

California Adult Education Program Implementation Meeting

January 19, 2023 ♦ 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 November 17, 2022	Board	5 min
IV.	Director's Report	A. Updates from the Director	Alfred	15 min
V.	Partner Presentation	A. Short-Term Vocational Programs	Edith Azizian	45 min
VI.	Strategic Planning	A. Local Workforce Development Plan B. Regional Workforce Development Plan	MaryAnn	45 min
VII.	GlendaleLEARN Partners	A. Partner Updates		
VIII.	Next Meeting	B. Next meeting date: February 16, 2023		
IX.	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

November 17, 2022 ♦ 1:00pm-3:00pm

Attendees: Ani Khachikyan, Laura Isaacs-Galvan, Hilda Ghazarian, Jonathan Pelletier, Naomi Sato, Joylene Wagner

Board Members: Judith Velasco, Alfred Ramirez

Coordinator: MaryAnn Pranke

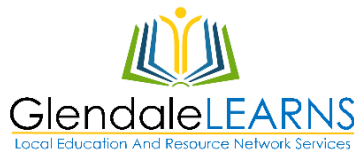
Meeting Notes

Agenda Item		Outcome
I.	Minutes	A. Review & Approval of Minutes for October 20, 2022. 1. Minutes for October were approved as presented.
II.	Director's Report	A. Director Update & Report 1. Alfred shared that a small grand opening was held for the Somerset Complex. a. Funding for complex was from GlendaleLEARNs. b. Facility will be expanded for additional healthcare classes. 2. Alfred announced that the new parking structure is also now open. Because classes continue in hybrid mode with only 30% in-person, there is lots of available parking spaces. They currently are allowing GUSD staff to park in the extra slots until in-person classes increase. 3. Alfred reported that Winter session starts in January and the college expects low percentage of in-person classes to continue until Spring. Alfred noted that GCC is hoping to come back in-person for Spring at a higher number. a. Classes continue at full capacity and wait lists are now being called to fill any seats opened by changes. 4. Alfred also shared that a Basic Needs Area will also be opened, which will be stocked with food supplies, transportation assistance, clothing, and more community support services to address increasing needs of students.

Agenda Item		Outcome
		5. Alfred also shared that he attended the CAEP Conference and noted that \$130M was earmarked by the state for allied health and funds could support GCC program.
III.	Partner Presentation	A. Verdugo Jobs Center – Ani Khachikyan 1. Ani presented an update on all the programs available through the Verdugo Jobs Center (VJC) that are available for partners to refer their students and consumers to.
IV.	Strategic Planning	B. Annual Plan 1. MaryAnn reviewed the Annual Plan’s strategic objectives for GlendaleLEARNNS. 2. MaryAnn reviewed identified barriers and needs for students identified in the planning activities. a. MaryAnn will incorporate feedback and strategies into Verdugo’s Local Workforce Development Plan.
V.	Partner Updates	A. VWDB/VJC 1. Judith noted that there were no new updates other than information presented by Ani for VJC. Local plan modification is the current focus as well as continued tracking of economic and jobs landscape due to their volatility. VWDB will continue to share the information at GlendaleLEARNNS meetings. B. GYA 1. Laura announced that slots are still available for adult ed students ages 18-24 that are looking for part-time or full-time employment. Students can be referred directly to Laura. C. IRC 1. Hilda reported that IRC is more active due to new immigrants, religious minorities, and refugees. Immigrants are coming from Iran, Afghanistan and Armenia. Their immigration department is available to assist immigrants with citizenship at no charge. Staff are Department of Justice accredited to provide legal assistance to immigrants needing green cards. IRC continues their ESL,

Agenda Item		Outcome
		Citizenship courses, and intensive case management services.
V.	Next Meeting	Next meeting date: December 15, 2022; 1:00-3:00pm

