



Glendale Community College District Regional Consortium

AEBG Implementation Meeting

Glendale Community College – Garfield Campus

June 22, 2016

Members: Alfred Ramirez, Scott Anderle

Partners Present: Tina Andersen-Wahlberg, Lauren Castillo, Melina Hovsepian, Deborah Kinley, Lora Martinolich, Janette Panganiban, Debbie Robiglio, Jason Schlatter, Jan Young, Hala Shonouda, Jesse Holm, Tiffany Israel.

Guest: Milt Wright, Milt Wright & Associates

Minutes

Agenda Item		Purpose
I.	Introduction	A. Welcome & Introductions 1) Alfred opened the meeting and welcomed the group.
II.	Minutes	A. Review of Minutes from May 26, 2016 1) Minutes approved as submitted.
III.	Discussion & Next Steps	A. Unscheduled Business 1) Announcements a. Partners discussed the need for translation services. Solutions were offered included researching companies that may provide services on an “as needed” basis and not require hiring staff that speak multiple languages. b. MaryAnn announced that VWDB was partnering with the Consortium to host an employer summit in August (has been rescheduled to September 27). MaryAnn introduced one of the trainers, Milt Wright, who attended the meeting as a guest. i. Milt provided an overview of the summit which will focus on managing diversity in the workplace with an emphasis on integrating employees with disabilities into the workforce culture. Keynote speaker is Richard Pimentel, whose life was featured in the film, <i>Music Within</i> . 2) Next meeting date: July 21, 2015
V.	Committee Action Planning	A. Breakouts: Committee Meetings & Planning 1) Committees reported updates on their Action Plans. a. Marketing: Committee will be focusing on developing a marketing plan as the Consortium continues to develop products and services.

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Agenda Item		Purpose
		<p>b. ESL: New instructors are in the process of being hired which will allow additional classes to be offered.</p> <p>c. Programs for AWD: Career & College Pathways project received approval to allocate funds for curriculum development. Plans are underway as planned. There is uncertainty as to the student recruitment from SELPA since Rick Saunders is out for the summer but referrals can still be provided by partners.</p> <p>d. Professional Development: Committee explored several training opportunities needed including cross-training of partner services. A development plan will be developed to ensure needs are met. Trainings should be scheduled when faculty and staff have returned from summer break.</p> <p>e. Career Pathways: No report.</p> <p>2) Committees broke out to work on Action Plans. Results/notes will be submitted to MaryAnn to prepare for next month's meeting.</p>
VI.	Adjourn	3:00pm

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For more information, contact:
Jonathan Fein Proaño
+1 818 937 2869
Jonathan.Feinproano@rescue.org
Hablamos español



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AEBG Implementation Committees

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

First Name	Last Name
Melina	Hovsepian
Debbie	Robiglio
Megan	Ernst
Danette	Roe
Judith	Velasco

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

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

Committee: Programs for Individuals with Disabilities

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

Committee: Marketing

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

Committee: Professional Development (For faculty, staff, partners, members)

First Name	Last Name
Deb	Kinley
Debbie	Robiglio
Jason	Schlatter
Alana	Theard
Joylene	Wagner
Jan	Young

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): <ol style="list-style-type: none">1. Hold 10 acculturation workshops in 2016-17 with average 20 participants in each2. Develop ____ career pathways3.				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Coordinate laptop lending program with Library	8/31/16		Lora, MaryAnn
2.	Review curriculum for acculturation workshops with ARS	6/30/16	6/30/16	Sona, MaryAnn
3.	Develop letter of agreement for acculturation workshops and submit to Alfred for review	7/5/16	7/5/16	MaryAnn
4.	Schedule acculturation workshops beginning in July	7/5/16		Sona
5.	Complete industry sector intelligence research for: IT, manufacturing, healthcare and service			Tiffany
6.	Conduct staff training on industry sector strategies and career pathways			MaryAnn
7.	Review industry sector intelligence reports			Tiffany
8.	Review VWDB industry sector strategy and integrate committee/consortium efforts to address career pathway needs			MaryAnn
9.	Co-lead industry sector focus groups to gather input on workforce development needs			Committee
10.	Analyze results of focus groups to identify career pathways			
11.	Develop plan for career pathway priority			

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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 sessions held2. Number attendees3. Evaluation results: 95% satisfaction4. Competency achievement				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Conduct needs assessment			MaryAnn
2.	Develop Professional Development Plan			MaryAnn
3.	Training: Working with AWD	September		MaryAnn
4.	LMI presentations on a quarterly basis	September		MaryAnn
5.	Semi-Annual Business Forum	September		Tiffany
6.	Partner Presentations each month	October		
7.	Establish Calendar for events			
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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		Robiglio
4.	Opening of 6 new classes for fall 2016	8/29/16		Robiglio
5.	Creation of ESL curriculum for Career Pathways	6/8/16	6/8/16	Hamilton, Robiglio
6.	Develop strategy for incorporating contextual ESL in Career Pathways			Sato, Robiglio
7.	Expansion of class offerings at IRC	9/1/16		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	6/20/16		Jan/Tina
4.	Instructor customizes curricula for C²PAD	7/15/16		
5.	Develop information flyer for Special Ed staff, DIS staff, Teacher Specialists to inform them of pilot	6/30/16		Rick
6.	Develop referral process & form to be used by K-12, DOR, Regional Center and VJC to refer candidates	7/15/16		Alana
7.	Coordinate pilot launch	8/28/16		
8.	Refer candidates to pilot	8/1/16		
9.	Coordinate Open House	8/21/16		MaryAnn
10.	Send Save the Date flyers for Open House	7/22/16		MaryAnn
11.	Hold Open House	8/22/16		Committee
12.	Launch Pilot 1	8/29/16		
13.	Provide career counseling and workforce preparation classes for Uniquely Abled students			Alana, VJC
14.	Provide job placement assistance to UA students			Alana, VJC
15.	Coordinate job interviews for UA students			Alana, VJC
16.	Co-enroll with WIOA OJT salary reimbursement for employers			Alana, VJC

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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: Measure(s): <ol style="list-style-type: none"> 				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Create marketing plan			Tiffany
2.	Create brand image			
3.	Create website to assist with communication			Tiffany
4.	Create marketing tools based on marketing plan: media packet, brochures, pamphlets <ol style="list-style-type: none"> Create ESL & Job Skills Brochures for GUSD parents 	7/31/16		Tiffany
5.	Employer Summit	August 16. 2016		MaryAnn
6.				
7.				
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9.				
10.				