

**East Region Adult Education  
Governing Board Meeting**

June 27, 2023

1550 Melody Lane, El Cajon, CA 92019

**Minutes**

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- **Call to Order**
  - The meeting was called to order at 1:02pm by ERAE Governing Board President, Mary Beth Kastan. The following ERAE Governing Board members were present: Mary Beth Kastan, Lynn Neault, and Mike Fowler
  
- **SPECIAL REPORTS/RECOGNITIONS**
  - There were no special reports or recognitions.
  
- **COMMUNICATIONS FROM THE PUBLIC**
  - There were no communication from the public.
  
- **APPROVAL OF MINUTES – March 22, 2023**
  - **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 Mike Fowler.
    - Yes            Mary Beth Kastan
    - Absent        Rick Wilson
    - Yes            Mike Fowler
    - Yes            Lynn Neault
    - Absent        Patrick Keeley
  
- **REMOVAL OF ITEMS FROM/CHANGES TO THE AGENDA**
  - There were no changes to the agenda. The first motion to approve the agenda as written was made by Mike Fowler and seconded by Mary Beth Kastan.
    - Yes            Mary Beth Kastan
    - Absent        Rick Wilson
    - Yes            Mike Fowler
    - Yes            Lynn Neault
    - Absent        Patrick Keeley
  
- **REPORTS/DISCUSSIONS**
  - **Consortium Member Reports**

GUHSD—Kim Bellaart gave the report for Grossmont Union High School District Adult Education. Kim informed the group that the 2022-2023 program year has ended for all program areas. The summer classes for Academics, EL, non-medical Career training, and Personal Enrichment will be starting on July 5. There will be a



Dental Bootcamp at the Health Occupations Center (HOC) in collaboration with the San Diego Workforce Partnership. There is also a summer Certified Nursing Assistant Cohort at HOC. Re-entry Education extended year programs also starts on July 5. Planning for the fall semester is underway.

MEUSD—Ute Maschke gave a report for Mountain Empire Unified School District. MEUSD Adult Education will be moving to their own offices in Pine Valley. It will be a more centralized location and more convenient for clients in the community. The Business Office Technology program is being expanded, and there will be an English Language program offered which will be tailored to parents in the community.

GCCCD—Lynn Neault presented the updates for Grossmont/Cuyamaca Community College District (GCCCD). The community college district has a new president, Jessica Robinson, who is a Cuyamaca College and Mt. Miguel alumni. Jessica Robinson is the first alumni to become president, and she is the 7<sup>th</sup> president for the district. GCCCD is continuing to build partnership with Grossmont Union High School District and the dual enrollment program and working with Grossmont Adult to hire students for temporary assignments in the immigrant communities.

#### **Measurements of Accountability: 2022-23 Year in Review**

Ute Maschke highlighted a few consortium achievements for the 2022-2023 school year and presented the challenges that are faced as a consortium. The priorities for the new school year were also discussed. Ute stated that the end of the school year is a great time to look back at what we have accomplished and what our goals and priorities are for the new school year. The State sets the priorities and objectives and based on the State's priorities and objectives, the Consortium sets their own goals/metrics. The ERAE Consortium metrics focus on Connection, Entry, Progress, and Transition.

The Consortium conducted 10 outreach events, including 4 college tours, one of which was organized in partnership with the college district's TRIO program. Online/in person Career Training and Education (CTE) orientations are offered through Grossmont Adult Ed (GAE). The ERAE Summit was held in April 2023. There were 75 participants, and information was shared about the work that is being done in the consortium and feedback was gathered from the partners. The Summit is a great opportunity for the community partners to learn more about the work that is being done. The focus is always on the students, who are at the center of our efforts.

Kim Bellaart gave an overview of the Entry Metric. Quarter 4 data is not yet available, so Quarter 3 data was used for this review. Kim presented a data comparison from 2017-2023 which showed enrollment data and students who enrolled and stayed with adult education for 12 hours or more. The overall enrollment is increasing. Approximately 49% of adult learners completed a class or program. Our persistence was up in the 21-22 school year, and down slightly in 22-



23, partly due to a higher number of aligned orientations which started this year. Many more students participated in orientations but did not continue for more than 12 hours. We will take a closer look at this information when Quarter 4 data is available. Kim then reviewed disaggregated data which shows that most of our students are in the 25–44-year age range. Hispanic/Latina female students had the largest increase of about 1000, and the white female student population increased by about 500. Looking at the progress and completion data for Academics, 60 students earned a high school diploma, which is about 7% of students enrolled in academic programs. MEUSD had 8 out of ten students who earned a high school diploma or high school equivalency. There were 423 students, which is approximately 6.6% of students enrolled, who earned a skills licensure or certificate. About 390 students entered a secondary program and 14.8% or 996 students secured a job.

Steve Bailey gave an overview of the Progress Metric. Steve reviewed data for the Career training program. Steve mentioned that Adult Education is currently working on consolidating and implementing paths in the CTE programs, as well as clear pathways to the community colleges while working with students to assist them in getting employed in living wage jobs. Lynn Neault asked what is used to determine living wage jobs. Steve stated that information received from the Workforce Partnership helps to determine jobs that are considered living wage jobs.

Ute Maschke gave an overview of the Transitions Metric. Ute mentioned that the data used for this was self-reported. There were 179 students who transitioned to college which is an increase from last year. There were 298 students who enrolled in Adult Education and the community colleges concurrently, and there were 25 students who were enrolled in the SB554 dual enrollment program. This amount increased from last semester. There are 27 students expected to enroll in the SB554 program for the fall semester.

