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East Region Adult Education
Governing Board Meeting

December 11, 2019
ECSELPA (ECREC) Conference Room

Minutes

I. Call to Order

- The meeting was called to order at 11:40am by ERAE Governing Board President, Theresa Kemper.
- The following Governing Board Members were present: Theresa Kemper, Tim Glover, Cindy Miles, Kathy Granger, Sean Hancock, and Rick Wilson.

II. SPECIAL REPORTS/RECOGNITIONS

Retirement Announcements

- Cindy Miles and Robyn Wiggins were recognized for their leadership and guidance, and for their hard work and contribution to East Region Adult Education. Both Cindy and Robyn are retiring this school year.

New Director, Grossmont Adult Education

- Kim Bellaart was introduced as the new Director of Grossmont Adult Education. Kim worked previously as the Director of Academics Programs at Grossmont Adult Education.

III. COMMUNICATIONS FROM THE PUBLIC

- There were no communications from the public.

IV. APPROVAL OF MINUTES –September 18, 2019

- Motion Passed: The minutes were unanimously approved as written. First motion to approve the minutes was made by Cindy Miles and seconded by Rick Wilson.
 - a. Yes Theresa Kemper
 - b. Yes Tim Glover
 - c. Yes Kathy Granger
 - d. Yes Cindy Miles
 - e. Yes Sean Hancock
 - f. Yes Rick Wilson

V. REMOVAL OF ITEMS FROM/CHANGES TO AGENDA

- Motion Passed: The agenda was unanimously approved as written. First motion to approve the agenda as written was made by Kathy Granger



and seconded by Tim Glover.

VI. REPORTS/DISCUSSIONS

Enrollment Trends (2016 – 2019 and Program Report Q1, 2019-2020)

- Robyn Wiggins and Ute Maschke shared data on student enrollment trends statewide. The enrollment trend for 2012-2013 showed statewide about 542,000 adult students. There was a huge uptake in 2016-2017 with enrollment increasing to over 863,000 students. This huge increase was due to Adult Ed being resurrected.
- Enrollment was stagnant for the Imperial Adult Ed until 2015-2016, when there was an increase to over 93,000 students being served.
- Current enrollment decline is more noticeable in our region due to the strong economy. There is also a decline in enrollment due to a lack of refugee newcomers. Numbers reported are CAEP numbers, and do not include LLE and Correctional Education.
- Grossmont Adult Education has a large contract with the County jails. There are about three to five thousand students in those programs.
- Enrollment in ESL has decreased. It was stated that one of the reasons for the decline in enrollment is the lack of newcomers. Cindy Miles stated that even if there is a decline in newcomers, the newcomers who took classes with us previously are returning to take additional classes.
- Enrollment in Academics has increased. Enrollment in non-medical CTE has decreased because of the removal of some classes that were no longer classified as Career Technical Education classes.
- The difference between Parent Ed and Parenting classes was discussed. It was clarified that the Parent Ed classes help train parents to help their students be successful in school versus Parenting Classes which help parents in raising their children.
- It was noted that over the last ten to fifteen years, there were more low skills and high skills jobs. Middle skills jobs were phasing out. It was stated that along with reporting transparent numbers, we must be able to rethink the classes that we offer students. We need to figure out how we can support our students in finding careers that are worth keeping and be mindful of the fact that one in three people in California make less than \$15 per hour. Many low-wage workers have higher levels of education than is commonly believed.
- Ute Maschke stated that this is an opportunity for us to review ways that we can support our students in finding high quality employment. If an employer tells us that jobs are dead-end jobs, then we may need to rethink partnering possibilities. We need to be mindful of the larger picture.

Project Growth--Budget and Implementation Review & Update
Consortium-wide Institutional Research

- The East Region Adult Education Consortium received \$398,000 in additional funding in 2018-2019 to help make an impact on our students. (Funding was designated as COLA by the state. The Consortium decided unanimously to allocate additional funding to consortium-wide program growth projects.) The Consortium will very likely receive the same funding for the 2019-2020 fiscal year. Business engagement through the colleges is currently strong and doing



well without additional funding. The three approved program growth investments for 18-19 are the Student Success Center at Grossmont Adult Education, Research/Data Analysis, and Program Development at MEUSD. The proposed program growth investments for 19-20 and 20-21 are to continue with the investments in the Student Center (to be housed at Grossmont Adult Education's Foothill campus) and program development at MEUSD.

- The Research/Data Analysis will help us address the needs of our students. We need to be more articulate on what those needs are. Moving into a deep data dive will help us understand those needs. Services of a Data Scientist to help analyze data points was suggested. This would help us focus on what would benefit students most and help us understand what community resources are needed. Tim Glover inquired whether we expect to find anything deeper by doing this analysis. Ute explained that this would lead to direct results that help with predictive analysis, immediate intervention and the end results. Cindy Miles stated that there is a unique population for Adult Ed. The outcome of early indicators would help us increase retention, engagement, and completion. Full research plan based on sample analysis would be completed by June-August 2020.

HS Diploma Classes and Computer Training at Campo Reservation; Career Training at MEUSD

- Kathy Granger gave an overview of the Program Development project at MEUSD. The project includes Classified salaries estimated at \$65,000, Instructional salaries at \$47,000, PD training, supplies and equipment, expansion of HS diploma classes, Embedded tutors for student support, and an Adult Ed Coordinator to support and help with analysis. Estimated expenses for 19-20 is about \$174,000

Consortium-wide Student Center @ Grossmont Adult Education

- Robyn Wiggins shared the basic floor plan for the Consortium-wide Student Success Center. Robyn explained that after review of the Foothills Adult Ed facility, the architects recommended that it would be more beneficial to students to utilize the current open hallway space at Grossmont Adult Education more efficiently by placing the Student Center in the existing building. This would become the focus of the building and would include a counseling office, transition services, and seating area for students. The current plan is being updated by the architects. We are waiting for the cost estimate. Tim Glover mentioned that he prefers the new proposed floor plan because the student center would be inside the current building and this would attract students more. Everyone agreed that this is a good opportunity to invest in the project and make it the best outcome for students.

Strategic plan Implementation

Goal 4—Student-Centered Services

- Ute Maschke stated that we are in the process of designing the Student Success Center. Ute stated that our goal is to continue to provide students with access to high-quality transition, advising, and academic support services. Students will have a strong career, academic, and wellness counseling support



that may include embedded counselors to help them transition from Adult Ed to college.

