

Long Beach Adult Education Consortia (LBAEC) Meeting

AGENDA

Friday, December 3, 2021 / 12:00pm to 2:00pm

<https://lbcc-edu.zoom.us/j/97273082699>

- I. **Welcome and Introductions**
- II. **Public Comment***
- III. **Review and Approval of Minutes**
- IV. **Metrics and Planning**
 - 3-Year Planning
 - Revised Meeting Schedule
- V. **Member Updates**
- VI. **Adjournment**

To join the meeting by telephone:

Find your local number: <https://lbcc-edu.zoom.us/j/97273082699>

Meeting ID: 972 7308 2699

*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 (voice) or (562) 353-4217 (video phone) or DSPS-Staff@lbcc.edu. Please note requests are based on provider availability. The more advance notice, the better.

Long Beach Adult Education Consortia (LBAEC) Meeting

MINUTES

Friday, September 17, 2021 / 12:00pm to 2:00pm

I. Welcome and Introductions

Melissa Infusino and Debbie Broadway called the meeting to order at 12:02 pm.

M. Infusino introduced Dr. Lee Douglas, who recently returned to LBCC as the Vice President of Academic Affairs. Dr. Douglas served as full-time faculty in the Learning and Academic Resources department and as the Dean of Language Arts, Communications and Learning Resources. He briefly left LBCC for Cypress College where he served as the Vice President of Instruction. Dr. Douglas shared that he appreciates the work done by the consortium and its meaningful impact on our most vulnerable population of students.

II. Introductions

Melissa Infusino (LBCC), Debbie Broadway (LBSA), Bill Hearn (LBSA), Dennis Miller (LBCC), Adam McLarty (LBRM), Sharon McMahon (LBCC), Michele Scott (CSULB), Alina Yang (LBCC), Charace Thompson (LBCC), Wendy Koenig (LBCC), Emily Yasutomi (LBCC), Iris Dineen (LBCC), Heather Van Volkinburg (LBCC), Lady Vann (Long Beach Job Corps), Salvador Barajas (PGWIN), Mayra Macias (CSULB), Tim Smith (LBCC), Veronica Rodriguez (LBCC), Iris Jokanovich (LBCC), Jimmie Flowers (LBCC), Melinda Lankford (Salvation Army), Myron Wollin (LB Gray Panthers), Jessica Quintana (Centro Cha) and Dr. Lee Douglas (LBCC)

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 made a motion to approve the minutes from the May 28, 2021 LBAEC meeting.

Second: B. Hearn

The minutes were approved as written.

V. Return to Campus Fall 2021 Updates

LBSA

D. Broadway reported that LBSA lost the Hill Street Campus site and have relocated to their campus on 3701 E. Willow Street, which is shared with Reed High School. As a result of the shared space, parking is limited. The Hill Street campus has been converted into a new, independent study school for K-12 students who have opted not to return to in-person instruction.

D. Broadway reported that ESL and HiSet classes are almost at capacity. They are offering each in two modalities: in-person and virtual offerings are available for Fall.

LBCC

Dr. Douglas reported on the LBCC return to campus: for the Fall semester, over 7000 students will return to in-person instruction.

The college instituted several safety measures to prevent the spread of Covid-19. Faculty, staff and students are required to provide proof of vaccination OR submit to weekly Covid testing. Due to the intense planning done by staff, the safety measures have gone well and have been well received. For the Spring semester, the college plans to expand in-person offerings, but student demand will be the determining factor on how the college proceeds in the future.

VI. New LBSA – LBCC Matriculation Business Process

M. Infusino explained that she and Debbie have developed a matriculation process to support LBSA students for enrolling in LBCC credit and noncredit courses. Instructors will personally refer LBSA students to dedicated LBCC outreach and enrollment staff. The staff will work closely with students, providing them with one-on-one support and track students in our database. This will ensure students have the needed guidance (career counseling, academic counseling, informational workshops and virtual office hours, etc.) to ease enrollment into LBCC's credit or noncredit courses/ programs.

Workshop services will be provided by dedicated staff and include topics such as: application assistance, financial aid support, and how to access and utilize student resources.

D. Broadway added that LBSA has already begun disseminating information to students and are excited about upcoming informational workshops.

M. Scott offered to help support and assist with referrals.

VI. Consortium Website Updates

C. Thompson reported on updates to the Supportive Services page on the LBAEC website. The primary change was the addition of short descriptions of each supportive service.

She encouraged members to review the page for accuracy and provide any feedback to herself and M. Infusino. <https://lbadulteducation.com/supportive-services/>

VII. Metrics and Planning

2021 Annual Plan

M. Infusino and D. Broadway reported on the submission of the annual plan. There were no major changes to the plan, the only exception being the inclusion of the newly developed matriculation process as resources will be dedicated to support the activities. The allocation for the year was awarded.

A link to the annual plan document has been uploaded to the LBAEC website.

New Metrics Dashboard and Upcoming 3-year Planning Process

T. Smith reported on Adult Education metrics and explained that while the Covid-19 pandemic had a negative impact on enrollment numbers, they managed to build an infrastructure to capitalize on the needs of the community.

He then provided a glimpse into the planning process and timeline for the new, three-year plan. The LBAEC will be integral in the development of the plan, starting with the needs assessment. The state has outlined key objectives: to address educational needs, improve the integration of services and transitions (both post-secondary and workforce) and improve service effectiveness.

T. Smith outlined the timeline for working on specific areas of the plan - the needs assessment will be drafted based on feedback from multiple groups, including the LBAEC, in the Fall. During the Spring, the focus will shift to determining performance metrics and the various activities in support of them.

VIII. Member Updates

E. Yasutomi reported on several new, noncredit classes. The TEAS Prep. classes started in the summer and during the spring the college will offer the foundational skills courses in language and math, as well as the GED Prep classes.

J. Quintana reported on Centro Cha's wraparound resources and the informational clinics they have hosted in the community on Covid-19. They also recently broke ground on a new, inclusive business and workforce center.

A. McLarty shared that Long Beach Rescue Mission is planning to host ESL classes in the Spring and have an open enrollment registration event scheduled in October.

S. Barajas shared information on several grants to support vulnerable populations, particularly for those needing to return to the workforce or with housing insecurities.

M. Scott reported on their recent move, they are now located on the CSULB campus. She shared details on their grant which was renewed for an additional five years.

M. Lankford reported on an upcoming soft launch of their senior programs and youth programming. She also expressed excitement to begin offering a noncredit computer class in the Fall, with ESL classes returning in the Spring.

L. Vann reported on the success of Long Beach Job Corps' first cohort of virtual enrollment.

D. Broadway reported on LBSA's upcoming custodial and animal care classes and noted that both classes are almost at full capacity.

IX. Adjournment

M. Infusino adjourned the meeting at 1:35 pm.



Long Beach Adult Education Consortia (LBAEC) Meeting

2021 – 2022

MEETING SCHEDULE*

MEETING TIME: 12:00 PM – 2:00 PM

Friday, December 3, 2021 (no change)

Friday, February 11, 2022*

Friday, April 1, 2022*

Friday, May 13, 2022 (no change)

** 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. **