

Our Vision: All adult learners will have access to and participate in education and resources leading to meaningful employment or higher education.

AEBG Implementation Meeting

Verdugo Jobs Center
1255 S. Central Avenue, Glendale CA 91204
December 14, 2017 ♦ 1:00pm-3:00pm

Agenda

Agenda Item		Purpose	Person(s) Responsible	Time Frame
I.	Introduction	A. Welcome & Introductions	Board	5 min.
II.	Public Comments	A. Community Comments	Community	5 min.
III.	Minutes	A. Review & Approval of Minutes for September 21, 2017; November 16, 2017	Board	5 min.
IV.	Program / Committee Updates	A. College and Career Pathways B. Uniquely Abled Academy C. ESL in the Community	Jesse / Tina Tina / MAP Naomi / Alfred	15 min.
V.	Announcements & Next Steps	A. Unscheduled Business 1) Announcements & Discussion 2) Next meeting date: December 14, 2017	All	10 min
VI.	Committees	A. Committee Meetings	All	50 min
B.	Adjourn	Adjourn: 3:00 pm		

**GlendaleLEARNNS
Glendale Community College District
Regional Consortium**

AEBG Implementation Meeting

Garfield Campus

September 21, 2017 ♦ 1:00pm-3:00pm

Members: Rene Valdes, Alfred Ramirez, Judith Velasco

Partners Present: Tina Andersen-Wahlberg, Lauren Castillo, Jesse Holm, Naomi Sato, Rick Saunders, Joylene Wagner

GlendaleLEARNNS Staff MaryAnn Pranke

Minutes

Agenda Item		Purpose
I.	Introduction	A. Welcome & Introductions 1) Alfred welcomed the group and opened the meeting.
II.	Public Comments	A. Community Comments 1) No community comments entered
III.	Minutes	A. Review & Approval of Minutes for August 24, 2017 1) Minutes unanimously approved as presented.
IV.	College 2 Career	A. Evaluating Results of Program 1) The reports submitted by Jesse Holm and Ellen Oppenberg were reviewed. a. Jesse highlighted strengths of the program including: i. The initial interviews provided Jesse with information about the students' abilities to anticipate needs, accommodations, and instructional adjustments. ii. Course curriculum was successful in teaching the critical success skills for attending college or preparing for a career. iii. Assigned a research project and developed a career map. b. Opportunities for improvement: i. Some students experienced significant challenges in keeping up with instruction and assignments. However, assessing their skills at entry, compared to skills at the end of the course, Jesse could identify growth and achievement. ii. Jesse recommends a semester course so there is more time to allow the students to process and absorb the information. iii. Need more strategic outreach and marketing of program. Perhaps a prep course before UAA.

		<p>2) The group commended Jesse and Ellen for a successful course and their dedication to the students.</p> <p>a. MaryAnn reported that the seven students were all enrolled in work experience with GYA and are all earning a paycheck.</p>
V.	AEBG Updates	<p>A. CWA Panel Presentation: Alfred and Judy were invited to participate on a panel at the California Workforce Association Conference in Monterey, CA. They presented along with other consortia sharing their partnership with workforce boards. It was clear that GlendaleLEARNNS partnership is much more advanced than others and were a role model for others to work towards.</p> <p>B. CWA Uniquely Abled Workshop: Alfred and Judy joined other partners: Nancy Osipo-Peera (DOR), Jan Swinton (main campus), and Jay Phillips (Haas Factory Outlet), to present the Uniquely Abled Academy. The team was successful in presenting the innovative program as well as the integrated partnership.</p> <p>C. Accountability Training: Several trainings have occurred which both Alfred and MaryAnn have attended. New tracking systems will be implemented in the near future.</p> <p>D. Train the Trainer: Alfred announced that Melina Sardar would be coming back to teach a train the trainer course in Emotional Intelligence. Partners requested this training and Alfred will coordinate dates with Melina's schedule. MaryAnn will disseminate information to the group.</p>
VI.	Committee Reports	A. Committee Reports: Tabled to next meeting
VII.	Announcements & Next Steps	<p>A. Unscheduled Business</p> <p>1) Announcements and Discussions</p> <p>a) Jonathan announced that International Rescue Committee (IRC) is partnering with Glendale Library to offer citizenship classes to the community.</p> <p>b) Guillermo announced that Día de los Muertos event was scheduled for November 5, 2017. The Library is now providing computer classes in Armenian and Spanish.</p>
VIII.	Adjourn	Next Meeting Date: November 16, 2017 at VJC

