

## Adult Education Implementation Meeting

April 15, 2021 ♦ 1:00pm-3:00pm

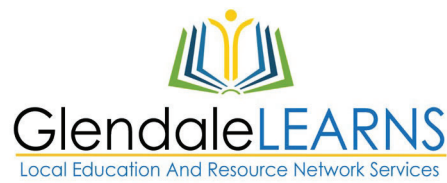
### Webex Meeting Agenda

**Link:** <https://gca.webex.com/gca/j.php?MTID=me747a4e76ba43f3e7e17ef11c57e39cf>

Agenda Item		Purpose	Person(s) Responsible	Timeframe
I.	Introduction	A. Welcome B. Roll Call	Alfred MaryAnn	5 min.
II.	Public Comment	A. Community Comments	Community	5 min.
III.	Minutes	A. Review & Approval of Minutes for March 18, 2021.	Board	5 min.
IV.	Budget	A. CFAD Review B. Approval of CFAD		
V.	Director's Report	A. Updates from the Director	Alfred	10 min.
VI.	Professional Development & Partner Engagement	A. Program Presentation: Glendale Library Arts & Culture	Guillermo Garcia	30 min
VII.	Strategic Planning	A. Marketing Updates B. Review of Marketing Assets	MaryAnn	25 min
VIII.	Partner Updates	A. Status & Updates	Partners	10 min
IX.	Next Meeting	A. Next meeting date: May 20, 2021		
X.	Adjourn	A. Adjournment		

---

*Our Mission: The Glendale Community College Regional Consortium welcomes adult learners of all abilities and provides accessible pathways to skill acquisition and education towards viable employment, through multiple career partners.*



## Adult Education Implementation Virtual Meeting: WebEx

March 18, 2021 ♦ 1:00pm-3:00pm

**Attendees:** Guillermo Garcia, Latasha Funderbunk, Caryn Panec, Hilda Ghazarian, Laura Isaacs-Galvan, Maria Czech, Joylene Wagner, Edith Azizian, Maria Czech, Albert Hernandez, Tina Anderson-Wahlberg

**Board Members:** Judith Velasco, Alfred Ramirez

**Staff:** MaryAnn Pranke

### Meeting Notes

Agenda Item		Outcome
I.	Introduction	<b>A. Welcome &amp; Introductions</b> 1. MaryAnn conducted roll call to confirm attendees.
II.	Public Comments	<b>A. Community Comments</b> 1. No community comments submitted.
III.	Minutes	<b>A. Review &amp; Approval of Minutes for January 21, 2021 and February 18, 2021</b> 1. Minutes for January 21, 2021 and February 18, 2021 were reviewed and approved as presented.
IV.	Director's Report	<b>A. Director Update &amp; Report</b> 1. Alfred reported that the campus will remain closed through Fall 2021. The college is estimating that they will reopen and resume in-person classes for the Winter session.  2. Neil Kelly confirmed that we should be fully expended by June 30, 2021 as carryovers are not encouraged.  3. Alfred commended MaryAnn on her networking and keeping GlendaleLEARNs programs in the limelight. He noted that the latest report: <i>Adult Education and Immigrant Integration in California: Effective Practices Across the Immigrant Integration Framework</i> , features GlendaleLEARNs programs. The report is available on the <a href="http://www.glendalelearns.org">www.glendalelearns.org</a> under resources.
V.	Professional Development & Partner Engagement	<b>A. Presentation from Family Promise</b> 1. Albert presented the programs and services available through Family Promise which has a 96% success rate in transitioning families to permanent housing.  2. Resource website noted: <a href="http://housingiskey.com">housingiskey.com</a>