- We are working on the development of CANVAS implementation. More focus is being placed on additional training to better promote student retention. We are working with business partners to get their input so we can better prepare our students for the workforce.
- The group had the opportunity to watch a [student success video](#) of one of our students, Gabby Ch., who was previously enrolled in Adult Education and transitioned to community college. Gabby is currently a mentor for the community college as well as Adult Education.

Mid-year Summit, January 24, 2020, 9am – 12pm

- The Stakeholders' Summit will be held on January 24, from 9am-12noon. Focus will be placed on aligning the work of the Strategic Plan work groups. Plan cross goal areas and plans for next year will be discussed as well as creating next steps for student support and acceleration. Ute will extend an invitation to staff.

Member Updates

- Kim Bellaart mentioned that she is excited about professional development/flex week in January, 2020 and looking forward to the array of workshops that will be available to staff.
- Adult Education students will be going on a field trip. Students will be visiting Cuyamaca College and learning about student services and programs, then Mt. Miguel, and finally to Grossmont College to visit Student Services.

Meeting Updates and New Schedule

- New ERAE meeting dates were discussed. Location of meetings will be discussed at a later date. Approval of the meeting dates will be done at the March 2020 meeting. The proposed meeting dates for 2020 are as follows:
 - March 2020—March 4, 11:30am-1:00pm
 - June 2020—June 10, 11:30am-1:00pm
 - September 2020—Sept 9, 11:30am-1:00pm
 - December 2020—Dec 9, 11:30am-1:00pm

VII. ACTION ITEMS/DISCUSSIONS

Nomination of New Board Member

- It was proposed that a new ERAE board member be nominated. Dr. Lynn Neault was nominated by Cindy Miles.
- First motion to approve the nomination of a new board member was made by Theresa Kemper and seconded by Kathy Granger.
 - a. Yes Theresa Kemper
 - b. Yes Tim Glover
 - c. Yes Kathy Granger
 - d. Yes Cindy Miles
 - e. Yes Sean Hancock



f. Yes Rick Wilson

Communication from Board Members

- Cindy Miles—Cindy is proud of the advancements that we have made. She would like us to stay focused on the greater goals. Cindy appreciates the honest data information, that we are maintaining our goals, and recommended that we continue to look at more specific data and hold ourselves accountable.
- Kathy Granger—Kathy is excited about the plans for Mountain Empire. She is happy that we are doing things for the right reasons.
- Sean Hancock—Sean appreciates the data information and is looking for opportunities to fill the gaps. Cynthia Nagura is re-engaging with the Economic Council.
- Tim Glover—Tim thanked Cindy Miles for her dedication. Tim stated that Robyn is a joy to work with and he can sense her passion for Adult Education. Tim said there may be bumps in the road ahead but we need to keep focused on our students.
- Rick Wilson—Rick thanked everyone for being supportive and welcoming. He is super excited to learn more from the group and suggestions on how we can grow. Rick mentioned that it was an honor to know Dr. Miles. He is excited to see us continue to grow.
- Theresa Kemper—Theresa thanked Robyn Wiggins for her dedication and hard work, and welcomed Kim Bellaart as the new Director of Adult Education. Theresa thanked Cindy Miles for her contributions and dedication.

VIII. Adjournment

- The meeting was adjourned at 12:50pm. The next board meeting will held on March 4, 2020, from 11:30am-1:00pm, location to be determined.



East Region Adult Education
Governing Board Meeting

September 18, 2019
ECSELPA (ECREC) Conference Room

Minutes

I. Call to Order

- The meeting was called to order at 11:05 am by ERAE Governing Board President, Theresa Kemper.
- The following Governing Board Members were present: Theresa Kemper, Tim Glover, Cindy Miles, Kathy Granger, Sean Hancock, and Rick Wilson.

II. SPECIAL REPORTS/RECOGNITIONS

- Theresa Kemper introduced the new governing board member, Rick Wilson, from the East County Chamber of Commerce.

III. COMMUNICATIONS FROM THE PUBLIC

- There were no communications from the public.

IV. APPROVAL OF MINUTES –May 30, 2019

- **Motion Passed:** The minutes were unanimously approved as written. First motion to approve the minutes was made by Tim Glover and seconded by Kathy Granger.
 - a. Yes Theresa Kemper
 - b. Yes Tim Glover
 - c. Yes Kathy Granger
 - d. Yes Cindy Miles
 - e. Yes Sean Hancock
 - f. Yes Rick Wilson

V. REMOVAL OF ITEMS FROM/CHANGES TO AGENDA

- **Motion Passed:** The agenda was unanimously approved as written. First motion to approve the agenda as written was made by Kathy Granger and seconded by Cindy Miles.



VI. REPORTS/DISCUSSIONS

Consortium Program Report 2018-2019

- Robyn Wiggins shared data on student attendance. Cindy Miles inquired about the exclamation marks on the reports. Robyn Wiggins explained that the exclamation marks indicate that those numbers are higher than projected. (see attached copy of presentation)
- Adult Education teachers will now be paid for prep time.
- Cindy Miles would like to see the total costs of transitioning to teachers having a union.

Budget Update

- Sally Cox stated that formula (total number of students divided by number of students in CAEP program areas) was used to report transition services as part of this plan. In contrast to GAE, GCCCD reports CAEP funding only, because budgets go to overarching consortium services (i.e., CAEP administration, salaries and benefits for Transition Specialists, Business Engagement and Social Media Coordinators, marketing and annual subscriptions to Canvas and NURO Retention).
- The budget presented includes the carry forward balance. The plan is to use about \$300,000 on program growth projects this year to reduce the carry forward balance. \$50,000 are allocated for extended programming at MEUSD.
- The budget includes \$600,000 for program growth. Aside from projects already planned and approved (Student Success Center; Business Engagement, two CTE classes that engage tribal communities in the Mt Empire region), new and more detailed plan proposals will be brought to the next ERAE Board Meeting.
- Robyn Wiggins added that first steps have been taken toward the construction of a Student Success Center. After review of the Foothills Adult Ed facility, architects recommended the locate the new center in the center of the existing building and provided first maps/blue prints of possible designs. We are currently waiting for the cost estimate.
- Sally Cox mentioned \$89,000 of project growth monies have not been allocated yet. (\$50,000 are reserved for MEUSD.) The 3-year strategic plan clarifies what these monies could be used for.
- The consortium would like to propose some of the remaining \$38,000 for the purchase of laptops for GAE and MEUSD instructors (including



- necessary software and Wi-Fi equipment).
- Board members indicated support for this idea ahead of the formal proposal that will come to the next board meeting. IT is working on a quote. Tim Glover pointed out that GAE has the band width.
 - Kathy Granger reminded the group that we need to have a good acceptable laptop use policy.