Barbara Boggio gave an update on the consortium Task Force and the collaboration between TRIO and the consortium. TRIO holds tutoring sessions on site at GAE. There was a college tour to Grossmont College in May 2023 to see what the academic bridge would entail, and students were introduced to the campus. ERAE has expanded the number of students enrolling in SB554. The consortium also partnered with Cuyamaca College in February for a Career Fair and in April for an Open House. A data match was also collaborated with GCCCD, and this data match helped to define how many students are being shared between partners in the consortium. Ute Maschke said that data was gathered from 2021-2023, and from this data match, it was determined that there were 363 students who enrolled in both GAE and GCCCD. It is still being determined how we can use this information from the data match and what additional information we can gather from this disaggregated data. Barbara mentioned that we will continue to expand on SB554



co-enrollment. We will continue to plan college tours for Fall 2023 and Spring 2024 and work on data tracking and analysis. Adult Education will work with the community colleges to streamline the referral process and work on bridge program design so that we are aligned with the community colleges.

Ute Maschke mentioned that we are not yet where we would like to be with the Task Force. We need to continue working on goals and improve on System Integration and streamline the use of the referral platform for students to enroll in the SB554 co-enrollment program. Ute mentioned that recent personnel changes at the colleges have affected the progress on refining this co-enrollment process.

Heather Peterson stated that at the Summit, Marketing and Outreach was one of the main topics at all the tables. GAE did a revised course catalog, and career orientations are being provided twice a week for prospective students. There will be 5 career orientations in July, and four of these orientations are already at maximum capacity. GAE ran an ad campaign which began on May 26. There will be another ad campaign in the fall.

Kim Bellaart mentioned that we had 8 professional learning Friday sessions in 2022-2023. Some of our teachers and partners from GCCCD provided training at these break-out sessions.

Engaging students strategically is also one of our goals. The introductory classes for Academics and EL are being aligned. An intake survey was created for students to help us in meeting the early needs of students, including addressing any barriers or needs that students may have and providing equitable access and accommodations for these needs. Approximately 54% of students interested in the career training programs request to see a transition specialist.

Ute Maschke shared info on the support for student persistence and transitions and took a moment to share several Consortium students' success stories. Ute introduced Gabby Galvez to the board members. Gabby is one of the Consortium's success stories, and she gave an update on her studies, experiences, and accomplishments as a GAE and GCCCD student. Gabby said she appreciates all the assistance she received from the Consortium's transition services team and the teachers and the great impact this positive experience had on her education and personal life.

### **Looking Ahead: Priorities & Expectations**

Some consortium objectives going forward include implementing digital media kits, streamlining internal communication with consortium students, sharing with them all the options and the support structure that is available to them, holding the 2024 Summit, career fairs, college tours, and community outreach. The consortium will



continue to offer the PL series and develop assessment tools to determine the effectiveness of professional development. Other priorities include strengthening the transition to college system with or without co-enrollment, expand the onboarding processes using disaggregated data, integrate and align transition services with partners such as TRIO to inform students of available services, gaining feedback from business and community partners of the effectiveness of education paths, and give our students advantage in the job market to earn living wages. Adult Education will continue to focus on providing students with a refined case management, implement the bi-directional referral system and work with admissions and records at the colleges in fast tracking students into programs and determine ways to increase students' success by monitoring participation, persistence, and transition. Also, plans will be underway for the next Strategic Plan.

Ute asked for feedback to address the question on whether we are addressing statewide priorities and consortium-wide challenges effectively and what would be the priorities for adult education in 2023-2024. Lynn Neault asked whether we have realistic goals and if we have connections with the right people on the task force for the data exchange. She also inquired if our structure is effective. Ute said that she believes we have the right goals, and the issue may be the frequent personnel changes that occur within the positions that are needed to provide the data. Ute said we need someone in admissions and records at both colleges to provide this information and foster transitions.

Mike Fowler thanked Gabby for sharing her story. Mike stated that he believes implementing a refined case management and bi-directional referral system needs to be a priority. Mike mentioned that high school students are issued a district email, so students can be contacted by their school email or by text. He wasn't sure if this was possible for GAE students. Kim mentioned that GAE students do not have a district email and students use their personal email address in our student management system. Obtaining district email for GAE students would be very valuable for students. Mike mentioned that everyone within the organization needs to understand that they are "transition specialists" and be aware of the big picture and how transition specialists can guide students along the path and present students with the opportunities available to them. Mike stated that we all need to be able to advocate for students.

Mary Beth Kastan stated that she sees marketing as a priority. Having the community be aware of the options and the programs that are available for them would be very beneficial.



- **GOVERNANCE/ACTION ITEMS**

- **Approval of Meeting Calendar**

The meeting calendar was not presented for approval. Marlyn Slusher will work with Consortium members to secure meeting dates which will be approved at the next ERAE governing board meeting.

- **Communication from Board Members**

- Patrick Keeley—Absent

- Lynn Neault— Lynn said she continues to be excited about the work that is being done by the consortium.

- Rick Wilson—Absent

- Mike Fowler—Mike appreciates the contributions of the group and the efforts and thought that is put into preparing all the materials for the meetings.

- Mary Beth Kastan—Mary Beth thanked everyone for attending the governing board meeting.

- **ADJOURNMENT**

- The meeting was adjourned at 2:32pm. The next ERAE Governing Board meeting date and time to be determined.