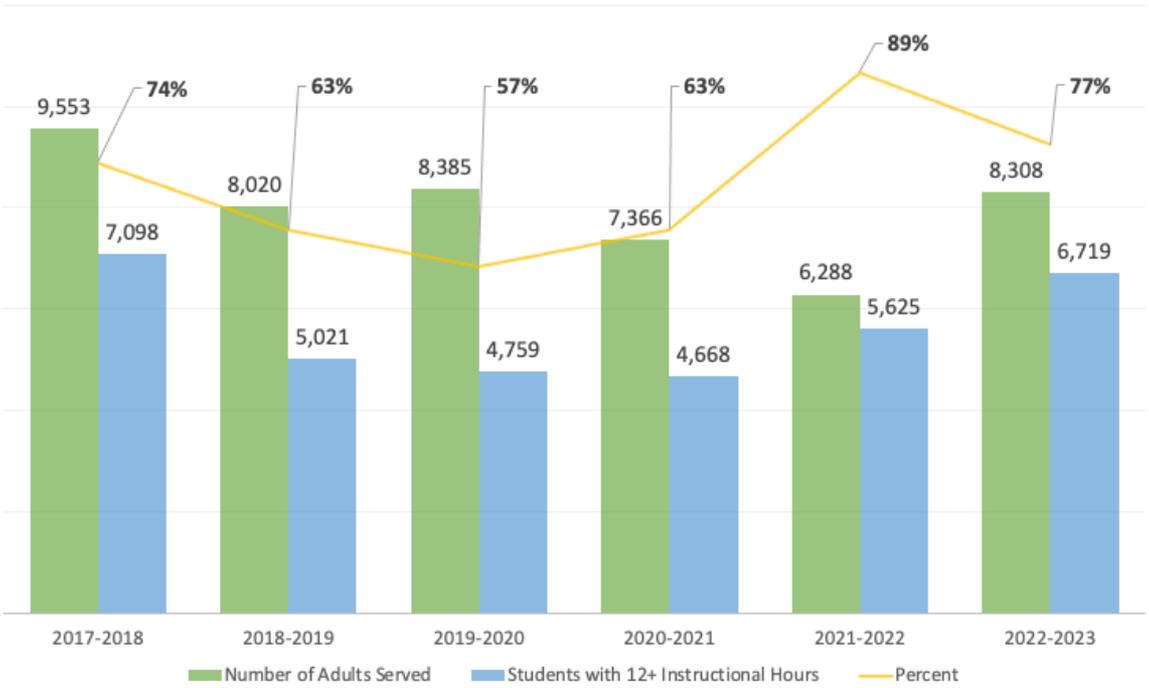
2022-23 In Review



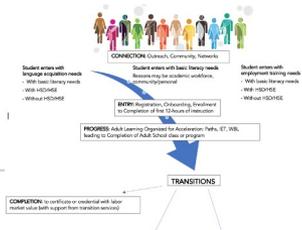
- Connection
- Entry
- Progress
- Transitions

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

Adults Served & Participants



2022-23 In Review



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

Female 6,728
(previous year 4,843)
Male 3,413
(previous year 2,165)

Hispanic/Latino
(prev. female 1,927)
(prev. male 659)

White
(prev. female 2,075)
(prev. male 1,072)