Meeting Schedule Program Year 2022 - 2023



Month	Date	Partner Presentation
October	October 20, 2022	GCC Student Success Programs; Jobs Report
November	November 17, 2022	Verdugo Jobs Center
December	December 15, 2022	Meeting Cancelled
January	January 19, 2023	GCC Short-Term Vocational Programs
February	February 16, 2023	JVS SoCal Glendale Youth Alliance
March	March 16, 2023	International Rescue Committee
April	April 20, 2023	Department of Rehabilitation
May	May 18, 2023	Armenian Relief Society
June	June 15, 2023	Home Again LA Strategic Planning: Annual Plan
July	July 20, 2023	Strategic Planning: Annual Plan
August	August 17, 2023	Frank D. Lanterman Regional Center
September	September 21, 2023	The Campbell Center
October	October 19, 2023	
November	November 16, 2023	
December	December 21, 2023	



Glendale
Library
Arts &
Culture



TECHNOLOGY LOAN PROGRAM



**Surface Pro Laptops are Now
Available for checkout
through the Literacy Center**

**DO YOU NEED A
LAPTOP FOR
SCHOOL?**

- Must be 18+ or older to participate
- Laptops may be checked out for three weeks at a time or the duration of a GCC Garfield Campus semester. Proof of college enrollment is required for semester checkouts
- Limit of one laptop per household
- Must be in good standing with the library to participate
- Priority for checkouts is given to GCC Garfield Campus and Literacy Center Students

**FOR MORE INFORMATION PLEASE CONTACT US AT
818-548-6450 OR LITERACY@GLENDALECA.GOV**



We are Hiring!



2022

*DIFFICULTY
FINDING A JOB?
18-24 YEARS OLD?*



*CURRENTLY NOT ENROLLED
IN FOR CREDIT COLLEGE COURSES?*

Open Positions: Retail & Clerical

Call to qualify:

Mia Titilah : (818) 937-8005

MTitilah@Glendaleca.gov

Jasmine Venegas: (818) 937-8055

JVenegas-Goulet@Glendaleca.gov

Laura Isaacs-Galvan: (818) 937-8057

LIsaacs@glendaleca.gov

Mon - Fri 9:00 AM - 4:00 PM

The Workforce Innovation and Opportunity Act is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY (818) 548-3857. Requests must be made within 3 business days of the event.

MOTEL VOUCHERS AVAILABLE AT GLENDALE YOUTH ALLIANCE!

Available for homeless youth

Age: 14-24

Call: (818) 937-8021

Email: ADuzdabanyan@glendaleca.gov



Investing in Our Future Workforce



*Are you between the
ages of 14-18 &
receiving CalWORKs?*



**PAID
WORK
EXPERIENCE
OPPORTUNITY**

**APPLY
TODAY!**



Eligibility Requirements:

- ☐ *Must be a LA County Resident*
- ☐ *14-18 years of age*
- ☐ *Have the right to work in the U.S.*
- ☐ *Must have a work permit, if under 18*

***For More Information, contact
Glendale Youth Alliance at***

(818) 937-8007

AKrikor@glendaleCA.gov

**1255 S. Central Ave,
Glendale, CA 91205**

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

LIFERAP

Low Income Family Employment And Rental Assistance Program



The LIFERAP program provides case management and wrap around services to improve the quality of life of Glendale families by providing rental and employment assistance for low income, working households.

Eligibility Requirements:

- Must be a Glendale resident
- Currently residing in a rental unit
- Have one or more children under the age of 18 - Minor must be 18 or younger at the time of application
- Must have Right to Work documents
- At least 1 family member must be working 32 hours a week or more
- Must be willing to commit to the program for 12 months; meet with case manager monthly; open a saving plan; provide all necessary documentation
- Cash aid (CalWORKS) recipients are not eligible for the program

Family Annual Income Eligibility Guideline:

2 people	3 people	4 people	5 people	6 people
\$76,250	\$85,800	\$95,300	\$102,950	\$110,550

Applications Open
1/16/2023 - 2/3/2023



For more information please contact:
Eliza Dzhaneryan • edzhaneryan@glendaleca.gov
(818) 937-8056

Applications can be submitted via email at:
edzhaneryan@glendaleca.gov or mailed to:
c/o: Eliza Dzhaneryan – Verdugo Jobs Center
1255 S. Central Ave. Glendale CA 91204

Low Income Family Employment and Rental Assistance Program (LIFERAP) is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities with 3 days prior notice by calling (818) 937-8000. TTY users, please call (818) 548-3857.

