

AEBG Implementation Meeting

Glendale Community College – Garfield Campus

February 16, 2017 ♦ 1:00pm-3:00pm

Agenda

Agenda Item		Purpose	Person(s) Responsible	Time Frame
I.	Introduction	A. Welcome & Introductions	Alfred	5 min.
II.	Public Comments	A. Community Comments	Community	5 min.
III.	Minutes	A. Review & Approval of Minutes for January 19, 2016	Alfred, Scott, Judith	5 min.
IV.	Partner Presentation	A. City of Glendale, Library Arts & Culture	Juan Garcia	5 Min
V.	Discussion & Next Steps	A. Unscheduled Business 1) Announcements & Discussion 2) Next meeting date: February 16, 2017	Consortium Team	5 min.
VI.	Committee Action Planning	A. Committee Updates & Breakout Groups	Consortium Team	60 min.
VII.	Adjourn	3:00pm		

AEBG Implementation Meeting

Glendale Community College – Garfield Campus
January 19, 2017 ♦ 1:00pm-3:00pm

Members: Alfred Ramirez, Scott Anderle, Judith Velasco

Partners Present: Tine Anderson-Wahlberg, Lauren Castillo, Melina Hovsepian, Deborah Kinley, Naomi Sato, Rick Saunders, Alana Theard, Joylene Wagner, Emma Sanchez

Glendale LEARN Staff MaryAnn Pranke, Tiffany Israel

Minutes

Agenda Item		Purpose
I.	Introduction	A. Welcome & Introductions 1) Alfred, Chair, opened the meeting and welcomed the group.
II.	Public Comments	A. Community Comments 1) No community comments entered.
III.	Minutes	A. Review & Approval of Minutes for December 15, 2016 1) Minutes unanimously approved as presented.
IV.	Logo	A. GlendaleLEARN Logo Update 1) Feedback regarding the consortium name resulted in the agreement for the consortium to vote on the following options: a. GlendaleLEARN: Local Education and Resource Network b. Glendale Learns (No acronym) c. GlendaleLEARNs: Local Education and Resource Network Services d. GlendaleLEARNs: Local Education and Resource Network Services 2) Tiffany will send out an e-mail for the group to vote and a final decision will be announced at the next meeting.
V.	Professional Development Survey	A. Review Professional Development Survey 1) MaryAnn reviewed the Professional Development Survey that was created in 2016 and sent out for review before the holidays. Members are asked to review the survey and provide feedback on any missing trainings by February 3 rd .
VI.	WIOA Planning	A. WIOA Regional & Local Plan Debrief 1) MaryAnn presented the Local Plan draft (slides are included in the packet). 2) The Local and Regional Plan will be open for comment from the public from Feb 1 to March 1. The team will receive a copy of the plan in email and are asked to review and provide comments.

VII.	Committee Action Planning	<p>A. Committee Updates and Feedback</p> <ol style="list-style-type: none"> 1) The group reviewed each team's action plan together to understand where various projects stand. 2) Marketing: reviewed projects that are works in progress (Website, logo, consortium name, marketing materials). Tiffany also announced that she is open to support other teams with their action plans 3) Programs for Adults with Disabilities: <ol style="list-style-type: none"> a. Reviewed status of C2PAD and the plan to execute a pilot program this spring. Alfred to follow up with Jan regarding the room assignment, name of the course and instructor. b. Recruitment of the pilot students will be from Foothill SELPA and other partner referrals. c. Will use pilot semester to adjust program as needed d. Uniquely Abled Update <ol style="list-style-type: none"> i. 50% placement so far of the 13 students ii. Successful collaboration of the partners iii. Second cohort planned for the spring 4) ESL & Contextual Curricula <ol style="list-style-type: none"> a. Discussed that the open action item for this group is linked to the Career Pathways team and that they want to work together to develop a strategy b. Further work on the Career Pathways team needs to be done 5) Career Pathways: <ol style="list-style-type: none"> a. Discussion of alignment with the local and regional plan/research b. GlendaleLEARN staff will look at the remaining action items and assess new due dates and an overall strategy to accomplish goals 6) Professional Development: <ol style="list-style-type: none"> a. Follow up on the Professional Development Survey. Once feedback is received, the survey will be sent out. b. The feedback will be used in an upcoming RFP for consulting services to provide the requested Prof. Development courses. Once a provider (s) is determined, a calendar of events will be put together. c. GlendaleLEARN staff will look at the remaining action items and assess new due dates and an overall strategy to accomplish goals
VIII.	Discussion & Next Steps	<p>A. Unscheduled Business</p> <ol style="list-style-type: none"> 1) Suggestion was made to have the monthly meetings at various partner locations. Follow up to gauge interest and potential