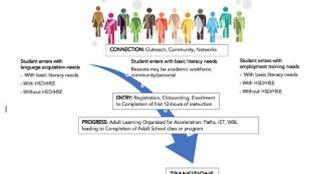
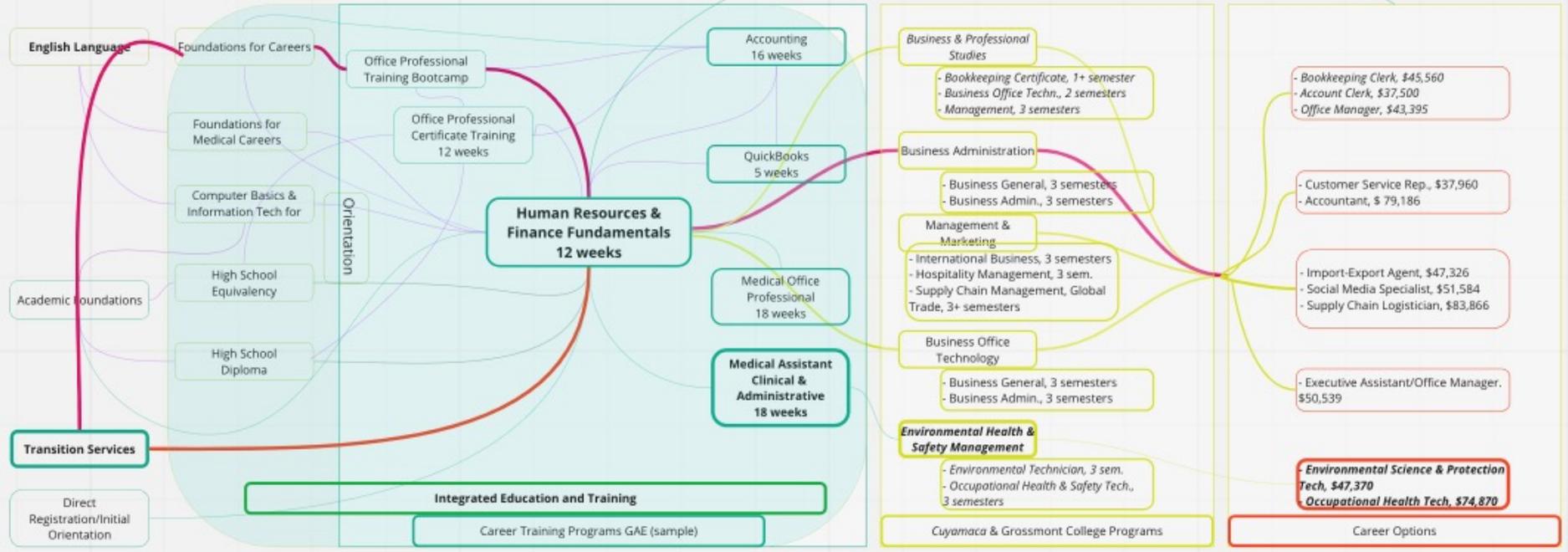
Black/African American
(prev. female 280)
(prev. male 162)

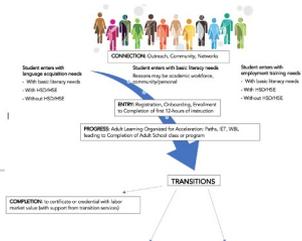
ETHNCTY_Gender	16 - 18	19 - 24	25 - 44	45 - 54	55 - 59	60 and Older	Total
American Indian or Alaska Native_Male		7	14	6	2	2	31
American Indian or Alaska Native_Female	2	10	26	8	4	2	52
Asian_Male	3	75	188	32	8	7	313
Asian_Female	5	133	325	66	23	10	562
Black or African American_Male	7	73	136	29	11	20	276
Black or African American_Female	11	80	239	43	14	27	414
Hispanic or Latino_Male	45	421	673	121	42	37	1339
Hispanic or Latino_Female	61	668	1641	401	118	88	2977
Native Hawaiian or Other Pacific Islander_Male	1	5	11	2		1	20
Native Hawaiian or Other Pacific Islander_Female	1	8	29	2	1	1	42
White_Male	27	314	700	179	38	90	1348
White_Female	45	493	1395	349	92	166	2540
Two or more Races_Male	5	29	37	9	4	2	86
Two or more Races_Female	4	39	67	20	7	4	141

Shifts in Demographics
2022-23 In Review

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

Clearly Mapped Paths





- Connection
- Entry
- Progress
- Transitions

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

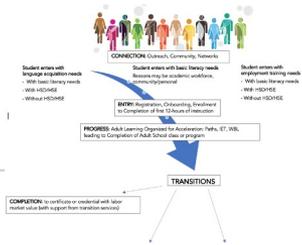
49% (3,121 of 6,359) adult learners completed a class or program

TRANSITIONS

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

Earned High School Diploma/Equivalency: 60 (7%)
 Earned skills licensure/certificate: 423 (6.6%)
 Entered secondary program: 390* (5.8%)
 Got a job: 996* (14.8%)

* Self-Reported



- Connection
- Entry
- Progress
- Transitions



Entered College (self-reported): 179 (2.66%)
 Adult Ed College Students (initial, matched count 2023): 298
 Co-enrolled under SB 554: 25 (projected for Fall 2023: 27)