TEAM

Training Employment & Mentorship Program



Eligibility Requirements:

- ✓ Must be attending school
(secondary or post-secondary school)
- ✓ Must be between the ages of 14 - 21
- ✓ Must be low income
- ✓ And must meet one of the following criteria:
 - » ESL or ELD
 - » On probation or involved in the juvenile justice system
 - » Homeless/runaway
 - » An individual who is in foster care or has aged out of the foster care system
 - » Pregnant or parenting
 - » Individual with disability (including IEP) must be able to work independently
 - » Basic skills deficient (GPA 2.0 or less)

**Applications will be accepted
November 1, 2022 to
November 30, 2022.**

For more information, please contact
Lusine Baghdasaryan at

✉ LBaghdasaryan@Glendaleca.gov

☎ (818) 937-8006

📍 1255 S. Central Avenue, Glendale, CA 91204

The Workforce Innovation and Opportunity Act is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY (818) 548-3857. Requests must be made within 3 business days of the event.



Short-Term Vocational

Certificate Programs: Free Programs

STV Certificate Programs

Account Clerk I <ul style="list-style-type: none"> • STV 21-Business Math and Calculators • STV 11-Beginning Keyboarding • STV 70-Introduction to Computers • STV 80-Windows • STV 34-Filing Fundamentals • STV 90-MS Excel • STV 22-Beginning Account Clerk • STV 40-21st Century Employment Strategies 	Account Clerk II <ul style="list-style-type: none"> • STV 23-Advanced Account Clerk • STV 91-MS Advanced Excel • STV 95-QuickBooks Automated Accounting • STV 97-Sage 50 Automated Accounting • STV 50-Customer Service Skills • STV 138-MS Outlook • STV 113-MS Access • STV 150-Integrated Technology 	Medical Assistant <ul style="list-style-type: none"> • STV 61-Administrative Medical Assisting • STV 63-Medical Clinical Assisting 	Dental Front Office Clerk <ul style="list-style-type: none"> • STV 62-Dental Front Office • STV 11-Beginning Keyboarding • STV 70-Introduction to Computers • STV 80-Windows • STV 100-Beginning MS Word • STV 34-Filing Fundamentals • STV 50-Customer Service Skills • STV 35-On-The-Job Communication • STV 40-21st Century Employment Strategies 	Administrative Medical Assisting <ul style="list-style-type: none"> • STV 61-Administrative Medical Assisting • STV 40-21st Century Employment Strategies
General Office Clerk I <ul style="list-style-type: none"> • STV 11-Beginning Keyboarding • STV 70-Introduction to Computers • STV 80-Windows • STV 140-Internet • STV 100-Beginning MS Word • STV 34-Filing Fundamentals • STV 55-Office Equipment • STV 35-On-The-Job Communication • STV 40-21st Century Employment Strategies 	General Office Clerk II <ul style="list-style-type: none"> • STV 12-Intermediate Keyboarding • STV 21-Business Math and Calculators • STV 31-Business Writing: Email • STV 50-Customer Service Skills • STV 138-MS Outlook • STV 90-MS Excel 	General Office Clerk III <ul style="list-style-type: none"> • STV 13-Advanced Keyboarding • STV 22-Beginning Account Clerk • STV 33-Business Letter Writing • STV 101-Advanced MS Word • STV 111-MS PowerPoint* • STV 113-MS Access* • STV 150-Integrated Technology* <p>*Elective</p>	Customer Service Certificate <ul style="list-style-type: none"> • STV 50-Customer Service Skills • STV 11-Beginning Keyboarding • STV 35-On-The-Job Communication • STV 40-21st Century Employment Strategies 	Google Workspace <ul style="list-style-type: none"> • STV 72-Google Workspace Fundamentals • STV 73-Google Workspace Intermediate
Home Caregiver <ul style="list-style-type: none"> • STV 60-Pathways to Health Careers • STV 64-Home Caregiver/Aide 	Certified Nursing Aide (CNA) <ul style="list-style-type: none"> • STV 60-Pathways to Health Careers • STV 66-Certified Nursing Aide 	Drafting and Basic Design <ul style="list-style-type: none"> • STV 151-Engineering Drafting and Basic Design Mirrored Course • STV 250-Practical Mathematics for Trades 	Drafting and Basic Interior Design <ul style="list-style-type: none"> • STV 153-Drafting and Basic Design Mirrored Course • STV 250-Practical Mathematics for Trades 	