Agenda Item		Outcome
		<ol style="list-style-type: none"> <li>MaryAnn will send out a copy of the slides to the group following the meeting.</li> <li>MaryAnn will connect Albert with Jonathan from IRC for referrals of immigrants, asylees and immigrants.</li> </ol>
<b>VI.</b>	<b>Strategic Planning Input</b>	<p><b>A. Local and Regional Workforce Development Plans</b></p> <ol style="list-style-type: none"> <li>MaryAnn presented a walk-through of the Local Plan summarizing sample data from the plan and how workforce and education integration was showcased throughout the document.</li> <li>The Local Plan has been released for public comment until April 9<sup>th</sup>. The draft was emailed to all GlendaleLEARNNS partners and is also available on the Verdugo Workforce Development Board's website and will also be posted on the GlendaleLEARNNS website.</li> <li>MaryAnn also noted that the Regional Plan for LA Basin will be released for public comment in the upcoming days. She will send out the draft to partners and also post on the website.</li> </ol> <p><b>B. Marketing Update &amp; Creative Direction</b></p> <ol style="list-style-type: none"> <li>MaryAnn reviewed the marketing assets for comment: <ol style="list-style-type: none"> <li>Three inserts for: ESL, Diploma/Equivalent, and Job Skill courses. Partners will review text and provide comments.</li> <li>Creative Direction Brochure: Partners were leaning towards the second cover and liked the revision of the overall brochure.</li> <li>Partners will review text for the creative direction brochure and provide feedback.</li> <li>MaryAnn will send out the marketing assets again for final review and comment.</li> </ol> </li> </ol>
<b>VII.</b>	<b>Partner Updates</b>	<ol style="list-style-type: none"> <li><b>IRC:</b> Hilda mentioned that there are no changes yet at the Center, as a result of the influx of immigrants and change in administration, but expects some funding and other changes to occur in the near future.</li> <li><b>Garfield:</b> Caryn provided an update on Parent Ed courses continuing, including assisting parents with support during these challenging times. Some parents are sent to the</li> </ol>

Agenda Item	Outcome
	<p>courses per court order as part of regaining custody of their children.</p> <p>3. <b>GYA:</b> Laura announced that they are still looking to fill slots for young adults, ages 18-24 who are looking for temporary, part-time or permanent full-time jobs. Laura will connect with Edith for recruiting through career counselors and with Caryn for presenting at Parent Ed courses.</p> <p>4. <b>Library:</b> Guillermo noted that they are getting ready for a soft reopening. They are starting to offer some of their classes remotely.</p> <p>5. <b>Verdugo Workforce Board:</b> Judith reported that while there is no set date for reopening of the Verdugo Jobs Center, they are working on a reopening plan. They are in a unique position because they are co-located with EDD so need to develop guidelines that meet both needs and requirements and will need to begin with a limit for 25% capacity. They may need to convert from a resource lab to a technology “check out” system with laptops. They will have face to face meeting options because virtual is not appropriate for meeting all customer needs, however, it will be limited.</p> <ul style="list-style-type: none"> <li>a. Judith also noted that they are almost done with emergency grants and will be looking at requesting additional funds.</li> <li>b. One new grant just received is to continue the implementation of the Bioscience Credential Project which includes Verdugo campus as the hub for generating the digital badges. MaryAnn noted that she would like to integrate GlendaleLEARNNS in some way. Alfred noted that they could provide 21<sup>st</sup> century skills type of workshop for participants. MaryAnn agreed that the program and partnership should be explored.</li> </ul>
Next Meeting	Next meeting date: April 15, 2021

California Adult Education Program : CFAD : 2021-22 Produced: Mar 28, 2021, 04:28 AM UTC MaryAnn Pranke

## 19 Glendale Community College District Regional Consortium

### Fiscal Declaration - Draft

**Consortium Name:** 19 Glendale Community College District Regional Consortium

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Glendale CCD

**Narrative:** Planned allocations are based on member vote and on achievement of goals and objectives in the annual plan as well as the CAEP Three-Year Plan. The Consortium reviews achievement of goals and objectives in its monthly public meetings to ensure accountability and transparency. Consortium review also ensures that achievements are in alignment with GlendaleLEARNs' Vision, Mission, and Values. A contract is executed on an annual basis between Glendale CCD and the Verdugo Workforce Development Board (VWDB) which adds another layer of accountability. Each semester, the VWDB submits a status report to the fiscal agent that outlines all accomplishments with full back up documentation to demonstrate accomplishments. Goals and tasks are aligned to the Consortium priorities and target populations which include English Language Learners, people with disabilities, and low income. Allocations are based on staffing, programs and services that are designed to meet the needs of the special populations.

