

Long Beach Adult Education Consortia (LBAEC) Meeting & Professional Development

**AGENDA**

Friday, April 30, 2021 / 12:00pm to 12:30pm  
Professional Development / 12:30pm to 2:00pm  
<https://lbcc-edu.zoom.us/j/98811124360>

- I. **Welcome**
- II. **Introductions**
- III. **Public Comment\***
- IV. **Review and Approval of Minutes**
- V. **CFAD Declaration**
- VI. **3-Year Plan Metrics – <https://tinyurl.com/3-Year-Plan-PPT>**
- VII. **2021-2022 LBAEC Public Meeting Dates**
- VIII. **Professional Development**
  - Racial Justice Series presented by The California Conference for Equality and Justice (CCEJ)
- IX. **Questions/ Comments / Adjourn**

**To join the meeting by telephone**

*Find your local number:*

<https://lbcc-edu.zoom.us/j/98811124360>

**Meeting ID: 988 1112 4360**

\*The public can comment on any item at Long Beach Adult Education Consortium meetings. While meetings are held remotely during the COVID-19 closure, you may submit your comments via email, with a time limit of three minutes per comment. Public comments are limited to 3 minutes per speaker, but no more than 20 minutes will be allowed per subject.

*If you require accommodations, please contact DSPS at least 72 hours prior to the event at (562) 938-4558 or (562) 938-4833 (TTY) or [dspstaff@lbcc.edu](mailto:dspstaff@lbcc.edu). If you require sign language interpreting services, please contact Stephanie Bonales at [sbonales@lbcc.edu](mailto:sbonales@lbcc.edu) or (562) 938-4918 at least seven days prior to the event.*

Long Beach Adult Education Consortia (LBAEC) Meeting

MINUTES

Friday, March 12, 2021 / 12:00pm to 12:30pm

**I. Welcome**

Melissa Infusino called the meeting to order at 12:05 pm.

**II. Introductions**

Debbie Broadway (LBSA), Ed Samuels (LBSA), Tim Smith (LBCC), Emily Yasutomi (LBCC), Alexis Redmond (LBCC), Melissa Infusino (LBCC), Adam McLarty (LBRM), Bill Hearn (LBSA), Cenorina Covarrubias (CA Department of Rehabilitation), Dana Van Sinden (LBCC), Dennis Miller (LBCC), Jimmie Flowers (LBCC), Karen Connolly (LBSA), Lisa Liken (LBCC), Maria Ek Ewell (LBCC), Mayra Macias (CSULB), Melinda Lankford (Salvation Army), Nicole Estrada (Long Beach Job Corps), Salvador Barajas (PGWIN), Sarafia Nickles (LBSA), Sharon McMahon (LBCC), Veronica Rodriguez (LBCC), Wendy Koenig (LBCC), Ben Espita (Goodwill Industries), Ted Stevens (City of Long Beach, Animal Care Services), Michele Scott (CSULB), Carolyn Gaw (American Indian Changing Spirits), Theresa Kinder (LBSA)

**III. Public Comment**

M. Infusino explained that the LBAEC Meeting is held pursuant to the Ralph M. Brown Act and open to public comment. No public comments were heard.

**IV. Review and Approval of Minutes**

The minutes from the December 4, 2020 meeting were approved.

**V. Introduction of New Program Director**

M. Infusino announced the departure of Michelle Grimes-Hillman, who oversaw the Adult Education Program for a number of years. Workforce Development has had the pleasure of working closely with Michelle and D. Broadway, providing support to Adult Education and will continue this role in a much larger capacity.

It was announced that Kathy Scott, Vice President of Academic Affairs, appointed M. Infusino the Program Director of Adult Education and she will co-chair the LBAEC meetings alongside D. Broadway.

**VI. 3-Year Plan Metrics**

M. Infusino reported on the 3-Year Plan metrics and shared a PowerPoint presentation developed specifically to track the plan's activities and goal progress. To ensure transparency, this will become a standing item on future LBAEC agendas. In addition, the PowerPoint will be a living document, continuously updated to track goal progress and be accessible to all members.