Account Clerk I

- This program prepares students for entry-level bookkeeping positions. Students learn to record customer and vendor data for service based sole proprietorships, and create financial statements from recorded statements. Students must complete all 566 required hours to earn the certificate.
- • STV 21-Business Math and Calculators • STV 11-Beginning Keyboarding • STV 70-Introduction to Computers • STV 80-Windows • STV 34-Filing Fundamentals • STV 90-MS Excel • STV 22-Beginning Account Clerk • STV 40-21st Century Employment Strategies

Account Clerk II

- In this program, students learn advanced accounting techniques, computerized accounting systems, and the use of Excel spreadsheets. Students learn to record transactions for a merchandising business organized as a corporation, and create financial statements from recorded transactions. Student must complete all 408 required hours to earn the certificate.
- • Advanced Account Clerk • Advanced MS Excel • Beginning MS Word • QuickBooks • Sage • On the Job Communication • Customer Service • MS Outlook • MS Access • Integrated Technology

General Office Clerk I

- This program prepares students for entry-level work in an office setting. Students are provided with the basics of keyboarding, filing, and word processing computer applications as well as soft skills such as problem solving and teamwork. Student will produce documents using a word processor and demonstrate understanding of general office etiquette. Students must complete all 346 required hours to earn the certificate.
- • STV 11-Beginning Keyboarding • STV 70-Introduction to Computers • STV 80-Windows • STV 140-Internet • STV 100-Beginning MS Word • STV 34-Filing Fundamentals • STV 55-Office Equipment • STV 35-On-The-Job Communication • STV 40-21st Century Employment Strategies

General Office Clerk II

- This program prepares students for independent work in an office setting. Students gain a broad background in business math, computer applications, and business writing, which provides them with the ability to work in most office departments. Students will demonstrate appropriate interpersonal skills and operate a variety of business software, including word processors and spreadsheets to create business correspondence, reports, and other related documents. Students must complete all 446 required hours to earn the certificate.
- STV 12-Intermediate Keyboarding • STV 21-Business Math and Calculators • STV 31-Business Writing: Email • STV 50-Customer Service Skills • STV 138-MS Outlook • STV 90-MS Excel

General Office III

- This program prepares students for work as an administrative assistant or secretary. Students gain advanced keyboarding and computer application skills as well as the fundamentals of accounting. Students will learn to support business office operations and work independently from a variety of inputs; apply time management skills, prepare a wide variety of business correspondence, and compile and edit spreadsheets using common business software. Students must complete all 352- 368 required hours to earn the certificate
- STV 13-Advanced Keyboarding • STV 22-Beginning Account Clerk • STV 33-Business Letter Writing • STV 101-Advanced MS Word • STV 111-MS PowerPoint* • STV 113-MS Access* • STV 150-Integrated Technology*