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AEBG Implementation Meeting

Verdugo Jobs Center
1255 S. Central Avenue, Glendale CA 91204
November 16, 2017 ♦ 1:00pm-3:00pm

Minutes

Members: Felix Melendez, Alfred Ramirez, Judith Velasco

Partners Present: Tina Andersen-Wahlberg, Lauren Castillo, Jesse Holm, Ellen Oppenberg, Naomi Sato, Rick Saunders, Rasheedah Scott, Joylene Wagner, Abigail Espericueta, Patrice Barkster, Caryn Panec

GlendaleLEARNs Staff MaryAnn Pranke

Agenda Item		Purpose
I.	Introduction	A. Welcome & Introductions 1. Alfred welcomed new member: Felix Melendez from GUSD
II.	Public Comments	A. Community Comments 1. No comments submitted
III.	Minutes	A. Review & Approval of Minutes for September 21, 2017 1. Tabled till next meeting. Quorum not confirmed.
IV.	Program / Committee Updates	A. College and Career Pathways (C&C) 1. Open house scheduled for January 25, 2018. Information will be directed towards service providers, parents and students. Marketing materials are being developed by Tiffany. Jesse also provided an overview of the C&C curriculum. 2. Lauren provided an update on the students which were consumers of DOR as well. All students were also enrolled in work experience by GYA. 3. Recruitments for C&C were by referrals from SELPA and DOR, but a more strategic recruitment will occur for the next cohort. 4. Using AEBG partnership as a safety net to prevent students from becoming disconnected.

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		<p>5. January 18th is parent night for GCC to prepare students and parents for expectations as they enter GCC.</p> <p>B. Uniquely Abled Academy (UAA)</p> <p>1. MaryAnn provided an update on UAA: students are being prepared for interviews and jobs following graduation. There are 13 students and the last day of class is December 13th. Graduation is expected to be held in January.</p> <p>C. ESL in the Community</p> <p>1. Winter session at the VJC is being considered.</p> <p>2. Community: lower enrollment overall than last year but not adding any more classes. Morning and evening classes are still impacted.</p>
V.	AEBG Updates	<p>A. Train the Trainer: Emotional Intelligence</p> <p>1. Alfred provided an update on the professional development course for partners. The course began yesterday and will run for four weeks, 2 hours each session. We will explore having a second offering of this course in the new year.</p> <p>2. Felix shared that GUSD is implementing PBIS</p> <p>B. GlendaleLEARNS Showcase: A partner team will be showcasing UAA at JSPAC on December 1st. Team includes: Alfred, Judy, Nancy (DOR), Jan Swinton (CTE), and Jay Phillips (Haas – business rep).</p> <p>C. CWA / SWP / AEBG Meeting: MaryAnn attended a meeting in Sacramento coordinated by California Workforce Association (CWA) and the Workforce Board with Chancellor's Office. Purpose was to bring workforce and education partners together to communicate. LA Region would like to continue communicating and will plan future meetings in LA.</p> <p>D. Update on 3-Year Plan: MaryAnn will communicate with sub-committees to update plans and begin coordinating the three-year plan. She anticipates dedicating one or two monthly meetings to gather input for the plan.</p>