**Changes:** No Changes

### Member Allocations

Member Name	(2021-22)	(2020-21)	(2019-20)
Glendale CCD	\$610,467	\$619,111	\$596,176
Verdugo Workforce Development Board*	\$500,000	\$500,000	\$500,000
<b>Total Allocated to Members</b>	<b>\$1,110,467</b>	<b>\$1,119,111</b>	<b>\$1,096,176</b>
<b>Total CAEP Funds</b>	<b>\$1,110,467</b>	<b>\$1,094,057</b>	<b>\$1,094,057</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$-25,054</b>	<b>\$-2,119</b>

### Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Glendale CCD</a>	District	Dr. Alfred Ramirez	(818) 240-1000
<a href="#">Verdugo Workforce Development Board*</a>	Workforce Development Board	Judith Velasco	(818) 937-8031
<a href="#">Glendale Unified</a>	Unified School District	Glendale Learn MaryAnn Pranke	(818) 937-8051

## Certification & Assurances

By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

### Assurances

#### Membership & Decision-Making

- I certify that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member (EC 84905 (a)(b). (See Membership Box above).
- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.
- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1)(A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

#### Public Meetings

- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly (EC 84905 (d)(1)(C)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any "local body created by state or federal statute." (Ed. Code, section 54952.)

#### Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).

- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district's work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 8914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).
- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.
- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

No approver contacts.

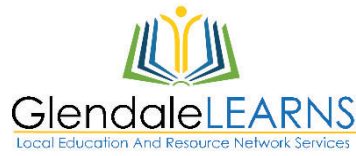


California  
Community  
Colleges



2021 © California Community Colleges  
NOVA Site Version: [4.29.10-1-g6045aad4a](#)

**Meeting Schedule**  
**Program Year 2020 - 2021**



Month	Date	Partner Presentation
September	September 17, 2020	International Rescue Committee
October	October 15, 2020	JVS SoCal
November	November 19, 2020	No presentation
December	December 17, 2020	Department of Rehabilitation
January	January 21, 2021	Lanternman Regional Center
February	February 18, 2021	Glendale Youth Alliance
March	March 18, 2021	Family Promise
April	April 15, 2021	Glendale Library
May	May 20, 2021	GCC Garfield ESL
June	June 17, 2021	Student Success Center
July	July 15, 2021	Campbell Center
August	August 19, 2021	Verdugo Jobs Center



## Supporting your success in and beyond the classroom.



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

### Convenient locations and teachers who care.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

GlendaleLEARNs



### Our passion is to help you find yours.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Whatever your goals, we have the program to help you reach them.

## Free classes. Limitless possibilities.

### English Language Classes



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

### High School Diploma/Equivalency Classes



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

### Job Skills Classes



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



# Welcome to your learning community.

Where continuing your education has never been easier.



**GlendaleLEARNs**  
Local Education And Resource Network Services

[GlendaleLEARNs.com](https://GlendaleLEARNs.com)



# Welcome to your learning community.

Where continuing your education has never been easier.



**GlendaleLEARN**  
Local Education And Resource Network Services

[GlendaleLEARN.com](http://GlendaleLEARN.com)





# Welcome to your learning community.

Where continuing your education has never been easier.



**GlendaleLEARN**  
Local Education And Resource Network Services

[GlendaleLEARN.com](http://GlendaleLEARN.com)



# Welcome to your learning community.

Where continuing your education has never been easier.



**GlendaleLEARN**  
Local Education And Resource Network Services

[GlendaleLEARN.com](http://GlendaleLEARN.com)

# Design 1

# No-Cost Adult Education Programs

Welcome to your learning community.



GlendaleLEARN  
Local Education And Resource Network Services

[GlendaleLEARN.com](http://GlendaleLEARN.com)



Welcome to your learning community.

Where continuing your education has never been easier.

Continuing your education has never been easier.



---

---

---





Welcome to your learning community.

Where continuing your education has never been easier.

Continuing your education has never been easier.

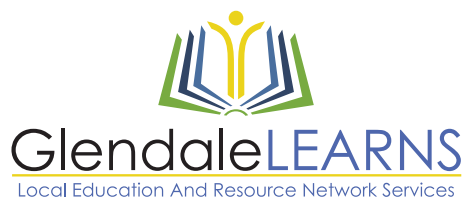


---

---

---

# Design 2



# No-Cost Adult Education Programs

Welcome to your learning community.

Continuing your education has  
never been easier.



Welcome to your learning community.

Where continuing your education has never been easier.




Continuing your education has  
never been easier.



Welcome to your learning community.

Where continuing your education has never been easier.





Reach your goals  
with a range of free  
support services:

- Job placement help
- Dedicated guidance counselors
- Tutoring and academic support
- English language classes
- Services for individuals with disabilities
- Resources for housing, transportation and childcare

# Supporting your success

in and outside the classroom.