The PowerPoint tracks the progress of each activity of the 3-Year Plan by denoting whether it is completed or in progress. Progress indicators show, with approximate numbers, that we are on track to meet several key metrics. They are:

- increase enrollment in AEP Programs by 28%, by June 2022
- increase number of AEP programs by 28%, by June 2022
- increase program completions by 28%, by June 2022

M. Infusino added that job placement and living wage data is currently unavailable, as the information is collected by the state.

## **VII. Return to In-Person Instruction**

### **I. LBSA**

D. Broadway shared that the district is headed back to in-person learning and elementary (K-5) teachers and students are scheduled to return to campus in late March 2021. High school, middle school and adult education staff will return in April 2021.

### **II. LBCC**

M. Infusino shared that 2800 students are currently taking courses in classes that are considered essential labs. The students in these courses support essential occupations, such as construction, food services and nursing. In addition, an LBCC reopening committee has just convened to determine plans for the fall semester.

## **VIII. Member Updates**

M. Infusino explained that the meeting time had been condensed to present a professional development training presented by CCEJ. In the interest of time, members were asked to share their updates in the zoom chat box or via e-mail.

## **IX. Professional Development**

### **I. Racial Justice Series presented by the California Conference for Equality and Justice (CCEJ)**

M. Infusino introduced Mayra Angelica Serna and Reena Hajat Carroll of CCEJ to present the first session in a series of trainings on racial justice.

## **X. Questions/ Comments / Adjourn**

M. Infusino adjourned the meeting at 12:30 pm.

**Draft Consortium Fiscal Administration Declaration (CFAD) Narrative**  
**Long Beach Adult Education Consortium**  
**Due May 2, 2021**

**Overview**

The Long Beach Adult Education Consortium will promote professional development for faculty and staff through systemic training, as well as collaborate with community partners, to leverage its collective strength to minimize barriers to education, and increase the access to services and programs using culturally competent strategies for the Long Beach community. The planned allocations are consistent with these goals and will lead to short-term and long-term impact on the adults in this region.

The LBAEC identified four major goals through its pre-planning assessment, review of labor market information, and thorough review of the community needs in the region. These include: 1. Leveraging consortium resources and partnerships to strategically recruit students. 2. Creating diverse programming to meet the community's needs. 3. Meeting the workforce demands of a changing economy. 4. Streamlining access to services provided by consortium partners and community members to ensure seamless transitions and support for students.

**Consortium Activities**

Program Data – LBAEC in its three year plan, outlined the below goals. To date here is our progress:

By June 2022, increase enrollment in AEP programs by 28%  
-In 2018-19 we had 3804 and in 2019-20 4759 for a 20% increase

By June 2022, increase number of AEP programs by 28%  
-In 2018-19 we had 22 and in 2019-20 we had 49 for a 55% increase

By June 2022, increase program completions by 28%  
-In 2018-19 we had 130 and in 2019-20 we had 270 for a 52% increase

By June 2022, increase the number of students obtaining living wage paying jobs by 20%  
-Data not yet available from state.

By June 2022, increase co-enrollment and transitions between LBSA and LBCC from 304 to 500, a 65% increase  
-In 2018-19 we had 127 and in 2019-20 we had 129 for a 2% increase

To date, we have already met the goals ahead of schedule for increasing the number of programs and the number of completions. In the coming year, especially with the challenges of Covid-19 and working in online courses for our ESL and Computer Literacy students, we will

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focus on reengaging students and regaining lost enrollment. In addition, work has begun between LBSA and LBCC regarding co-enrollment and transitions.

LBAEC continues to improve a seamless transition of students between the school partners by providing increased counseling and opportunities for exploration, both at LBSA and LBCC. LBCC will continue to provide a dedicated counselor to LBSA and increase her hours. Her role will be to work one on one with students as they complete at LBSA and provide support matriculating into noncredit programs at LBCC. She will help monitor access and student progress from the adult school into the college setting.

Professional Development - Throughout the current three year plan, the LBAE Consortium is investing in professional development on equity and inclusion, implicit bias, identity and racial justice for faculty and staff of consortium members as well as for community partners.

Consortium Website – A key activity outlined to support the three year goals, and also strongly supported by the LBAEP community partners, was the creation of a new consortium website. This was completed and includes a description of and links to all consortium community partners, the LBAEP meeting calendar and professional development calendar, and links to a repository for all consortium meeting materials. The next phase of this work will be including information for adult education students regarding support service resources available from LBCC, LBSA, and community partners.