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		<p>E. GlendaleLEARNNS in DC: Alfred provided an update on the Customer Centered Design Team's visit to DC. The team was invited by Department of Labor to present its project. Alfred noted that other teams were impressed that our team represented so many different partners.</p> <p>F. GlendaleLEARNNS in Monterey: Alfred discussed the workshop conducted by the Uniquely Abled Academy Team at the CWA conference in Monterey. Also, Judy and Alfred were invited to present on a panel the same day. With only two Boards in CA (out of 71) having workforce boards as members of the AEBG boards, GlendaleLEARNNS is unique and leading as a role model in partner integration.</p> <p>G. GlendaleLEARNNS & DreamWorks: MaryAnn reported that GlendaleLEARNNS and the Verdugo Workforce Development Board partnered with GCC for a business event. Sean Sexton, Supervising Animator from DreamWorks known for Boss Baby and Kung Fu Panda, addressed</p>
VI.	Announcements & Next Steps	<p>A. Unscheduled Business</p> <p>1) Announcements & Discussion</p> <p>a. DOR will now offer work experience (WEX) for students 16-21; they can offer job coaching during the WEX and Lauren is the new point of contact. WEX is 100 hours over 90-day period; goal is to assist with transition to higher ed or career</p> <p>b. New Assistant dean starting Dec 1st. Alfred will also be hiring a staff person to assist with coordination of AEBG activities. New student handbook is being developed and produced to include all the resources available from partners.</p> <p>c. GUSD will move district office to corner of Jackson and Colorado</p> <p>2) Next meeting date: December 14, 2017</p>

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VII.	Committees	<p>A. Committee Meetings</p> <p>1. MaryAnn will follow up with the committees to update membership and action plans. She would like to update all action plans in preparation for updating the three-year plan which will be due in the coming months.</p>
VIII.	Adjourn	Adjourn: 3:10 pm



AEBG Implementation Committees

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

First Name	Last Name
Megan	Ernst
Naomi	Sato
Judith	Velasco

Committee: Marketing

First Name	Last Name
Felix	Melendez
Tiffany	Israel
Ellen	Oppenberg
Alfred	Ramirez
Jason	Schlatter

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

First Name	Last Name
Lauren	Castillo
Nare	Garibyan
Nancy	Osipo-Peera
Naomi	Sato
Caryn	Panec
Emma	Sanchez
Jan	Young

Committee: Professional Development

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

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

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	11/17/16	MaryAnn
3.	Partner Presentations each month	10/31/16	On-going	MaryAnn
4.	LMI presentations on a quarterly basis	11/30/16	9/21/17	MaryAnn
5.	Establish Calendar for events	12/31/16	1/31/17	Tiffany
6.	Coordinate EI Train the Trainer	10/31/17		MaryAnn
7.	Develop Professional Development Plan	1/31/18		MaryAnn
8.	Training: Working with AWD	3/31/18		MaryAnn
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	11/30/16	MaryAnn
2.	Review curriculum for acculturation workshops with ARS	6/30/16	12/31/16	Sona, MaryAnn
3.	Schedule acculturation workshops beginning in November	10/31/16	10/31/16	Sona
4.	Coordinate services with Glendale Library	11/30/17		Guillermo, MaryAnn
5.	Design Integrated Education & Training flow	3/31/18		MaryAnn
6.	Coordinate all AEBG students enrollment in CalJOBS for employment tracking	3/31/18		MaryAnn / Rasheedah
7.	Complete industry sector intelligence research for: IT, manufacturing, healthcare and service	6/30/18		Tiffany
8.	Conduct staff training on industry sector strategies and career pathways	6/30/18		MaryAnn
9.				
10.				
11.				