Find your path at  
**GlendaleLEARNS.com**







**GlendaleLEARNNS**  
Local Education And Resource Network Services

# Welcome

to your learning community.

We're ready to help you:

- Train for a new career
- Finish your high school diploma
- Learn English
- Advance your education
- Build your confidence
- Reach your goals

Get going at  
**GlendaleLEARNNS.com**



# Continuing your education has never been easier.

- Free classes for exciting careers
- Flexible schedules
- Convenient locations
- Dedicated teachers
- Career training
- Job placement help



Explore your options at  
**GlendaleLEARNS.com**




**GlendaleLEARNS**  
Local Education And Resource Network Services





# Free Classes.

Limitless possibilities.

- 
- English as a second language
  - High School Diplomacy/Equivalency
  - College preparation
  - Career training

Get started at  
**GlendaleLEARNS.com**



GlendaleLEARNS  
ESL Classes Insert  
Copy, Draft 1  
Submitted by Copy & Design  
2/25/21

[FRONT SIDE]

<GlendaleLEARNS logo>

## **English as a Second Language (ESL) Classes**

### **Free classes. Flexible schedules. A faster way to learn English.**

Strengthen your English language skills, and communicate on the job and in your community with greater confidence. Offered at convenient locations across the Glendale area, GlendaleLEARNS' free ESL classes for adults give you more hours of English practice under the guidance of experienced teachers who care about your success.

### **Choose the class that works for you.**

With flexible schedules and a wide selection of class options, you'll have no trouble finding the class that meets your goals and busy life. Our free ESL classes include:

- Conversational English
- Literacy and English reading skills
- College readiness
- English for jobs
- English for older adults
- Citizenship classes
- Support for Armenian and Spanish speakers

### **Train for a job while you learn English.**

With GlendaleLEARNS' unique ESL program, you can learn new job skills at the same time you're learning English with our free job skills and certificate classes. Our classes include:

- Office administration
- Accounting
- Computers
- Front office and clinical medical assistant

[call out]

GlendaleLEARNNS free ESL classes are certified by the state of California, and are among the state's largest and most successful English language programs.

[BACK SIDE]

## **Why learn English with GlendaleLEARNNS?**

### **Small, Supportive Classes**

Learn in small classes where you'll feel welcome and benefit from personalized instruction.

### **Flexible Schedules**

Choose from morning, afternoon, or evening classes held at convenient locations close to public transportation.

### **More English Practice**

Build your English skills faster with up to 14 hours of intensive English practice every week — more than most other ESL programs.

### **Learn the Culture**

English classes also cover American culture and life, so you'll learn more about your new home and community.

### **Support Services**

As a GlendaleLEARNNS adult student, you'll have access to a range of free support to help you succeed, including:

- Tutoring and academic help
- Citizenship assistance
- Immigration resources
- Career services, job training, and job placement
- Housing, transportation, childcare, food, and financial assistance resources

### **Enroll today.**

GlendaleLEARNNS ESL classes offer open enrollment, which means you can get started anytime.

> Visit [GlendaleLEARNNS.org/ESL](https://GlendaleLEARNNS.org/ESL)

> Call 818.240.1000 ext. 5033

GlendaleLEARNNS  
High School Diploma/Equivalency Classes Insert  
Copy, Draft 1  
Submitted by Copy & Design  
2/25/21

[FRONT SIDE]

<GlendaleLEARNNS logo>

## **High School Diploma and Equivalency Classes**

### **Finish what you started with free, flexible classes.**

A high school diploma or equivalent opens the doors to life-transforming college and career pathways. Let GlendaleLEARNNS help you finish what you started and reach your goals, with our free high school diploma and equivalency classes for adults.

With flexible schedules and small classes, you'll find the support and individualized instruction you need to succeed in your educational journey.

### **Choose the right class for your goals.**

Whether you're looking to earn your high school diploma, take an equivalency exam, apply for college, or prepare for a career — GlendaleLEARNNS offers a range of free classes to fit your needs and goals. Complete the classes you need to:

- Earn and recover high school credits for math, reading, writing, science, social studies, and other subjects.
- Finish the coursework you need to earn your high school diploma.
- Prepare to take and pass the high school equivalency exam.
- Build core academic skills needed for college.