Strategic Plan Implementation—Goal I—Professional Development

- Ute Maschke stated that a coordinator for PD and LMS (Canvas) was hired. Laptops will support our efforts. We have already started to implement Canvas through a workgroup, and have a core group of 15 teachers currently piloting blended learning classes. The workgroup decided on a timeline to roll out our “train the trainer” modules.
- We have started a timeline of Year 1 implementation of 6 goals. Each group has co-chairs and a minimum of 4 members. There are members from GCCCD as well. The logic model for goal 1(see copy of presentation below) provides an overview of steps already taken (clear) and steps to be taken (grayed out).
- We have dedicated a standing meeting time across all six work groups, which will allow for much needed collaboration across work groups.
- We have a shared strong understanding that PD is very important. The new LMS/PD coordinator will start on September 30. There will be a 3-week onboarding process. The coordinator will also reach out to MEUSD. Kathy and Ute will meet today after the board meeting to plan this roll out.

Member Updates

- Robyn Wiggins introduced the new ESL Director, Lance Yocom. Lance was previously at Valhalla HS for 11 years.
- The GUHSD Board approved Grossmont Adult Education accelerated diploma program—from 200 credits to 120 credits. We have not decreased rigor, but pursue a strength-based approach and are counting life experiences as the electives. Tim Glover added that we shared that elective credits are not what students are usually lacking when sharing the news with the principals at the high school sites.
- Robyn Wiggins mentioned that Grossmont Adult Education once again aligned their flex week with the colleges. Sixteen of Grossmont Adult Education teachers attended an ESL training at Cuyamaca College, 17 attended workshops at Grossmont College (15 evaluated them with 3 or higher), and 9 attended a Metacognition workshop and evaluated it with 4 scoring it a 3 or higher. Ute Maschke also presented a workshop at each college campus.



Meeting Updates and New Schedule

- Ute Maschke informed the board members that the Consortium made it into SDWP news updates. The work of the Transition Specialists at the Career Center was highlighted.
- The next ERAE Board Meeting is scheduled for December 11, 11:30am - 1:00pm at ECSELPA/ECREC.
- Cindy Miles is curious about enrollment trends. She stated that the colleges are taking a hard look at a significant enrollment decline - 3% over 5 years and down 10% this fall.
- Robyn Wiggins informed board members that Grossmont Adult Education will be looking at enrollment data in the next few weeks.
- Cindy Miles mentioned that it would be helpful to have more of those infographic data points.
- Tim Glover informed the board members that this was the first year in over 9 years that we have had MORE students enrolled at GUHSD.
- Ute Maschke mentioned data analysis that predicts an increase in 55 and older adults. This will be an interesting area for expanding our offerings.
- Sally Cox said that she has worked with AARP. Perhaps this would be an area of expansion.
- Ute Maschke added that working with older adults will mean that we will also need to design new approaches and curricula. Analyzing drone data, for example, will require skill sets that many adult learners older than 55 might not have.
- Ute also mentioned that we are also reaching new learners in tribal areas.

VII. ACTION ITEMS/DISCUSSIONS

Approval of New Board Member, Rick Wilson

- Rick Wilson, from the East County Chamber of Commerce, is the new ERAE board member. First motion of approval was made by Cindy Miles, and seconded by Kathy Granger.
 - a. Yes Theresa Kemper
 - b. Yes Tim Glover
 - c. Yes Kathy Granger
 - d. Yes Cindy Miles
 - e. Yes Sean Hancock

Nomination of New Board Member

- Members voted for approval of a new ERAE board member in January, 2020: First motion to nominate a new board member in January was made by Cindy Miles and seconded by Kathy Granger.
 - a. Yes Theresa Kemper
 - b. Yes Tim Glover



- c. Yes Kathy Granger
- d. Yes Cindy Miles
- e. Yes Sean Hancock
- f. Yes Rick Wilson

VIII. Communication from Board Members

- Sean Hancock hopes to bring workforce training back to life, bringing in AE CTE and high schools as well. Questions to ask: Are we serving the needs of employers with the programs we are offering? The college district's restructuring of their governance handbook was just completed and that he wishes to engage Adult Education more in conversations across the college district.
- Cindy Miles said they will be welcoming accreditation site teams next week. The teams will be at the District for a week. Everyone is invited to come to community forums. The District is experiencing a significant challenge with admin turn over. From a workforce standpoint, they are excited about new facilities for ornamental horticulture. The Grossmont Performing Arts Center will be opening soon. In addition, Cuyamaca College is 1 of only 2 colleges that is being recognized for closing equity gaps with Math and English. Online offerings help reduce textbook costs.
- Kathy Granger stated that their District is up in enrollment for the 5th year in a row. The high school has over 435 students, which is the highest it's been. Kathy is pleased to hear about Adult Ed diploma changes. The Education Alliance met for a strategic planning retreat. Kathy was at the Career and College Symposium and talked about doing better things instead of doing things better.
- Rick Wilson said there are lots of changes at the East County Chamber and strong intentions to partner with the San Diego Regional Chamber. The chamber's big question right now it: What are we doing to encourage people to come out to East County? A new strategic plan for next 3 years is in development. The chamber's leadership program had its first meeting, and Friday brings the Women in Leadership luncheon at Sycuan. Other events include: Toast East County, November 9, with wine tasting; Strategic Economic Summit, November 13. Rick added a plug for East County Economic Development Council: The Manufacturing Expo will take place October 1. Rick is happy to be on the ERAE board.
- Ute Maschke added that ERAE will be present at the Manufacturing Expo, and will host the College and Career Fair with 35 employers with open positions.
- Tim Glover said there are strengths in our Consortium. We are just three members and we are close and try to direct all of us in the same direction. We'd like to say thanks to the AE staff for helping to provide programs in the Alpine region since Alpine had to close a school. Tim is excited to hear about PD work that ERAE is embarking on. OER at GUHSD will be presented at Superintendent's Conference, and we are excited to share that work.
- Theresa Kemper spent a morning touring the Grossmont Adult Education



facilities. She is so impressed to see the work being done. Particularly impressive were the Transition Specialists who are multilingual, vibrant, and welcoming. The level of technical work at HOC is amazing. The labs have state-of-the-art equipment. At ESL, it's inspiring to see refugees from many different countries working so hard on language acquisition. "Got Plans" will take place on October 12. Theresa wanted to know how ERAE is budgeting for increases due to unionizing. Is that built into projections? Robyn responded with yes.