Task force Objective: Facilitate matriculation for adult education students
 (150 students in 2022/23)

Task Force Schedule

college tours; outreach events; college student services office hours at ERAE; expanded co-enrollment program

Pathway bridge program design; coordinated outreach; priority cohorts

150 students are co/enrolled with GCCCD

01.30.23

02.28.23

04.30.23

05.30.23

06.30.23

Data tracking & analysis; streamlined referral process

Data tracking & analysis; pathway program design; expanded co-enrollment program

Refine goals & strategies for 2023-24

ERAE increases enrollment, persistence, and completion rates

Prepared by: Ute Maschke



Status Report – June 2023

Accomplishments

- Coordinated Outreach ERAE – TRIO – GCCCD
- TRIO holds office hours and academic coaching sessions at GAE
- Partnered with TRIO on Grossmont College tour May 18, 2023
- Expanded existing co-enrollment program (under SB554) by 30%
- Partnered with Cuyamaca College on Training & Career Fair February 15 & 16, 2023 and Open House April 22, 2023
- Initiated data match with GCCCD (establishing a data protocol and baseline)

—

ERAЕ increases enrollment, persistence, and completion rates

Prepared by: Leif Christiansen

Status Report - June 2023

In Progress – Data Match

Initial Run (2021 – 2023)

- Total count: **6,256 students** served at adult school (with SSN)
- Match by FirstName/LastName/Gender/DOB/SSN: **363 students (5.6%)**

Ethnicity		
	Frequency	Percent
African American/Black	12	3.3
American Indian/Alaskan Native	1	0.3
Asian	32	8.8
Hispanic/Latino	137	37.7
Middle Eastern	60	16.5
Other/Unknown	1	0.3
Pacific Islander	1	0.3
Two or more	15	4.1
White	104	28.7

Age Group		
	Frequency	Percent
<20	79	21.8
20-24	95	26.2
25-29	46	12.7
30-49	117	32.2
50+	26	7.2

Gender		
	Frequency	Percent
Female	278	76.6
Male	82	22.6
Unknown/	3	0.8

ERAЕ increases enrollment, persistence, and completion rates

Prepared by: Ute Maschke

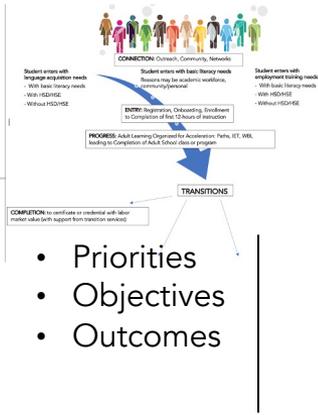
Status Report – June 2023

In Progress

- Expansion of co-enrollment under SB 554
- Planning college tours for Spring 2024
- Data tracking & analysis
- Streamlined referral process & Training for referral and management platform
- Pathway program design (college courses at adult sites; alignment of programs – Business Office Technology, Water Studies, Child Development, Counseling)

Risks – Concerns – Might's

- Lack of System Integration – might we consider ...
 - Limited Resources – might we consider ...
 - Access - might there be options to expand efforts (e.g., under Ed Code 76140)
-



2022-23 In Review: Consortium Objectives

Implement targeted outreach and marketing

- Revised [catalog](#), websites & [digital media kits](#)
- Stakeholder Summit April 21, 2023

Expand system of professional learning

- Learner Portfolios and workshops to support consortium members

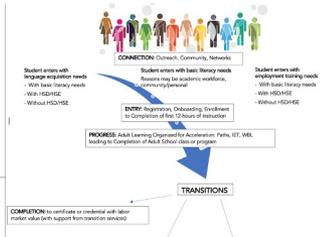
Engage students strategically

- Introductory classes, orientations, surveys to provide early access to support services & success in goals setting

Implement five clearly mapped training and education paths

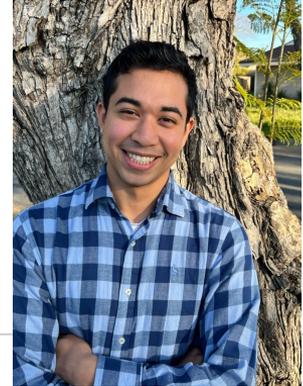
- College path (with or without co-enrollment)
- Culinary, Business & Entrepreneurship, Medical