		<p>locations will occur at the next meeting.</p> <p>2) Suggestion to include an updated roster in the monthly meeting packets to help with contact information. The roster will be sent to the team to get updates as needed and then distributed in each monthly packet.</p> <p>3) Suggestion to send calendar invites for the monthly meetings.</p>
IX.	Adjourn	<p>Meeting adjourned at 3:00pm</p> <p>Next Meeting: February 16, 2017</p>

**Glendale Community College District Regional Consortium
AEBG Implementation Monthly Meeting 2017 Calendar**

Month	Date
January	January 19, 2017
February	February 16, 2017
March	March 23, 2017
April	April 20, 2017
May	May 18, 2017
June	June 22, 2017
July	July 20, 2017
August	August 24, 2017
September	September 21, 2017
October	October 19, 2017
November	November 30, 2017
December	December 14, 2017

Glendale Community College District Regional Consortium Contact List

#	Last Name	First Name	Organization	Title	Email Address	Phone Number
1	Alarcon	Jaime	Glendale Unified School District	English and Business Teacher, Daily Continuation High School	JAlarcon@gusd.net	(818) 247-4805
2	Anderle	Dr. Scott	Glendale Unified School District	Assistant Director, Student Support Services	sanderle@gusd.net	(818) 241-3111 ext. 1285
3	Andersen-Wahlberg	Tina	Glendale Community College, DSPS	Director, Disabled Students Programs and Services	tinaa@glendale.edu	(818) 240-1000 ext. 5488
4	Aronoff	Shelley	Glendale Community College	Professor of Library & Information Science Glendale College Library	saronoff@glendale.edu	818.240.1000, x5763
5	Castillo	Lauren	Department of Rehabilitation	Occupational Rehabilitation Counselor	lauren.castillo@dor.ca.gov	(818) 551-2141
6	Cleary	Cindy	City of Glendale, Library Arts & Culture	Director	CCleary@GlendaleCA.GOV	(818) 548.2030
7	Czech	Dr. Maria	Glendale Community College, Continuing Education	Coordinator of Adult Basic & Secondary Education	mczech@glendale.edu	(818) 240-1000 x5025
8	Fraser	Bill	Catholic Charities, Los Angeles, Inc.	Associate Program Director	bfraser@ccharities.org	(818) 502 2002
9	Garcia	Juan Guillermo	City of Glendale, Library Arts & Culture	Library Assistant	jugarcia@glendaleca.gov	(818) 937-1818
10	Garibyan	Nare	Glendale Community College	Academic Counselor, Career/Technical Education Office	ngaribya@glendale.edu	(818) 240-1000 ext. 5918
11	Holm	Jesse	Glendale Community College	Disabled Student Adjunct Counselor	jholm@glendale.edu	
12	Hovsepian	Melina	International Rescue Committee	ESL and Citizenship Instructor	Melina.Hovsepian@rescue.org	(818) 550-6220
13	Ingram	Karen	Lanterman Regional Center	Director of Community Services	kingram@lanterman.org	(213) 525-5694
14	Israel	Tiffany	Verdugo Workforce Development Board	Resource Specialist	tisrael@glendaleca.gov	(818) 937-
15	James	Maurice	Clark Magnet High School	Assistant Principal	MJames@gusd.net	(818) 248-8324
16	Kakosian	Sosi	Glendale Unified School District	Administrative Secretary (Scott A.)	skakosian@gusd.net	(818) 241-3111 ext. 1285
17	King	Dr. Kelli	Glendale Unified School District	Assistant Superintendent	kking@gusd.net	(818) 241-3111 ext. 1208
18	Kinley	Dr. Deborah	Glendale Community College, Continuing & Community Education	Associate Dean	dkinley@glendale.edu	(818) 240-1000 ext. 5056
19	Kully	Sherry	Glendale Unified School District	Coordinator I, Magnet Schools Assistant Program	skully@gusd.net	(818) 241-3111, ext. 1524
20	Lerner	Dr. Lia	Burbank Adult School	ESL 5 Resource Teacher	LiaLerner@burbankusd.org	(818) 558-4611