- Tim Glover said it is likely there will be negotiations for a raise this year. Sally Cox mentioned that we can choose to put some of our Projecy growth into the budget. Robyn mentioned that originally, the COLA was "one time" but it appears that this will be ongoing each year.

IX. **Adjournment**

- The meeting was adjourned at 12:46pm. The next board meeting will be held on Dec 11, 2019 at ECSELPA/ECREC from 11:30am-1:00pm.



EAST REGION
ADULT EDUCATION

Education That Works



ERAE Governing Board Meeting, September 18, 2019

- Welcome
- Program Report 2018-19
- Budgets and Allocations
- Strategic Plan Implementation – Exhibit A
- Action Items / Discussion



ERAЕ welcomes **Rick Wilson, CEO**, to the **Governing Board**



- CEO San Diego East County Chamber
- Executive Director Liberty Station Community Association and Liberty Station Improvement Association
- Executive manager & Senior Facilities Director Mission Valley YMCA
- Facilities manager for the San Diego Chargers
- Graduate University of California at Santa Barbara (UCSB)
- Born at San Diego Naval Hospital and grew up in IB



Program Report 2018 – 19 (2017 – 2018)

Active Member Agencies

Member Agency	Total Program Area Hours		Total Leveraged Funds		2018-19 Status
<u>Grossmont Union High</u>	5264546	(2,999,485)	\$13,568,253	(\$ 23,432,299)	Certified
<u>Grossmont-Cuyamaca CCD</u>	9840	(3,026)	\$681,964	(\$ 1,538, 868)	Certified
<u>Mountain Empire Unified</u>	108	(103)	\$39,864	(\$ 40,184)	Certified
Totals	5274494	(3,002,614)	\$14,290,081	(\$ 25,011,351)	3/3 Certified



GAE Program Report 2018 – 19 (2017 – 2018)

Hours of Instruction

CAEP Program Area		Q1 - Q4 Hours of Instruction
ABE/ASE	(533,307)	3850580
ESL/El Civics	(716,376)	602177
AWD		Not Entered
K12 Success	(21,830)	1536
Short Term CTE	(1,514,301)	810253
Workforce Reentry	(213,671)	Not Entered
Pre-Apprenticeship		Not Entered
Total	(2,999,485)	5264546 Hours



GAE Program Report 2018 – 19

Leveraged Funds by Program Area

Fund	ABE/ASE	ESL/El Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre-Apprenticeship	Totals
California Adult Education Program	\$2,020,632	\$2,649,430	\$0	\$0	\$2,395,084	\$0	\$0	\$7,065,146
CalWORKs	\$119,539	\$0	\$0	\$0	\$0	\$0	\$0	\$119,539
NonCredit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Perkins	\$0	\$0	\$0	\$0	\$167,084	\$0	\$0	\$167,084
LCFF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees	\$307,952	\$255,895	\$0	\$0	\$231,329	\$0	\$0	\$795,176
K12 Adult Ed Jail Funds	\$437,833	\$23,709	\$0	\$0	\$1,119,083	\$0	\$0	\$1,580,625
WIOA II	\$353,453	\$429,650	\$0	\$0	\$132,322	\$0	\$0	\$915,425
Contracted Services	\$0	\$10,745	\$0	\$0	\$2,914,513	\$0	\$0	\$2,925,258
In-kind Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$3,239,409	\$3,369,429	\$0	\$0	\$6,959,415	\$0	\$0	\$13,568,253



(GAE Program Report 2017 – 18)

Leveraged Funds by Program Area

Fund	ABE/ASE	ESL/El Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre-Apprenticeship	Totals
California Adult Education Program	\$1,852,026	\$1,964,270	\$0	\$0	\$1,683,660	\$1,515,294	\$0	\$7,015,250
CalWORKs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NonCredit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Perkins	\$0	\$0	\$0	\$0	\$215,021	\$0	\$0	\$215,021
LCFF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees	\$273,359	\$289,926	\$0	\$0	\$248,508	\$223,657	\$0	\$1,035,450
K12 Adult Ed Jail Funds	\$0	\$0	\$0	\$0	\$1,649,291	\$0	\$0	\$1,649,291
WIOA II	\$345,161	\$481,332	\$0	\$0	\$0	\$1,182,777	\$0	\$2,009,270
Contracted Services	\$0	\$0	\$0	\$0	\$2,338,470	\$623,096	\$0	\$2,961,566
In-kind Contributions	\$333,088	\$412,168	\$0	\$0	\$975,030	\$6,826,165	\$0	\$8,546,451
Totals	\$2,803,634	\$3,147,696	\$0	\$0	\$7,109,980	\$10,370,989	\$0	\$23,432,299



GAE Fiscal Report 2018 – 19

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$3,046,802	\$2,995,271	101.72%	\$2,995,271	101.72%	! -\$51,531
2000 - Non-Instructional Salaries	\$1,510,776	\$1,564,647	96.56%	\$1,564,647	96.56%	\$53,871
3000 - Employee Benefits	\$1,653,052	\$1,684,370	98.14%	\$1,684,370	98.14%	\$31,318
4000 - Supplies and Materials	\$200,714	\$215,865	92.98%	\$215,865	92.98%	\$15,151
5000 - Other Operating Expenses and Services	\$272,993	\$208,663	130.83%	\$208,663	130.83%	! -\$64,330
6000 - Capital Outlay	\$47,652	\$284,752	16.73%	\$284,752	16.73%	\$237,100
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$333,157	\$347,679	95.82%	\$347,679	95.82%	\$14,522
Totals	\$7,065,146	\$7,301,247	96.77%	\$7,301,247	96.77%	\$236,101



