

Long Beach Adult Education Consortia (LBAEC) Meeting

**AGENDA**

Friday, May 28, 2021 / 12:00pm to 1:30pm

<https://lbcc-edu.zoom.us/j/96506679553>

- I. Welcome
- II. Introductions
- III. Public Comment\*
- IV. Review and Approval of Minutes
- V. 3-Year Plan Metrics
- VI. LB Adult Education Consortium Website
- VII. Return to In-Person Instruction (Update)
  - LBSA
  - LBCC
- VIII. 2021-2022 Draft Schedule
- IX. Member Updates
- X. Questions/ Comments / Adjourn

**To join the meeting by telephone**

*Find your local number:*

<https://lbcc-edu.zoom.us/j/96506679553>

**Meeting ID: 965 0667 9553**

\*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 to [aep@lbcc.edu](mailto:aep@lbcc.edu). You will have 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 [cthompson@lbcc.edu](mailto:cthompson@lbcc.edu) and DSPS at least 72 hours prior to the event at (562) 938-4558 (voice) or (562) 353-4217 (video phone) or [DSPS-Staff@lbcc.edu](mailto:DSPS-Staff@lbcc.edu).*

*If you require Sign Language Interpreting or Communication Access Realtime Translation services, please contact [cthompson@lbcc.edu](mailto:cthompson@lbcc.edu) and Stephanie Bonales at [SBonales@lbcc.edu](mailto:SBonales@lbcc.edu) or (562) 938-4918 (voice) or (562) 353-4217 (video phone) at least 5 business days prior to the event.*

*\*Please note requests are based on provider availability, the more advance notice the better.*

Long Beach Adult Education Consortia (LBAEC) Meeting

MINUTES

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

**I. Welcome**

Melissa Infusino and Debbie Broadway called the meeting to order at 12:00 pm.

**II. Introductions**

Chryсна Samel (LBSA), Betzy Macchia (LBSA), Sara Nickles (LBSA), Myron Wollin (LB Gray Panthers), Bill Hearn (LBSA), Mayra Macias (CSULB), Emily Yasutomi (LBCC), Michele Scott (CSULB), Maria Ek Ewell (LBCC), Dolores Nason (Disabled Resources Center), Stan James (Goodwill), Jimmie Flowers (LBCC), Sharon McMahan (LBCC), Dennis Miller (LBCC), Debbie Broadway (LBSA), Melissa Infusino (LBCC), Maria Andrade-Hernandez (LBCC), Charace Thompson (LBCC), Tim Smith (LBCC), and Adam McLarty (LBRM).

**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**

D. Broadway motioned to approve the minutes from the March 12, 2021 LBAEC meeting.

**Second:** M. Scott

**Abstention:** D. Nason

**V. Consortium Fiscal Administration Declaration (CFAD)**

M. Infusino reported on the Consortium Fiscal Administration Declaration (CFAD) and how funds allotted for Long Beach Adult Education are split between Long Beach City College (LBCC) and the Long Beach School for Adults (LBSA). While members are likely familiar with the CFAD from previous years, she explained the document is being presented so members can review and provide feedback before the submission deadline: May 2, 2021.

M. Infusino outlined recent efforts to improve transitions to LBCC for LBSA students. She explained that additional resources have been employed to support this goal; LBCC Counselors, Enrollment Services and Financial Aid staff will provide in-person and virtual resources to LBSA students to increase enrollment in LBCC programming. D. Broadway added that the transitional resources will support LBSA students' matriculation into noncredit and credit programming.

M. Infusino also shared that funding will support providing more opportunities for professional development and building out the consortium website to include a searchable database of community partner resources and services.

D. Broadway reported that the pandemic has severely impacted LBSA's enrollment numbers, particularly in their CTE classes. While they intend to continue offering CTE programming, they have lost money. She reported on the increase in enrollment for Spring 2021 and shared that graduation is scheduled for June 10, 2021. They anticipate over 60+ graduates – successful completers of the High School Diploma and HiSet programs. Lastly, LBSA is planning to offer hybrid programming in the Fall.

D. Miller reported on recent student survey results that indicate ESL students are reluctant to return to in-person learning for summer. Enrollment patterns also support continuing virtual instructional methods. M. Infusino thanked D. Miller for his comment and added additional context on the survey results. Student responses indicated several reasons for the reluctance to return in-person learning. The top three reasons were:

- Wanting to protect the health and safety of the people within their households
- Wanting to protect their own health and safety
- Work schedules

Lastly, M. Infusino reported on additional resources supported by adult education funds, such as to provide community outreach and virtual and in-person clinics to boost knowledge sharing. There has been a significant increase in social media advertisements and marketing – with funds used to purchase advertising on websites.

Several staff have been onboarded to support with outreach/marketing efforts, provide enrollment support, admissions, and registration assistance, and streamline online enrollment processes. Additionally, adult education funding supports a web developer to update the internal webpage and external consortium website. Noncredit students will also receive job readiness and job placement assistance, a resource available to credit students that will soon be extended to noncredit students

M. Infusino opened the floor for discussion. Hearing none, she then explained that the CFAD would be submitted on May 2, 2021.

## **VI. 3-Year Plan Metrics**

M. Infusino explained that the 3-Year Plan Metrics will remain a standing item on the agenda. She then shared the PowerPoint used to track progress toward the completion of goals listed in the AE 3-Year Plan.

Staff continuously revises the PowerPoint as goals are moved through a cycle of “in progress” to “complete”. To ensure transparency, members can access the living document online: <https://tinyurl.com/3-Year-Plan-PPT>.

D. Broadway added that she is pleased with the progress made. Through collaborative efforts with LBCC, she felt they have honed in on the best ways to connect LBSA students to LBCC resources and how to streamline transitions. Once students in the high school diploma program reach 15 units or less and HiSet students have two tests remaining, they will connect to a counselor. Counselors will have had a lot of success in the spring enrolling students, assisting with completing FAFSA applications and helping students access financial aid.

## **VI. 2021-2022 LBAEC Public Meeting Dates**

M. Infusino shared the 2021-2022 LBAEC draft meeting schedule. The next consortia meeting will be held on Friday, May 28, 2021, wherein the draft schedule will be brought before the group and finalized.

Proposed Schedule: 2021-2022 LBAEC Public Meeting

Friday, September 17, 2021

Friday, December 3, 2021

Friday, March 11, 2021

Friday, May 13, 2021

The meeting dates are subject to change due to unforeseen events and staff / member availability.

**VII. Questions/ Comments / Adjourn**

M. Infusino adjourned the meeting at 12:34 pm to begin the professional development session; a racial justice series presented by the California Conference for Equality and Justice (CCEJ). She then introduced the lead presenters, Mayra Angelica Serna and Reena Hajat Carroll.



Long Beach Adult Education Consortia (LBAEC) Meeting

**2021 – 2022**

**MEETING SCHEDULE\***

**MEETING LOCATION: TBD**

**MEETING TIME: 12:00 PM – 2:00 PM**

**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 unforeseen events and staff/member availability. Members will receive advance notice of changes to the meeting schedule. \****