#	Last Name	First Name	Organization	Title	Email Address	Phone Number
21	Magran	Dr. Ilin	Glendale Unified School District	Coordinator II, Student Support Services/Healthy Start	IMagran@gusd.net	818-241-3111 ext. 1500
22	Martinolich	Lora	City of Glendale, Library Arts & Culture		lmartinolich@glendaleca.gov	(818) 548-3749
23	Medina	Nancy	Glendale Community College	Adjunct Counselor	nancym@glendale.edu	818-240-1000 ext 5918
24	Mohamadi	Donna	Glendale Unified School District	Literacy Teacher, Daily Continuation High School	DMohamadi@gusd.net	(818) 247-4805
25	Nakawatase	Tiffany	Glendale Community College	Adjunct Professor	tnakawatase@glendale.edu	818 240-1000 ex 5906
26	Oppenberg	Ellen	Glendale Community College	Professor/Learning Disabilities Specialist	elleno@glendale.edu	(818) 240-1000 ext. 5529
27	Osborn	Linda	Los Angeles County Office of Education	Career Specialist	osborn_linda@laoe.edu	(562) 401-5714
28	Osipo-Peera	Nancy	Department of Rehabilitation	Manager	nosipope@dor.ca.gov	(818) 551-2105
29	Oyewo	Olabisi	Employment Development Department	Manager, Glendale Workforce Services Cluster	olabisi.oyewo@edd.ca.gov	(818) 409-0441
30	Panganiban	Janette	Glendale Community College	Adjunct - Noncredit Business Division Business Computers	janettep@glendale.edu	(626) 379-0345
31	Park	Nancy	City of Glendale, Library Arts & Culture	Librarian	npark@glendaleca.gov	(818) 937-7832
32	Pranke	MaryAnn	Verdugo Workforce Development Board	VWIB Resource Specialist	mpranke@glendaleca.gov	(818) 937-8051; cell: (310) 714-7872
33	Ramirez	Dr. Alfred	Glendale Community College, Workforce Development, Continuing & Community Education	Administrative Dean	aramirez@glendale.edu	(818) 240-1000, ext 5018
34	Ramirez	Maria	Glendale Community College	Career Pathways Counselor	mariar@glendale.edu	(818) 240-1000 Ext. 5847
35	Rinder	Dr. Deb	Glendale Unified School District	Senior Director, Secondary Services	DRinder@gusd.net	(818) 241-3111- Ext. 1214
36	Robiglio	Deborah	Glendale Community College, Continuing Education	Division Chair for Noncredit ESL	deborahr@glendale.edu	(818) 240-1000 ext. 5692
37	Roe	Danette	Retired	Retired Educator	danetteroe@gmail.com	818-243-1024
38	Sato	Naomi	Glendale Community College	ESL Instructor/VESL Coordinator	nsato@glendale.edu	818-240-1000 x 5026
39	Saunders	Dr. Rick	Foothill Special Education Local Plan Area (SELPA)	Transition Coordinator	RSaunders@gusd.net	(818) 241-3111 ext. 1511
40	Schlatter	Jason	Glendale Communitas Initiative	Executive Director	Jason@GlendaleCommunitasInitiative.org	818.477.0792
41	Swinton	Jan	Glendale Community College	Dean, Workforce Development	jswinton@glendale.edu	(818) 551-5158
42	Theard	Alana	Verdugo Jobs Center	Employment Network Coordinator	ATheard@GlendaleCA.GOV	(818) 937-8080