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.	Offer ESL at VJC	8/31/17	8/31/17	Naomi
2.	Develop strategy for incorporating contextual ESL in Career Pathways	6/30/17		Naomi
3.	Expansion of class offerings at IRC	10/31/17		Jonathan
4.	Coordinate Winter ESL session at VJC	12/21/17		Naomi
5.	Enroll all ESL students in CalJOBS	12/31/17	On-going	MaryAnn
6.	Offer bilingual intro to computer classes at Library	12/31/17		Guillermo
7.				
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 (C&C)				
Project Leader:				
Measure(s): <ol style="list-style-type: none">1. Enroll 15 of AWDs in C&C and 15 in UAA2. Transition 10 C&C AWDs into career pathways leading to employment3. Transition 5 to higher education4. Average wage at placement: \$14.00				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
College and Career Pathways				
1.	Evaluate outcomes of summer cohort	9/21/17	5/20/16	Tina
2.	Hold Committee planning meeting	1/31/18	On-going	Jesse
3.	Coordinate Open House logistics	1/25/18		Jesse
4.	Revise flyer announcing C&C	11/30/17		Tiffany
5.	Develop tri-fold brochure	11/30/17		Tiffany
6.	Revise webinar presentation	11/30/17		Tiffany
7.	Create branding / marketing tchotchkes	11/30/17		Tiffany
8.	Develop referral and co-enrollment process and universal intake packet	12/31/17		Lauren / MAP
9.	Coordinate and conduct webinar for service providers	1/5/18		Ellen
10.	Coordinate Open House/Orientation	1/2018		Jesse
11.	Send Save the Date flyers for Open House/Orientation to all partners	12/31/17		Tiffany
12.	Hold Open House/Orientation	1/25/18		Committee
13.	Launch Pilot 2	1/2017	6/30/17	Committee
Uniquely Abled				
14.	Provide career counseling and workforce preparation individual services for Uniquely Abled students	8/28/17	On-going	Tina H.
15.	Provide job placement assistance to UA students	11/1/17		Nancy
16.	Coordinate job interviews for UA students	12/31/17		Nancy
17.	Co-enroll with WIOA (Title I and IV) OJT salary reimbursement for employers	1/31/18		Nancy / Tina H.
18.	Co-enroll with Work Experience	12/1/18		Karine

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.	Business Engagement Event: Dreamworks	11/1/17	11/1/17	MaryAnn
2.	Integrate UAA into GlendaleLEARNS Website	12/31/17		Tiffany
3.	Order branding tshots	12/31/17		Tiffany
4.	Coordinate ESL brochure distribution with GUSD	1/31/18		Tiffany
5.	Develop success stories and submit to AEBG website	1/31/18		Tiffany
6.	Create marketing plan	3/31/18		Tiffany
7.	Website review and updates	3/31/18		Team, Tiffany
8.	Business Engagement Annual Event	3/31/18		MaryAnn
9.	Create marketing tools based on marketing plan: media packet, brochures, pamphlets	6/30/18		Tiffany
10.	Create Media Packet	6/30/18		Tiffany
11.	Create Ambassador Kits for MOU partners	6/30/18		Tiffany
12.	Create event display and order	6/30/18		Tiffany

FW: Winter Shelter Program Starts December 1

✕ DELETE

← REPLY

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→ FORWARD

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Younesian, Melissa

Mon 12/4/2017 9:35 AM

Mark as unread

To: DL Community Services & Parks - Workforce Development;

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**Los Angeles****HOMELESS SERVICES AUTHORITY**

Working Together to End Homelessness in Los Angeles

Winter Shelter Program Starts December 1

The Los Angeles Homeless Services Authority announces the opening of the [2017-2018 Winter Shelter Program](#). Click [here](#) for a list of shelter locations and transportation schedules.

Date: Dec. 1, 2017 - Feb. 28, 2018*Select shelters may operate until March 31. Please call shelters directly to verify.***Time:** 5:00PM - 7:00AM (times may vary)**Winter Shelter Hotline:** 1-800-548-6047 (Mon-Fri, 8 am to 5 pm, except Holidays)**Storage Restrictions:** Only 1 small bag per client

Winter shelters provide shelter, warmth, food and comfort to homeless individuals during the cold and wet weather season. In addition to temporary emergency shelter, each program location provides access to supportive services and housing assistance. The Los Angeles Homeless Services Authority coordinates the Winter Shelter Program in partnership with the California National Guard, the County of Los Angeles and the City of Los Angeles.