[BACK SIDE]

## **Why choose GlendaleLEARNNS?**

### **Instructor-led Classes**

Unlike other high school diploma/equivalency classes, ours are instructor-led — not self-guided. Which means you'll have the attention of a qualified teacher focused on your success.

### **Small, Supportive Classes**

Learn in small classes where you feel welcome and supported no matter where you are in your educational journey.

**Flexible Schedules**

Choose from morning, afternoon, or evening classes held at convenient locations close to public transportation.

**Customized Curriculum**

Our counselors meet with you to create an individualized plan and curriculum for your specific goals.

**Tools for Success**

You'll have access to all the tools and resources you need in class, including computers and computer software, textbooks, worksheets, and practice tests.

**Support Services**

As a GlendaleLEARNS adult student, you'll have access to a range of free support to help you succeed, including:

- Tutoring and academic help
- Career services, job training, and job placement
- Housing, transportation, childcare, food, and financial assistance resources
- Free English language classes

**Finish strong and start ready.**

Enroll in your free high school diploma or equivalency classes now, through GlendaleLEARNS.

> Visit [GlendaleLEARNs.org/highschool](https://GlendaleLEARNs.org/highschool)

> Call 818.240.1000 ext. 5686

GlendaleLEARNNS  
Job Skills/Certificate Classes Insert  
Copy, Draft 1  
Submitted by Copy & Design  
2/25/21

[FRONT SIDE]

<GlendaleLEARNNS logo>

## **Certificate and Job Skills Classes**

### **Prepare for your future with free job skills classes.**

You have plans. Now build the skills to put them in action. Offered through the Glendale Community College Garfield Campus as well as online, GlendaleLEARNNS free job skills and certificate classes for adults are a convenient way to engage your future and advance your career.

Complete an employer-recognized certificate in as little as four months, compete more effectively for high-demand jobs, and increase your earning potential. With GlendaleLEARNNS, your next great job is within reach.

### **Why choose GlendaleLEARNNS?**

GlendaleLEARNNS free job skills and certificate classes make it easier to achieve your goals, with the ability to:

- Learn at your own pace
- Choose from morning, afternoon, evening, and online classes
- Get personalized instruction from dedicated faculty in small classes
- Finish with employer-valued skills and/or certificate that set you apart

### **Supporting your success.**

Along with in-demand job skills, GlendaleLEARNNS gives you access to free support to help you succeed, including:

- Counselors to guide you every step of the way
- Tutoring and academic assistance
- Career services, job training, and job placement assistance
- Housing, transportation, childcare, food, and financial assistance resources
- Help transitioning to college and credit courses

[side bar]

### **Making sure you're job-ready.**

GlendaleLEARNNS connects you to a range of no-cost, individualized career services available through the Verdugo Jobs Center, including:

- > Career counseling
- > Paid internships
- > On-the-job training
- > Resume writing and job interview practice
- > Hiring fairs
- > Job placement assistance

[GlendaleLEARNNS.org/support](http://GlendaleLEARNNS.org/support)

[BACK SIDE]

### **Choose the class that fits your goals.**

With a wide range of free job skills and certificate classes to choose from, you'll be able to build on your talents and interests while reaching your goals.

#### **Business Skills Classes**

- Communication and business writing
- Filing, keyboarding, and office equipment
- Business math and accounting
- Customer service

#### **Computer Skills Classes**

- Introduction to computers
- Windows and the Internet
- Essential Microsoft programs
- QuickBooks and Sage/Peachtree
- Integrated Technology

#### **General Office Clerk I and II Certificates**

- Introduction to computers
- Windows, the Internet, and MS Word/Outlook
- Filing and office equipment
- Business writing, communication, and customer service

#### **Accounting Clerk I and II Certificates**



- Computers, keyboarding, and filing
- Business math and accounting
- Windows and Microsoft programs
- QuickBooks and Sage

#### **Dental Front Office Clerk Certificate**

- Computers, keyboarding, and filing
- Windows and Microsoft programs
- QuickBooks and Sage
- Customer service and communication

#### **Administrative/Clinical Medical Assistant Certificate**

- Computers, keyboarding, and filing
- Front office skills
- Assisting doctors, nurses, and practitioners
- Review for the California Certified Medical Assistant Exam

#### **Customer Service Certificate**

- Customer service
- Keyboarding
- Communication

[call-out]

#### **Fast and flexible.**

Start your class at any time with open enrollment, and finish your certificate in as little as four months.