GCCCD Foundation Fiscal Report 2018 – 19

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$577,882	\$656,996	87.96%	\$656,996	87.96%	\$79,114
3000 - Employee Benefits	\$251,716	\$328,498	76.63%	\$328,498	76.63%	\$76,782
4000 - Supplies and Materials	\$31,470	\$32,001	98.34%	\$32,001	98.34%	\$531
5000 - Other Operating Expenses and Services	\$288,957	\$664,807	43.46%	\$664,807	43.46%	\$375,850
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$52,538	\$83,491	62.93%	\$83,491	62.93%	\$30,953
Totals	\$1,202,563	\$1,765,793	68.1%	\$1,765,793	68.1%	\$563,230



MEUSD Fiscal Report 2018 – 19

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$5,951	\$1,500	396.73%	\$6,000	99.18%	\$49
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$2,039	\$657	310.15%	\$2,267	89.94%	\$228
4000 - Supplies and Materials	\$277	\$0	100%	\$0	100%	! -\$277
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$8,267	\$2,157	383.19%	\$8,267	100%	\$0



ERAE Governing Board Meeting, September 18

Allocation and Budget



Strategic Plan Implementation: Goal One

Establish a sustainable learning and working/professional development environment for consortium members, teachers, and staff.

Strengthening our roles as education leaders and mentors, we will be champions and model continuous lifelong learning (training, re-training, up-skilling). The professional development environment will provide time and space for practitioners to embed basic skills into career education and vice versa utilizing evidence-based practices such as contextualization, acceleration, and culturally responsive learning.



Strategic Plan Implementation: Goal One

Processes/Activities

- Implement monthly professional learning day tailored to learners' (staff, teacher, etc.) roles and needs
- Design of blueprints for a systematic PD model (include shared calendar of events)
- Develop pre-planning/needs and post-training assessment tools
- Foster the development of data literacy
- Implementation of LMS (Canvas) as a system of virtual environments where staff can connect, collaborate, and share information

Key Indicators

- Annual resource allocation
- Performance metrics
- Increase in participation and improvement after participation
- Growing capacity to serve underrepresented and/or underserved students
- Increased enrollment of disproportionately impacted students
- Instruction provides students with opportunities to apply skills through internships, clinical placements, work-based and other experiential learning activities

Strategic Plan Implementation: Goal One

Inputs	Activities	Outputs	Immediate (Short-Term) Outcomes	Intermediate Outcomes	Long-Term Outcomes / Impact
<p>Staff position</p> <p>Professional development curriculum</p> <p>Canvas and technology access</p> <p>Collaboration between all programs and ERAE entities</p>	<p>Hire professional learning lead</p> <p>Identify professional learning needs and conduct planning process</p> <p>Offer monthly professional learning tailored to learners' needs and roles, with a focus on equity</p> <p>Utilize pre-planning/needs and post-training assessment tools</p> <p>Implement Canvas</p>	<p>A blueprint is established for professional learning, including the use of Canvas for faculty and staff training</p> <p>More faculty participate in professional learning opportunities; gains in knowledge and skills increase</p> <p>Staff participate in equity-focused professional development</p>	<p>More integrated services lead to implementation of innovative, culturally responsive teaching methodologies</p> <p>Faculty and staff apply new knowledge and skills in all interactions with students and in the classroom</p>	<p>Student achievement increases</p> <p>More students transition with ERAE to additional adult education programs, community college or other training or education programs</p>	<p>More student work in jobs in their field, with better wages</p> <p>Students increase wages</p> <p>More students earn a living wage</p>



ERAЕ Governing Board Meeting, September 18

Action Items/Discussion



Action Items

- Selection of Governing Board Meeting Dates
- ERAE Binder Refresh



EAST REGION
ADULT EDUCATION
Education That Works

Lead Contact: Ute Maschke, Ph.D., Grant Manager
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**East Region Adult Education
Governing Board Meeting**

May 30, 2019

GAE, Foothills Adult Education Campus, 1550 Melody Lane, El Cajon, CA 92019

Minutes

I. Open/Public Session—Call to Order

- The meeting was called to order at 1:03pm by ERAE Governing Board President, Theresa Kemper.
- The following Governing Board Members were present: Theresa Kemper, Tim Glover, Kathy Granger, and Sean Hancock. Cindy Miles was absent from this meeting.

II. AWARDS/RECOGNITIONS/SPECIAL REPORTS OR PRESENTATIONS

- There were no special reports or presentations.

III. COMMUNICATIONS FROM THE PUBLIC

- There were no communications from the public

IV. APPROVAL OF MINUTES, MARCH 14, 2019

- **Motion Passed:** The minutes were unanimously approved as written. First motion to approve the minutes was made by Kathy Granger and seconded by Tim Glover.
 - a. Yes Theresa Kemper
 - b. Yes Tim Glover
 - c. Yes Kathy Granger
 - d. Yes Sean Hancock

V. REMOVAL OF ITEMS FROM/CHANGES TO AGENDA

- The agenda was unanimously approved as written. First motion to approve the agenda as written was made by Sean Hancock and seconded by Kathy Granger.
 - a. Yes Theresa Kemper
 - b. Yes Tim Glover
 - c. Yes Kathy Granger
 - d. Yes Sean Hancock



VI. REPORTS/DISCUSSIONS

Strategic Plan 2019-2022 Presentation

- The Strategic Plan has been completed. It is due to the State by June 7, 2019. Ute Maschke informed the group that the Strategic Plan was placed on the ERAE website two weeks ago for public comments. There were feedback and questions that were helpful in the final edits. Ute Maschke presented an inspirational video to the group, and stated that the video was a perfect example of our three year plan and what we would like all our students to achieve from our programs. We want to present students with the wrap-around experience through Academics, Career training, and transition services that also includes resume work and peer mentoring.

- Ute Maschke shared a high level summary booklet of the Strategic Plan. An electronic copy of the Strategic Plan is currently underway. As soon as it is completed, it will be shared with all ERAE board members and others electronically. The Strategic Plan has four major components. The summary highlights key achievements and challenges over the past three years, consortium students' needs and our goals and strategies.