#	Last Name	First Name	Organization	Title	Email Address	Phone Number
43	Thomas	Brenda	Catholic Charities, Los Angeles, Inc.	Central Intake Unit Department Director	bthomas@ccharities.org	(818) 502-2002
44	Urioste	Emilio	Burbank Adult School	Director Adult Education, ILA & CTE, BUSD	emiliourioste@burbankusd.org	(818) 558-4611
45	Valdez	Dr. Rene	Glendale Unified School District	Principal, Daily Continuation High School	rvaldes@gusd.net	(818) 247-4805
46	Vartanians	Lilik	Armenian Relief Society	Supervisor	lilikars@aol.com	(818) 500-1343
47	Velasco	Judith	Verdugo Workforce Development Board	VWIB Acting Administrator	JVelasco@GlendaleCA.GOV	(818) 937-8031
48	Vicente	Julio	Frank D. Lanterman Regional Center	Quality Assurance/Resource Specialist	jvicente@lanterman.org	(213) 252-6010
49	Wagner	Joylene	Verdugo Workforce Development Board	Resource Specialist	JWagner@GlendaleCA.GOV	(818) 937-8032
50	Yegiazaryan	Nona	Employment Development Department	Alternate Cluster Manager, Glendale Workforce Services Cluster#003	Anahit.Yegiazaryan@edd.ca.gov	(818) 409-0441
51	Yeterian	Deanna	Glendale Community College, Continuing Education	Administrative Assistant III (Alfred R)	yeterian@glendale.edu	(818) 240-1000, 5011
52	Younesian	Melissa	Verdugo Jobs Center	Manager	myounesian@glendaleca.gov	(818) 937-8025
53	Young	Jan	Glendale Community College, Continuing Education	Division Chair Noncredit Business and Life Skills	jyoung@glendale.edu	(818) 240-1000 ext. 3054
54	Zinzalian	Sona	Armenian Relief Society of Western USA, Social Services	Executive Director	socialservices@arswestusa.org	(818) 241-7533 ext. 101
55	Zogg	Martin	International Rescue Committee	Executive Director	Martin.Zogg@rescue.org	(818) 550-6220

AEBG Implementation Committees

Committee: ESL & Contextual Curricula (Includes curriculum development for contextual ESL)

First Name	Last Name
Megan	Ernst
Melina	Hovsepian
Lora	Martinolich
Debbie	Robiglio
Danette	Roe
Naomi	Sato
Judith	Velasco
Sona	Zinzalian

Committee: Marketing

First Name	Last Name
Scott	Anderle
Tiffany	Israel
Deb	Kinley
Ellen	Oppenberg
Alfred	Ramirez
Jason	Schlatter

Committee: Career Pathways (including Adult Basic & Secondary Education)

First Name	Last Name
Nare	Garibyan
Nancy	Osipo-Peera
Jan	Young

Committee: Professional Development

First Name	Last Name
Deb	Kinley
Debbie	Robiglio
Jason	Schlatter
Joylene	Wagner
Jan	Young
Rasheedah	Scott

Committee: Programs for Individuals with Disabilities

First Name	Last Name
Karen	Ingram
Tina	Andersen-Wahlberg
Maria	Czech
Jesse	Holm
Ellen	Oppenberg
Nancy	Osipo-Peera
Janette	Panganiban
Rick	Saunders
Alana	Theard