#### **Enroll and engage with your future.**

Explore the full range of job skills and certificate classes offered through GlendaleLEARNS, and enroll today.

- > Visit [GlendaleLEARNS.org/jobskills](http://GlendaleLEARNS.org/jobskills)
- > Call 818.240.1000 ext. 5690



GlendaleLEARNNS  
Overview Brochure  
Copy, Draft 1  
Submitted by Copy & Design  
2/25/22

[PG 1 — COVER]

<GlendaleLEARNNS logo>

## **Welcome to your learning community.**

**Where continuing your education is more convenient than ever.**

[PG 2 — INTRO PANEL]

### **A quality education for everyone.**

Reach your goals with GlendaleLEARNNS and our wide range of free, flexible, and convenient adult education programs offered in a supportive learning environment where everyone is welcome, supported, and encouraged to reach their potential.

Whether you're looking to learn English, finish your high school diploma, get ready for college, or prepare for a career — GlendaleLEARNNS has a program for you. Welcome to your learning community.

### **Why GlendaleLEARNNS?**

Our adult education programs are:

- Free and open to any adult over the age of 18
- Convenient to find with locations across the Glendale area
- Flexible with morning, afternoon, evening, and online classes
- Personalized with small classes and dedicated instructors
- Easy to access with open enrollment that lets you start anytime

[call out]

#### **Convenient locations and teachers who care.**

Offered on the small and inviting Glendale Community College Garfield Campus as well as convenient locations across Glendale, our classes are led by qualified, experienced faculty. With small class sizes, you'll receive plenty of personalized instruction from teachers who know you by name and care about your success.

## **Our passion is to help you find yours.**

You have interests, strengths, and talents/ At GlendaleLEARNNS, we're here to help you build on them. From learning to communicate with greater confidence, to advancing your education, to finding a rewarding career path that excites you — we provide the free classes, personalized guidance, and complete support to reach your goals and the future you envision.

## **Free classes. Flexible schedules. Limitless possibilities.**

### **English Language Classes**

Strengthen your English language skills and learn to communicate, collaborate, and connect effectively with employers, co-workers, peers, and your community. GlendaleLEARNNS' state-certified, free English as a Second Language (ESL) program is one of California's most successful. Choose from a wide selection of courses, taught by dedicated instructors in welcoming, small classes.

Learning English is easier with:

- Flexible schedules and convenient locations
- Multiple classes to choose from
- 14 hours/week of intensive English practice
- Certificate classes for job training
- Topics including American culture and life

[GlendaleLEARNNS.org/ESL](http://GlendaleLEARNNS.org/ESL)

### **High School Diploma/Equivalency Classes**

If finishing high school or earning your diploma or equivalent is a priority for you, then GlendaleLEARNNS has the program and support you need. Offered through Glendale Community College's Student Success Center, our free classes prepare you to earn your high school diploma, take the equivalency exam, recover high school credit, and prepare for collage.

Classes also offer:

- Flexible schedules
- Small, instructor-led classes
- Individualized counseling and curriculum
- Access to tools and technology

[GlendaleLEARNNS.org/highschool](http://GlendaleLEARNNS.org/highschool)

### **Job Skills and Certificate Classes**

Build your workplace skills, be a more competitive job candidate, or enter a new career in office administration, accounting, computers, or the medical field with a vocational certificate from GlendaleLEARNNS. Our free adult job-skills and certificate classes offered at the Glendale

Community College Garfield Campus as well as online include a diverse range of certificate courses for today's high-growth fields.

While gaining job skills, you'll have the opportunity to:

- Learn at your own pace
- Finish in as little as four months
- Choose from flexible class schedules and online classes
- Get personalized instruction in small class sizes
- Take English language classes at the same time
- Finish with an employer-recognized certificate

[GlendaleLEARNNS.org/jobskills](https://GlendaleLEARNNS.org/jobskills)

## **Supporting your success in and outside the classroom.**

Our free, convenient classes and training opportunities include no-cost support services and resources to put your goals within reach. We're here to help you thrive in the classroom, in your career, and in life.