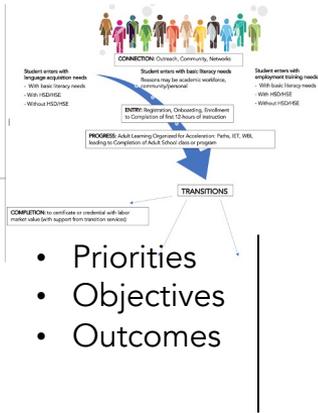
Support student persistence and transitions



2022-23 In Review: Consortium Objectives

Support student persistence and transitions





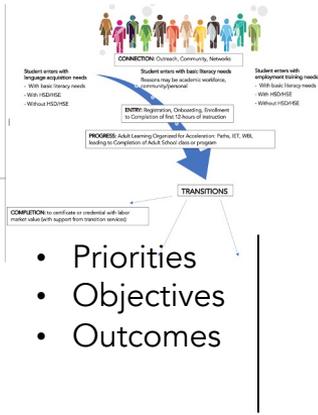
Looking Ahead: Consortium Objectives

Implement targeted outreach and marketing

- Implementation of [digital media kits](#) – coordinate efforts with partners
- Streamline internal communication
- Summit April 2024, career fairs, college tours, community outreach

Expand system of professional learning

- Continue PL series and develop assessment tools for effectiveness of Professional Development



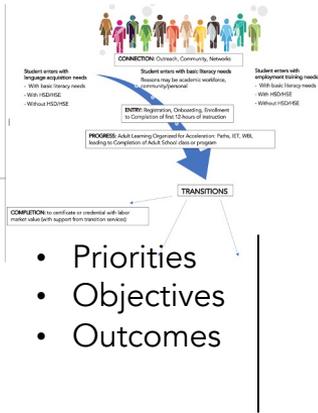
Looking Ahead: Consortium Objectives

Engage students strategically

- Expand onboarding processes based on evaluation and data disaggregated by ethnicity, gender, age, and language
- Integrate and align transition services with introductory classes and program courses
- Design assessment tools for evaluation of onboarding processes

Implement five clearly mapped training and education paths

- Strengthen college path (with or without co-enrollment)
- Consult with business and community partners on efficacy of paths, review existing, and develop new path components as needed (Entrepreneurship, HR, Medical, Tech)



Looking Ahead: Consortium Objectives

Support student persistence and transitions

- Implement a refined case management and bi-directional referral system;
- Develop cohort-specific support structures
- Monitor participation, persistence, and transition to determine ways to increase student success

Begin the planning process for the next strategic plan



Looking ahead: Priorities and Expectations

Podlet

Ute Maschke • 8 • 1m

2023-24 Virtual Planning Session, May 5, 2023

Please be as detailed as possible in your comments and, if possible, explain the "why" behind your answer.

What are your impressions? How are we doing?	What would be your priorities for 2023-24?	How would you measure overall success?	When would you consider a program a successful program?	What should we do? What action steps should we take?
<p>Engagement of the teams seems good. Let's continue to bring in new people and keep engagement strong.</p> <p>Good organizations!</p> <p>The process is unfamiliar but we are moving forward.</p> <p>We're doing well! We've been able to pivot and make adjustments when necessary to meet the needs of staff, faculty and most importantly, students!</p> <p>I like the direction we are going,</p>	<p>Increase work-based learning opportunities across the board.</p> <p>Continue to invest in training for accessibility tools and improvements</p> <p>Develop better communication standards</p> <p>Strengthen transitions to the career opportunities and to college.</p> <p>Hyflex classes- students can</p>	<p>Success is When marketing attracts more students.</p> <p>When the student passes final exam and/or graduate certificate.</p>	<p>The answer to students is "yes we have something for you and can help you start" rather than no</p>	<p>I would like to see short mo newsletters that summarize successes as they relate to</p>

Are we addressing state-wide priorities and consortium-wide challenges effectively?

What would be your priorities for adult education in 2023-2024?



Governance/Action Item

Meeting Dates for 2023-2024





ERAE Governing Board Meeting June 27, 2023

Communication from Board Members



EAST REGION
ADULT EDUCATION
Education That Works

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

**East Region Adult Education
Governing Board Meeting**

March 22, 2023

1550 Melody Lane, El Cajon, CA 92019

Minutes

-
- **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.