- It was indicated that our nine main challenges are:
 - a. Regional Economic Disparity—the San Diego region is doing well as a whole, but that is not the case for our consortium area and there is a drastic change in income and poverty level.
 - b. Low Wages in our region—the unemployment chart shows unemployment as relatively low and the wages as relatively low in our region. Compared to the high cost of living, the East Region has one of the highest poverty rates in San Diego County.
 - c. Lack of Middle Wage/Mid Skills Jobs—there has been very little growth in middle wage/mid skills jobs.
 - d. Skilled and Highly-skilled Workers in Low-Skills Jobs—employers are not aware of what students can do and are already capable of. Employers tend to provide their own training because of a lack of information and knowledge of what students are capable of.
 - e. Need for Support for Newcomers—we need to support our newcomers more. Some Newcomers come to us with a high school diploma and professional experience. We need to address the needs and goals of these newcomers to prepare them for jobs that are available. There are not enough jobs in the East Region. We need to prepare our students to commute to jobs.
 - f. Small Businesses are the Majority—Most businesses in the East Region are small businesses.
 - g. Flat Population Growth Rate—our population grows at a slow rate. We need more programs and services that meets the needs of older learners.
 - h. Lack of Employment Opportunities—There are more qualified workers than jobs available in the East Region. Most people commute for work.



- i. Lack of Access to High-quality Programs for Individuals with Recognized and Unrecognized Barriers to Employment—We do not have enough programs to meet the needs of students with disabilities.
- We have six main strategic goals. The six goals are aligned with the program area that CAEP puts forth and by which we are measured. The six goals are:
 - a. Improve integration of services through professional learning: Establish a sustainable learning and working environment for consortium members, teachers, and staff—we would like to implement effective professional development for Consortium members, teachers, staff, and introduce a once a month professional development day. We will need to develop assessment tools that make us accountable and develop a blueprint for a systematic PD model. Canvas is now being implemented as a professional learning and engagement system.
 - b. Improve transitions through acceleration and alignment: Develop six clearly mapped training and education paths for all consortium students, in alignment with regional needs for skilled workers and the California Community Colleges Guided Pathways Initiative—these six paths will help students choose programs based on their needs, with a bigger picture in mind to help students make informed decisions.
 - c. Improve integration of services through holistic assessment of new students. Outreach and engagement: Establish “high-touch” onboarding processes designed to support first time students make informed choices, plan across programs, and identify next career steps and goals aligned to their skills and interests and regardless of entry point or level
 - d. Improve transitions through student assessment and student centered services. Provide access to high-quality transition, advising, academic support, and job placement services for nearly all students—students can use academic, transition and other support services throughout their educational experience to help them make informed decisions.
 - e. Improve transitions through business engagement and alignment with industry and community based organizations: Strengthen the network for partnership and collaboration to provide students with opportunities for employment and professional growth across the region—develop job board for students and business partners. The consortium’s business engagement coordinator would do all the postings. Develop a business round table that brings together different businesses for the benefit of the students and employers. The round table is the first step in the Strategic Plan to be done during the first year.
 - f. Improve integration of services through outreach and inclusion: Develop internal as well as external marketing strategies to raise awareness of opportunities and practices in an adult education system that allows for education and training to become lifelong practices—further improve our marketing strategies to make the public more aware of our programs.
- A Steering Committee and six work groups will be introduced to help us stay



on track. We will report to the ERAE governing board on a quarterly basis. The workgroups will be rolled out in July and August. The Strategic Plan will provide a foundation for the member plans and a good guide for the next three years. The Strategic Plan is approximately 50 pages. Ute was acknowledged for her hard work on getting the Strategic Plan completed. Theresa Kemper is impressed with the business round table and with the Steering Committee. Tim Glover said the Strategic Plan was well thought out and is geared towards improving services provided to students, as well as students' engagement. Theresa Kemper inquired about Canvas. Ute stated that we began the training for Canvas about two weeks ago. Canvas will be absorb all functionalities we had in Engrade. HOC will pilot Canvas first with Barb Brock doing the first pilot. Tim Glover stated that using Canvas in Adult Education will make the transition to college easier for students.

Budget—CFAD Revision (Adjustment COLA)

- Sally Cox presented the revised budget breakdown for the 2019-2020 school year. As a result of the Governor's May Revise, the California Adult Education Program (CAEP) 19-20 allocation has been reduced by \$1,043,000. The State CAEP Office adjusted each regional consortium's allocation in NOVA to reflect the cost-of-living adjustment from 3.46 percent to 3.26 percent. For ERAE, the reduction in funding is \$ 16,410. Consortium members previously agreed that the Foundation of GCCCD (fiscal agent) holds funding for program growth (COLA allocations 18/19 and 19/20). That funding (for program growth 2019-20) was reduced by \$16,410. The remaining balance of \$356,741 reflects the adjustment to the Program Growth based on funding cuts. At the next meeting, ideas will be shared for members' strategic investment/improvement. We want to make sure we are funding the appropriate areas for all Consortium members.

Member Updates

- Tim Glover was pleased that there was the opportunity to present Adult Education at the Chamber breakfast on May 3. He stated that everyone did a great job with the presentation. There is a new CEO at the Chamber. Ute has a meeting scheduled with the new CEO for next week.

Meeting Updates

- The next ERAE board meeting is scheduled for Sept 18, 2019 at 11:30am. The meeting will be held at the East County Regional Education Center (ECREC) located at 924 East Main Street in El Cajon.

Proposed ERAE meeting dates for next school year will be presented at the Sept 18, 2019 ERAE Board Meeting.

VII. ACTION ITEMS/DISCUSSIONS

Strategic Plan Approval

- First motion to accept the Strategic Plan as written was made by Tim Glover and seconded by Kathy Granger. The motion was unanimously



approved.

- a. Yes Theresa Kemper
- b. Yes Tim Glover
- c. Yes Kathy Granger
- d. Yes Sean Hancock

Consortium Fiscal Declaration (CFAD-NOVA)

- First motion to accept the revised 2019-2020 Consortium Fiscal Declaration was made by Kathy Granger and seconded by Sean Hancock. The motion was unanimously approved.
 - a. Yes Theresa Kemper
 - b. Yes Tim Glover
 - c. Yes Kathy Granger
 - d. Yes Sean Hancock

New Meeting Schedule

- Proposed meeting dates for the 2019-2020 school year will be discussed and approved at the next ERAE Board Meeting on Sept 18, 2019.