Glendale Community College Regional Consortium

AEBG Implementation Action Plan

Committee: Professional Development				
Activities: <ul style="list-style-type: none">• Develop professional development plan• Coordinate training to align adult basic education and secondary education with K-12 and credit		<ul style="list-style-type: none">• Identify online seminars and webinars• Conduct survey to gather input from all partners• Coordinate training in: Serving the AWD Population		
Action:				
Project Leader:				
Measure(s): <ul style="list-style-type: none">1. Number training sessions held: 122. Number attendees per session: 203. Evaluation results: 95% satisfaction4. Competency achievement: 100%				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Develop needs assessment survey	11/30/16	11/5/16	MaryAnn
2.	Conduct needs assessment	11/30/16		MaryAnn
3.	Partner Presentations each month	10/31/16	On-going	MaryAnn
4.	Training: Working with AWD	12/31/16		MaryAnn
5.	LMI presentations on a quarterly basis	11/30/16		MaryAnn
6.	Develop Professional Development Plan	12/31/16		MaryAnn
7.	Establish Calendar for events	12/31/16		Tiffany
8.				
9.				
10.				
11.				
12.				
13.				
14.				

Glendale Community College Regional Consortium

AEBG Implementation Action Plan

Committee: Career Pathways				
Activities: <ul style="list-style-type: none">• Coordinate more noncredit to credit pathways• Provide workshops for recent immigrants• Outreach to GUSD• High School Collaborative: create more transitions and pathways• Expand GED to Credit Managed Enrollment		<ul style="list-style-type: none">• Expand pre-assessment courses• Offer cultural acculturation workshops• Establish laptop lending program at Garfield and Library• Identify existing career pathways• Identify adult education courses that can be incorporated into existing career pathways		
Action:				
Project Leader:				
Measure(s): <ul style="list-style-type: none">1. Hold 10 acculturation workshops in 2016-17 with average 20 participants in each2. Develop 2 career pathways				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Develop tracking and reporting system through CalJOBS	11/30/16		MaryAnn
2.	Design Integrated Education & Training flow	11/30/16		MaryAnn
3.	Coordinate services with Glendale Library	11/30/16		Lora, MaryAnn
4.	Review curriculum for acculturation workshops with ARS	6/30/16	6/30/16	Sona, MaryAnn
5.	Schedule acculturation workshops beginning in November	10/31/16		Sona
6.	Complete industry sector intelligence research for: IT, manufacturing, healthcare and service	12/31/16		Tiffany
7.	Conduct staff training on industry sector strategies and career pathways	12/31/16		MaryAnn
8.	Review industry sector intelligence reports	12/31/16		Tiffany
9.	Co-lead industry sector focus groups to gather input on workforce development needs	03/31/17		Committee
10.	Analyze results of focus groups to identify career pathways	04/30/17		Tiffany
11.	Develop plan for career pathways priorities	6/30/17		Committee

Glendale Community College Regional Consortium

AEBG Implementation Action Plan

Committee: ESL & Contextual Curricula				
Activities: <ul style="list-style-type: none">• Expand ESL program• Hire ESL instructor• Develop strategy for incorporating contextual ESL in existing career pathways		<ul style="list-style-type: none">• Develop contextual ESL curriculum for career pathways• Identify visible potential sites for offering classes within GCC District• Offer ESL classes at various sites		
Action:				
Project Leader:				
Measure(s): <ul style="list-style-type: none">1. Offered ____ extra ESL Classes and/or hours in 2016-17 in region compared to 2015-182. Hired ____ additional ESL faculty for 2016-173. Offered ____ ESL classes at various sites during 2016-174. Identified ____ site for possible ESL classes5. Develop ____ curricula for career pathways6. Implemented career curricula in ____ ESL classes				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Expansion of GCC’s ESL offerings from 6-10 weeks	6/1/16	6/20/16	Robiglio
2.	Hired FT Vocational ESL instructor	6/1/16	6/1/16	Robiglio
3.	Expansion of ESL program at 2 new locations for fall 2016: Maple Park and Pacific Park	6/30/16	8/31/16	Alfred, Robiglio
4.	Creation of ESL curriculum for Career Pathways	6/8/16	6/8/16	Hamilton, Robiglio
5.	Opening of 6 new classes for fall 2016	8/29/16	9/29/16	Robiglio
6.	Develop strategy for incorporating contextual ESL in Career Pathways	9/30/16		Sato, Robiglio
7.	Expansion of class offerings at IRC	9/30/16		Hovsepian, Robiglio, Pranke
8.				
9.				
10.				