About the Los Angeles Homeless Services Authority (LAHSA): The Los Angeles Homeless Services Authority (LAHSA) is a joint powers authority of the City and County of Los Angeles, created in 1993 to address the problems of homelessness in Los Angeles County. LAHSA is the lead agency in the HUD-funded Los Angeles Continuum of Care, and coordinates and manages over \$243 million

ANNUAL FOOTHILL SELPA COLLEGE NIGHT FOR PARENTS AND STUDENTS

WHEN

**Thursday, January 18, 2018
7:00 to 8:30 pm**

WHERE

**Glendale Community College
Student Center, Room 212
1500 Verdugo Road, Glendale CA
91208**

**“FROM HIGH SCHOOL
TO COLLEGE: A WHOLE
NEW BALL GAME”**

**Presented by Tina Andersen-Wahlberg
Director, Disabled Students Programs
and Services**

WHO SHOULD ATTEND?

**Parents with 8th
through 12th grade
students receiving
special education
services and who are
interested in
attending college.**

COST Free

**See map
and parking
information
on the
reverse
side of this
flyer**

QUESTIONS?

**Call Norma Hidalgo,
818-241-3111 ext 1510**

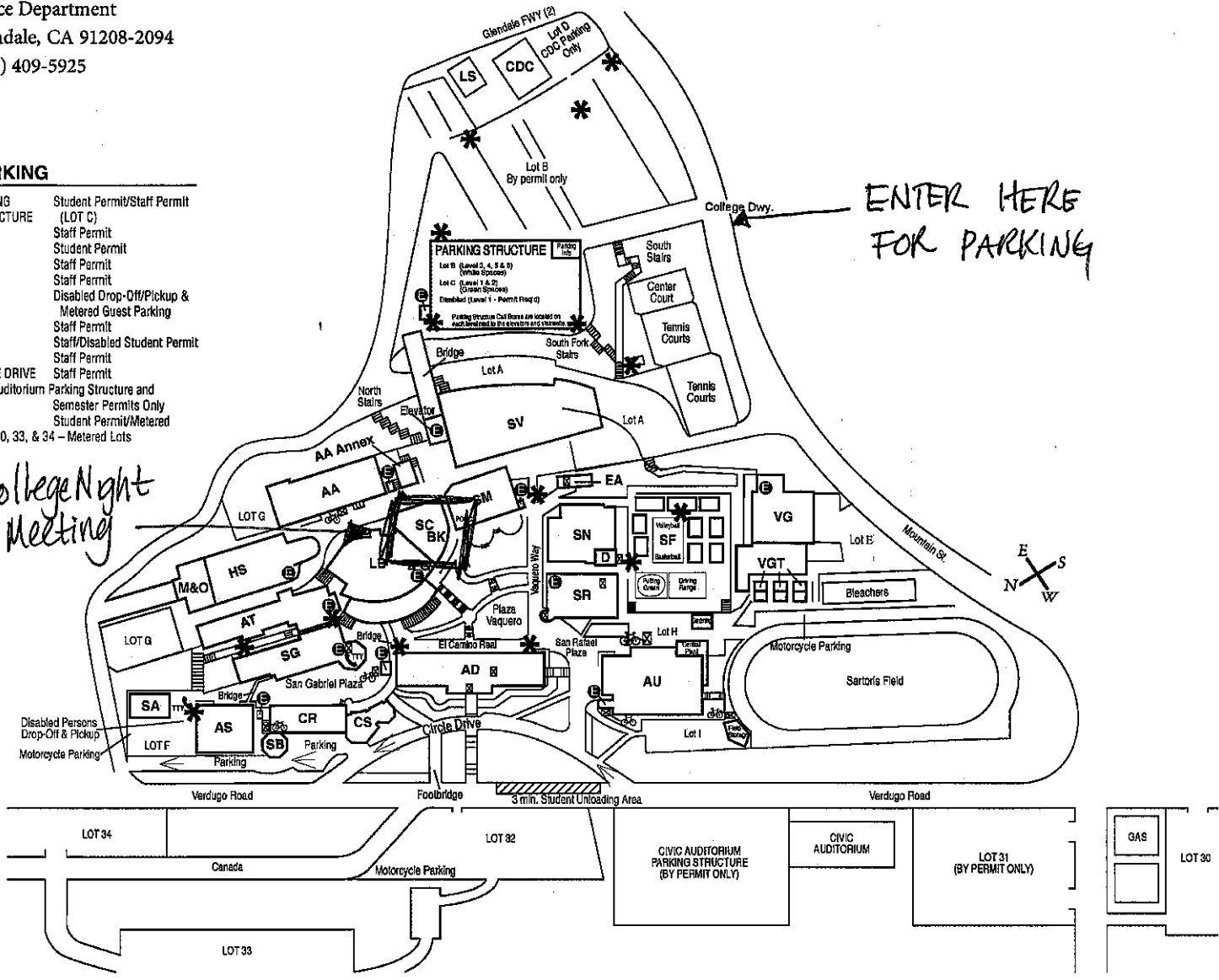
Glendale Community College District
 Police Department
 Glendale, CA 91208-2094
 (818) 409-5925