VIII. Communication from Board Members

- **Tim Glover** stated that he appreciated the fabulous work done on the Strategic Plan. He mentioned that the hard work will continue to strengthen the community and make it better.
- **Kathy Granger** is excited about what we have accomplished, and stated that we still have lots of opportunity for growth. Kathy mentioned that it was a good first meeting with Campo, and there should be great educational opportunities and increased participation next year.
- **Theresa Kemper** is very impressed with the Strategic Plan, and is happy that we are helping to change mindset on how we help adults. She loved the video that was presented on the Welding program. Theresa mentioned that it is gratifying, and it would be great if we can get the message out more.
- **Sean Hancock** mentioned that he has engaged in two meetings so far, and is excited about the opportunities ahead of us. He appreciates the fact that we are looking at the challenges and that we are addressing them together.

IX. Adjournment

- The meeting was adjourned at 2:16pm. The next board meeting will be held on September 18, 2019 at 11:30am at East County Regional Education Center (ECREC/ECSelpa), located at 924 East Main Street in El Cajon.

East Region Adult Education Governing Board Meeting

March 14, 2019
Mountain Empire, Conference Room

Minutes

I. Call to Order

- The meeting was called to order at 1:05pm by ERAE Governing Board President, Theresa Kemper.
- The following Governing Board Members were present: Theresa Kemper, Tim Glover, Cindy Miles, Kathy Granger, and Sean Hancock.

II. SPECIAL REPORTS/RECOGNITIONS

- There were no special reports or recognitions.

III. COMMUNICATIONS FROM THE PUBLIC

- There were no communications from the public.

IV. APPROVAL OF MINUTES –December 18, 2018

- **Motion Passed:** The minutes were unanimously approved as written. First motion to approve the minutes was made by Cindy Miles and seconded by Tim Glover.
 - a. Yes Theresa Kemper
 - b. Yes Tim Glover
 - c. Yes Kathy Granger
 - d. Yes Cindy Miles
 - e. Yes Sean Hancock

V. REMOVAL OF ITEMS FROM/CHANGES TO AGENDA

- **Motion Passed:** The agenda was unanimously approved as written. First motion to approve the agenda as written was made by Kathy Granger and seconded by Sean Hancock.

VI. REPORTS/DISCUSSIONS

Strategic Plan 2019-2022

- Robyn Wiggins mentioned that the due date for the Strategic Plan is June 7. Budget allocations are available for 2019/20. The Consortium will receive a COLA for the 2019-2020 school year.



Planning Timeline

- Ute Maschke stated that we have come a long way and have developed a common understanding of our vision and the work ahead, and that we have established a broad foundation. Ute stated that when we started, we were not focused on What If questions but, in hindsight, were already thinking about the bigger picture. One such question was “What if The Power of Incremental Change truly meant transition? Transition services was introduced and no matter what the student does throughout their time in adult education, out of adult education and into college and careers, they have access to these services.

Grossmont Adult Education, in collaboration with ERAE, is hosting their third annual street fair on April 6 and will showcase what Adult Education has to offer. In addition to transition services, we have integrated peer mentoring from the bottom up, which helps students to excel. We host college counselors at GAE sites, and our Program Area Councils made recommendations to the Steering Committee and implemented new classes and strategies throughout the year. Through our social media, we are forming an alumni network and a student support network. We have made students a part of our social media platforms.

Ute presented a summary of our timeline.

- In 2017, we were called AEBG. We are now CAEP, with a budget bill that clarifies that we are no longer working under a grant formula but, rather, are part of the governor’s annual budget.
- In Fall 2017, we hosted a stakeholder’s meeting to develop a shared vision.
- We had our initial meeting with CC acceleration team in Winter of 2017.
- In Fall 2018, Planning Steering Committee and Task Forces began their work.
- In Spring 2018, we hosted the 2020 kick-off summit to start planning work.
- In Winter of 2018, there was a review of Task Forces recommendations and Consortium-wide self-assessment.
- In May 2019, planning on presenting the Strategic Plan after circulating the draft for review throughout the second half of April.
- July 2019, there will be an implementation of work groups roll out and submission of annual member



plans

- In Fall 2019, the stakeholder summit will be held and the roll out of the new student engagement center.

Work Accomplished & Task Force Recommendations

- Task Force A Strategic Planning Recommendations—Acceleration and Alignment for Health Occupation Programs. The strong recommendation was to integrate and streamline onboarding processes, which would include a meeting with a Transition Specialist. If this is decided upon, we will need to be mindful of implementing equitable assessment and placement procedures for all students. Another recommendation was to plan a teacher training program across partners to align health programs on college campuses. Currently, another proposal is to provide support modules across partners.

Task Force B Strategic Planning Recommendations—Acceleration and Alignment for Career Technical Education, other than Health Occupation Programs. One question posed is “What if we offered a consolidated onboarding process and integrate academics and language programs into work-based learning?” It was proposed that we build a model based on peer mentors to offer extra support through the students and provide students with an opportunity to grow. Currently, this model is implemented with a student in our CompTia class, and it is remarkable how the student is growing and gaining confidence. Another recommendation is to focus on developing three to five paths for certification programs at Grossmont Adult that use a work-based contextualized curriculum and integrated support modules.

Task Force C Strategic Planning Recommendations—Business Engagement. There is a strong recommendation that we treat Business Partners as customers and conduct data analysis and identify business needs. It was also suggested that we develop an action plan for a job board on which our business partners can post without any “middle man”, utilize the Chamber of Commerce as a platform to setup a shadowing network for our students. It was also recommended that existing labor market data be reviewed for applicability to East Regions, and that we coordinate existing workforce advisory boards.

Task Force D Strategic Planning Recommendations—Student Assessment and Tailored Programs. Recommendations were to develop onboarding processes across programs, develop ways to meet the needs of all our students, develop equitable programs for everyone, introduce a competency based framework, integrate prior learning assessment and alignment with the colleges, and implement a plan for retention.

Task Force E—Marketing. There was a strong recommendation to do less, but better. It was suggested that we be inclusive and invest in internal marketing and have a better understanding of our students and business community.



Task Force F—Professional Development. It was recommended that we implement monthly professional development days, establish a PD council with a general manager with rotational participation representative of stakeholders that will oversee the PD system construction, journey mapping over the next 6 months to determine opportunities, build blueprints for a systematic PD model, establish annual resource allocations, and develop pre-planning needs and post-training assessment tools. Cindy Miles stated that there is a drastic need for professional development. PD has to be a priority. If staff do not have the knowledge, skills, ability, and will power to implement, none of this will be institutionalized.