**Long Beach School for Adults**

Long Beach School for Adults is committed to offering the region a variety of classes to meet educational needs while following the consortiums three-year plan. LBSA continues to offer four levels of ESL, High School Diploma, HiSET Prep and Distance learning, Animal Care, C.N.A. and Custodial Class as approved by the LBUSD. The stay at home order severely affected LBSA's enrollment in all of our classes through January 2021. Many of our students struggled with the transition to on-line learning and the lack of technology and internet service at home. In January 2021, our district helped us with a large social media and e-mail campaign, which has helped to increase our spring 2021-enrollment numbers. This spring we had to open up an extra ABE class due to 41 students on the waitlist and the need for an evening ABE option. We also adding another Beginning low ESL class in the evening due to 14 students on the waitlist. To accommodate those students who did not have the ability to participate in on-line classes we opened up a distance learning program using packet pick up, both in the afternoon and evening to keep these students connected until we can return to in-person instruction. Students picked up packets and CD's weekly and when they completed their work, it was corrected and an assessment was given. We almost had our two off-site ESL locations up and running but due to the return of K-5 students to the classroom, this has been delayed until next year. To further assist ESL students we have opened a technology workshop that is available to

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any interested student to help improve their computer skills and a citizenship class for interested ESL students. We continue to work on stretching our CAEP allocation out as far as possible to serve the growing needs of our community and meet the goals of our consortiums 3 year plan.

For the 21-22 school year LBSA will continue to offer our core classes with the addition of a distance learning module in each area, for those students who are unable to participate in in-person classes we will have a packet pick up available for all levels. Our students are communicating that they are ready to be back in the classroom but with social distancing we will be only able to enroll 18 students in an in-person class. All students who are enrolled after 18 will need to have a distance learning option available to them. As students drop from a class, distance learning students will be able to move in. We also plan on continuing to offer our new workshop classes in technology, citizenship and conversation to meet the needs of interested students.

**Long Beach City College**

During the stay at home order all non-essential labs (courses tied to Health Department approved occupations for in person activities such as health care and food services) shifted at LBCC to an online delivery model. This requirement severely impacted our noncredit enrollment in both ESL and CTE courses. As a result we will continue to increase community outreach and information sessions to help orient potential students to the new online courses and tools to support online learning.

Partners - LBCC has increased the number of offsite partners to 10 locations throughout the region and will expand virtual classes as well as in person classes when possible to serve their clients. These locations include K-12 schools, direct service providers, libraries, and nonprofits.

Staff Support - LBCC has on-boarded additional outreach and enrollment staff who will better serve on and off-site adult education programs in ESL, CTE, and basic skills. These individuals will help with community outreach for new student enrollment as well as matriculation to new courses. Additional Admissions and Registration staff has also been on-boarded and will help with efficiencies in enrollment such as batch enrolling for cohorts as well as identifying certificate completions. IITS (technology) staff has also been hired to improve the online enrollment and registration process including creation of virtual orientations.

Marketing - LBCC will fund a part time web developer to improve the online information available to students and the general public including about noncredit programs as well as partner resources in the community such as support for housing and food insecurities. LBCC will continue to engage in social media marketing for noncredit courses.

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Workforce Needs – LBCC is leveraging Workforce Development resources and reviewing labor market data to ensure that program offerings align with labor market needs and employment opportunities. LBCC is exploring leveraging Career Center resources in the coming year that will help ensure that adult learners are supported through to the final outcome of securing employment.



Long Beach Adult Education Consortia (LBAEC) Meeting & Professional Development

**2021 – 2022**

**LBAEC PUBLIC MEETING SCHEDULE\***

**MEETING LOCATION: TBD**

**MEETING TIME: 12:00 PM – 2:00 PM**

**Friday, May 28, 2021**

**Friday, September 17, 2021**

**Friday, December 3, 2021**

**Friday, March 11, 2022**

**Friday, May 13, 2022**

***\* Please note that the schedule is subject to change due to the unforeseen events and staff/member availability. Members will be notified of changes to the meeting schedule. \****