PARKING

PARKING STRUCTURE	Student Permit/Staff Permit (LOT C)
LOT A	Staff Permit
LOT B	Student Permit
LOT D	Staff Permit
LOT E	Staff Permit
LOT F	Disabled Drop-Off/Pickup & Metered Guest Parking
LOT G	Staff Permit
LOT H	Staff/Disabled Student Permit
LOT I	Staff Permit
CIRCLE DRIVE	Staff Permit
Civic Auditorium	Parking Structure and Semester Permits Only
LOT 31	Student Permit/Metered
LOT 32	Student Permit/Metered
LOTS 30, 33, & 34	- Metered Lots

College Night Meeting

ENTER HERE FOR PARKING



6:30 PM - 9 PM

REQUESTED BY: TINA ANDERSEN-WAHLBERG

GLENDALE COMMUNITY COLLEGE DISTRICT



FOOTHILL SELPA
 PARKING PERMIT
 JANUARY 18, 2018



E-MAIL

LOT C

AG#103C (100) 180118

PLACE PERMIT FACE UP ON DASHBOARD

Free Training and Job Placement Services!

If you were laid off from one of the companies on or after the Lay Off Date listed below and want to learn more about qualifying for this training opportunity contact Veronica Parra at the VJC

vparra@glendaleca.gov

Employer	Lay off Date
DreamWorks Animation NBC Universal Media LLC	11/18/2016
DreamWorks Animation NBC Universal Media LLC	1/20/2017
Walt Disney Parks and Resorts, Worldwide-Walt Disney Imagineering	10/3/2016
Shire / Baxalta	1/13/2017
Nestle	7/20/2017
Crane Aerospace	1/8/2017
Deluxe Entertainment Services	6/28/2017
Warner Music Inc.	7/23/2017
The Castaway	8/8/2017
YP, LLC	8/29/2017

VJC

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of California™

Verdugo Jobs Center

1255 S. Central Ave. Glendale, Ca. 91204

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ESL 3 Intermediate Class

Monday–Thursday
8:30 a.m.–12:00 p.m.
Verdugo Jobs Center
1255 S. Central Ave.
Glendale, CA 91204

**Learn English for
life and work**

**Improve your speaking,
listening, reading, writing,
and grammar.**

CONTACT:
Glendale Community College
Noncredit ESL Division
Ms. Naomi Sato
nsato@glendale.edu
Tel: 818-240-1000 x5033

Free ESL **(English As A Second Language)** **Classes** **ESL Level 3 Intermediate**

Monday- Thursday
8:30 a.m.–12:00 p.m.
Verdugo Jobs Center
1255 S. Central Ave.
Glendale, CA 91204

Do you want to improve your English?

Glendale Community College is offering a free intermediate ESL 3 (English as a Second Language) Class at Verdugo Jobs Center. Come join our ESL class and learn English for life and work.

We meet four mornings a week at the Verdugo Jobs Center. You will learn grammar, listening, speaking, reading, and writing, as well as job-related and academic language.

A placement test is required before registering for the class.



America's **JobCenter**
of California™

Glendale**LEARNS**
Local Education And Resource Network Services