Other general recommendations--Implement tailored programs for Mountain Empire, align ERAE growth and development with Guided Pathways initiative, bring ERAE into GCCCD leadership structure, and develop shared support system for students who transition to college, not only tracking students but also offering our support services to them while they are in college. One additional planning question posed was What If we had a neighborhood healthcare satellite clinic on site? We have many community members in need of services that we do not offer. At the moment we can only refer clients or suggest making an appointment for them. There was a general concern of where do we start/end. Cindy Miles suggested a national organization on site that is embedded on campus but is not ran by us, similar to a physical 211. Tim Glover and Theresa Kemper had concerns that we would need to have Risk Management and law enforcement involved because not everyone comes to the table in the right frame of mind, and there was the concern of our close proximity to the middle school. It was suggested that it may be beneficial to teach clients how to use and navigate the services that are already available to them.

Cindy Miles asked for feedback on how students' input is being used in the development of the Strategic plan and what is the plan for using students' voices for assessment of the success of the implementation. Ute Maschke stated that there were two students on each Task Force who did the journey mapping with us. Additional students were also brought in during the journey mapping to give input on what they could have used at certain points of their training. Tim Glover inquired whether student voices will be used as well on social media to gain input through follow-up data. Robyn Wiggins mentioned that we also want to be mindful of not overloading students with surveys because there are mandatory reporting surveys that students are already required to complete. Students are informed of follow-up surveys during onboarding.

Cindy Miles asked what the biggest issues and challenges are currently and which issues the Strategic Plan will help us address. Robyn Wiggins said that one of our biggest challenges is onboarding of students. Many students are not aware of what they would like to take beyond their current class or what is offered through the Consortium, as well as the transition services that are



available to them. We need to make sure all students are aware of what is available without overloading them with information during the onboarding. Robyn mentioned that one possibility considered is for students to do part of the onboarding online, and then students will come in to the second part of the onboarding with questions based on the information that is provided online. Another issue is equity of enrollment for students, especially for classes where there is far more interest than capacity. We want to make sure there is assistance for the students who are not placed in classes. Sally Cox stated that it is possible we have not yet figured out how to gain the students' interest, and that great ideas don't always come together unless there is interest.

Next Steps

- Our goal is to develop a system that is designed for the future by supporting students and finding opportunities that advance their careers and their lives, and that we are known in the region for such services. These services could include education programs, life skills programs, and all around support system. This would allow students to take ownership of the next steps in their lives and to respond to demands in the market with flexible and transferable skills and a support structure. We would also like this system to work for our staff and for them to believe in the system.

Budget

Consortium Allocations 2019-2020

- Sally Cox shared the proposed 2019-2020 budget funding, with a breakdown of the total projected costs for each member district. It was suggested that Mountain Empire's projected costs of \$8,267 be increased by \$50,000, for a total of \$58,267. Tim Glover asked whether the cola for 2019-2020 is a guarantee, and it was confirmed that it is a guarantee. After all Consortium expenses, there is a remaining balance of \$670,840 which will be listed as Strategic Plan and Consortium Investment. We will review the budget at the next ERAE Board Meeting. The CFAD must be submitted by May 2, but may be adjusted later if necessary. A motion to approve the proposed budget was made by Cindy Miles and seconded by Kathy Granger.

Member Updates:

- Sally Cox mentioned that she will still be attending the ERAE Board Meetings to present budget updates, but Cynthia Nagura will now be attending the board meetings and taking over the work that was being done by Sally Cox. Robyn Wiggins is looking forward to the alignment workshop at Cuyamaca College on Friday, March 22. The Grossmont Adult Education street fair will be held on April 6, from 10:00am-1:00pm. Kathy Granger mentioned that she and Ute had a very good meeting with tribal leadership at the Campo Education Center discussing ways in which the tribal communities in the East Region could be better served. A survey has been sent out to the community members out there.



Meeting Updates

- The next ERAE Board Meetings will be held on May 30, 2019 at Foothills Adult Education and on September 18, 2019 at the Grossmont Union High School District Office.

VII. ACTION ITEMS/DISCUSSIONS

Consortium Fiscal Declaration (CFAD-NOVA)

- Ute informed everyone that each Consortium member will get an email from NOVA regarding the budget/CFAD and the amounts will look slightly different from the current proposed budget because of the COLA.

First motion to accept the revised proposed budget was made by Cindy Miles and seconded by Kathy Granger. The motion was unanimously approved.

- a. Yes Theresa Kemper
- b. Yes Tim Glover
- c. Yes Kathy Granger
- d. Yes Cindy Miles
- e. Yes Sean Hancock

Selection of New Governing Board Vice-President, Kathy Granger

- Kathy Granger was selected as the new ERAE Governing Board Vice-President. First motion to accept Kathy Granger as the new ERAE Governing Board vice-president was made by Sean Hancock and seconded by Tim Glover. The motion was unanimously approved.

- a. Yes Theresa Kemper
- b. Yes Tim Glover
- c. Yes Kathy Granger
- d. Yes Cindy Miles
- e. Yes Sean Hancock

Nomination of New ERAE Governing Board Member

- First motion to accept the nomination of a new ERAE governing board member was made by Tim Glover and seconded by Kathy Granger. The motion was unanimously approved.

- f. Yes Theresa Kemper
- g. Yes Tim Glover
- h. Yes Kathy Granger
- i. Yes Cindy Miles
- j. Yes Sean Hancock

VIII. Communication from Board Members

- **Cindy Miles** is excited about the Strategic Plan and the vision of us being a workforce training opportunity pathways for now and the future. She is excited that Cynthia Nagura has joined the team.



- **Tim Glover** feels that we are ready for a breakout of a whole new concept and brand that people can fully engage in. Adult Education is really a place of entry for everyone, and Tim is very thankful for the work that is being done.
- **Kathy Granger** is participating on one of the Task Force and she has seen the difference during the past three years. There are lots of changes, and she would now like to see some marketing done to promote these changes and get the message out to the community.
- **Sean Hancock** is looking forward to reading the Strategic Plan, and to see what equity barriers exist for students entering classes with assessment and placement. A lot of work on equity and barriers was done at the college level. Sean is starting to see where there is the need for improvement in this area.
- **Theresa Kemper** would like to have an update on the student center at our next board meeting on May 30.

IX. **Adjournment**

- The meeting was adjourned at 2:25pm. The next ERAE board meeting will be held on May 30, 2019 at Foothills Adult Center.