Glendale Community College Regional Consortium

AEBG Implementation Action Plan

Committee: Programs for Adults with Disabilities				
Activities: <ul style="list-style-type: none">• Coordinate programs for adults with disabilities• Counsel DSPS students: Provide counseling to AWD students on site• Identify available services from AEBG partners (i.e. DOR, Regional Center, etc.)		<ul style="list-style-type: none">• Hire Learning Specialist to assist students in the classroom• Develop a system for assessing challenges and identifying disabilities• Assist with coordinating AWD Summit		
Action: Career & College Pathways for Adults with Disabilities (C²PAD)				
Project Leader:				
Measure(s): <ol style="list-style-type: none">1. Enroll __ of AWDs2. Transition ____ AWDs into career pathways leading to employment3. Transition _____ to higher education4. Wage at placement:				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Review 21 st Century Skills from PCC as model	5/20/16	5/20/16	Rick
2.	Hold Committee planning meeting	5/20/16	5/20/16	Rick
3.	Recruit Instructor and Learning Specialist	10/31/16		Jan/Tina
4.	Instructor develops curriculum outline	7/15/16	7/15/16	Tina
5.	Instructor develops curriculum for C²PAD	7/15/16	10/20/16	Tina
6.	Develop information flyer for Special Ed staff, DIS staff, Teacher Specialists to inform them of pilot	6/30/16		Rick
7.	Develop referral process & form to be used by K-12, DOR, Regional Center and VJC to refer candidates	7/15/16	7/15/16	Alana
8.	Coordinate pilot launch	8/28/16		Rick/Tina
9.	Refer candidates to pilot	8/1/16		Rick
10.	Coordinate Open House	1/2017		MaryAnn
11.	Send Save the Date flyers for Open House	1/2017		MaryAnn
12.	Hold Open House	1/2017		Committee
13.	Launch Pilot 1	1/2017		Committee
14.	Provide career counseling and workforce preparation classes for Uniquely Abled students	6/28/16	8/26/16	VJC
15.	Provide job placement assistance to UA students	8/26/16	On-going	VJC
16.	Coordinate job interviews for UA students	8/26/16	On-going	VJC
17.	Co-enroll with WIOA OJT salary reimbursement for employers	8/26/16	8/26/16	VJC

Glendale Community College Regional Consortium

AEBG Implementation Action Plan

Committee: Marketing				
Activities: <ul style="list-style-type: none">• Create website• Develop marketing brochures and pamphlets• Create media packet		<ul style="list-style-type: none">• Create ambassador presentation for project• Develop marketing plan• Develop communication system for key stakeholders		
Action:				
Project Leader: Tiffany Israel				
Measure(s): <ul style="list-style-type: none">a. 100% Completed Plan: A consistent, cohesive and responsive marketing planb. Increase enrollment in AE Classes by 10%:: A student-oriented website that makes information easy to access				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Create marketing plan	11/17/16		Tiffany
2.	Create brand image: Glendale Learn --- Logo	9/27/16	9/20/16	Tiffany
3.	Website review and edits	11/17/16		Team, Tiffany
4.	Create marketing tools based on marketing plan: media packet, brochures, pamphlets	11/30/16		Tiffany
5.	4a. Create & Print ESL Brochure for GUSD parents	11/15/16		Tiffany
6.	4b. Create & Print Job Skills Brochure for GUSD parents	11/15/16		Tiffany
7.	4c. Create & Print VJC/ OSY Brochures for GUSD	11/15/16		Tiffany
8.	4d. Create Glendale Learn Consortium Program Brochure	9/27/16	9/20/16	Tiffany
9.	Business Breakfast- Managing Today’s Diverse Workforce	9/27/16	9/27/16	MaryAnn
10.	Create Media Packet	12/30/16		Tiffany
11.	Create Ambassador Presentation	12/30/16		Tiffany
12.				