As a GlendaleLEARNNS adult student, you'll have access to:

- Dedicated counselors and case managers to guide you at every step
- Glendale Community College's Welcome Center for help with enrolling and registering
- Career services, work experience, and job placement help
- Tutoring, computer labs, and library
- Mental health resources
- Assistance for housing, food, transportation, and childcare
- Financial assistance

[side bar]

### **There's a path for you.**

At GlendaleLEARNNS, we believe in making quality adult education and training programs easy to access for everyone. Our free and flexible learning opportunities include unique programs specially designed for adults with disabilities.

Through college-readiness classes, training in high-growth industries, and a range of support services, we're helping individuals use their talents to prepare for college and find career pathways with a bright future.

[GlendaleLEARNNS.org/programs](https://GlendaleLEARNNS.org/programs)

### **Where will learning lead you?**

Get on the path to your goals, your career, and your future. Start at [GlendaleLEARNNS.org](https://GlendaleLEARNNS.org), or call XXX.XXX.XXXX today.

[PG 6 — BACK COVER]

### **About GlendaleLEARNS**

GlendaleLEARNS free adult education programs are made possible by the Glendale Community College District Regional Consortium (GCCDRC), an innovative collaboration of educators and community partners committed to connecting our community members with quality, no-cost learning opportunities. Our partners include:

<insert logos for:

Glendale Community College, Glendale Community College Garfield Campus, VWDB, VJC, Glendale Unified School District, California Adult Education Program, Department of Rehabilitation, Employment Development Department, Glendale Communitas Initiative, Glendale Youth Alliance, International Rescue Committee, Glendale Library>



CITY OF  
BURBANK

# VIRTUAL VETERANS JOB FAIR



**WEDNESDAY, APRIL 21, 2021**

**10:00 AM - 1:00 PM**

**ARE YOU HIRING?  
SIGN UP AS AN EMPLOYER!**

BUILD AND  
CUSTOMIZE  
YOUR VIRTUAL  
BOOTH

IMMEDIATE  
ACCESS TO  
RESUMES FOR  
REVIEW

CONDUCT LIVE  
CHATS AND  
ZOOM  
INTERVIEWS

**TO REGISTER FOR THE EVENT, GO TO:**

<https://portal.premiervirtual.com/event/register-company/6949-city-burbank-veterans-fair>

**FOR MORE INFORMATION, CALL 818.238.5627**





CITY OF  
BURBANK

# VIRTUAL VETERANS JOB FAIR

WEDNESDAY, APRIL 21, 2021

10:00 AM TO 1:00 PM

To register for the event, go to:

<https://portal.premiervirtual.com/event/register-jobseeker/6949-city-burbank-veterans-fair>

---

For more information, please call 818.238.5627

**JOB  
Fair**

**At: 767 S. Central Avenue, Glendale, 91204 on 4/16/21**

**From: 10AM to 1PM** (entry stops at 12:30 to keep it COVID19 compliant)

**All attending participants MUST wear a mask to keep COVID19 compliant**

ULTRA PERSONNEL

# JOIN OUR EVENT STAFFING SQUAD!

**A Workplace With Great Views !  
Work in Concerts, Sports Games & More !**

## **BENEFITS:**

- WEEKLY PAY
- EARN EXTRA INCOME
- NIGHT/WEEKEND SHIFTS AVAILABLE
- WORK AT STADIUMS/EVENT CENTERS
- DAILY ASSIGNMENTS



**MORE INFORMATION: (909) 272-9974  
EMAIL: [MARKETING@ULTRAPERSONNEL.COM](mailto:MARKETING@ULTRAPERSONNEL.COM)**





Est.

Glendale Youth Alliance Inc. 1993

Investing in Our Future Workforce

# Looking for a Job?



**ARE YOU BETWEEN THE AGES OF 18 TO 24 AND  
TAKING CLASSES AT GARFIELD CAMPUS?**



**CONTACT GYA TODAY!  
CALL (818) 937 - 8057 OR  
EMAIL [Lisaacs@glendaleCA.gov](mailto:Lisaacs@glendaleCA.gov)**

## **Services Offered:**

- Paid work experience that may lead to permanent employment
- Paid training
- Case management
- Supportive services

**\* Must meet program guidelines and complete necessary forms to qualify**

**GLENDLEYOUTHALLIANCE.ORG**

**MAIN OFFICE LOCATED ON THE 2ND FLOOR OF THE VERDUGO JOBS CENTER  
1255 S. CENTRAL AVENUE, GLENDALE CA 91204**

**The Glendale Youth Alliance is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 818-548-3857**