Google Workspace

- This program prepares students for cloud based office technology. Students acquire proficiency in creating documents and forms in the cloud, backing up files, and collaborating with others on documents, worksheets, calendars, etc. This program allows students to develop familiarity with the various Google apps and prepares them for all modalities of a technologically dynamic office. This program is designed in response to the current need for proficiency in cloud based office technology. It is designed for students interested in entering employment in a business office or to enhance the skills they already possess. Students will complete 48-64 hours to achieve the certificate.
- STV 72-Google Workspace Fundamentals • STV 73-Google Workspace Intermediate

Customer Service

- This certificate gives students the skills necessary to provide customer service in a business environment. Skills and knowledge covered are: internal and external customers, customer expectations and satisfaction, communication, team building, decision making, problem solving, conflict resolution, time management, stress management, working with difficult personalities, attitude management, values and ethics and managing organizational change. Students must complete all 176-197 required hours to earn the certificate.
- STV 50-Customer Service Skills • STV 11-Beginning Keyboarding • STV 35-On-The-Job Communication • STV 40-21st Century Employment Strategies

Administrative Medical Assistant

- This program is designed to train students for success in gaining employments as an administrative medical assistant. The certificate provides the participant with a comprehensive understanding of medical front office duties. This training emphasizes mastering medical terminology , handling problem situations involving patients over the phone or in person learning basic billing and transcription techniques and medical software. Student must complete all 448 required hours to earn a certificate.
- STV 61-Administrative Medical Assisting • STV 40-21st Century Employment Strategies

Medical Assistant

- This program is designed to train students for employment as an administrative medical assistant and clinical medical assistant, addressing the trend of physician offices combining the tasks of front office and back office as a single person. The certificate provides the participant with a comprehensive understanding of all medical office duties. Front office training emphasizes mastering medical terminology, handling problem situations involving patients over the phone or in person, learning basic billing and transcription techniques and medical software. Additionally, the clinical back office procedures emphasize checking blood pressure, injections, and drawing blood, and gaining the skills needed to hold a variety of roles in a medical practice setting. Students must complete all 564 required hours to earn the certificate.
- STV 61-Administrative Medical Assisting • STV 63-Medical Clinical Assisting

Home Caregiver/ Aide

- This program is designed to train students for employment as personal care assistants in the home, addressing the trend of the fastest growing segments of the elder care market. The certificate provides the participant with investigation of professions and pathways in health care careers. Some of the basic concepts include understanding roles in health careers, having compassion for individuals in other cultures, and customer/patient service. Furthermore, this program will provide foundational health skills for students to enter into more advanced health career programs. Students must complete all 160 required hours to earn the certificate.
- STV 60-Pathways to Health Careers • STV 64-Home Caregiver/Aide

Certified Nursing Aide (CNA)

- This program is designed in response to the current medical assistance in hospitals, skilled nursing facilities, residential care and acute care facilities. It is designed for noncredit students who are seeking training in the health field for immediate mid-level employment. Upon completion, students are qualified to take the California Certification Exam. Students must complete all 293-385 required hours to earn the certificate.
- STV 60-Pathways to Health Careers • STV 66-Certified Nursing Aide

Dental Front Office Clerk

- This program prepares students for front office work in a dentist's office. Students learn medical terminology, billing, transcriptions, and customer service. Students learn to utilize PractiSoft dental software to bill providers and manage a small dental practice. Students must complete all 430 required hours to earn the certificate.
- STV 62-Dental Front Office • STV 11-Beginning Keyboarding • STV 70-Introduction to Computers • STV 80-Windows • STV 100-Beginning MS Word • STV 34-Filing Fundamentals • STV 50-Customer Service Skills • STV 35-On-The-Job Communication • STV 40-21st Century Employment Strategies

Drafting and Basic Design

- This program is designed to introduce to and prepare noncredit students for CTE Engineering programs for credit. Basic drafting skills, industry standards, and technical graphics practices, and engineering and architecture scales are presented. The glass box theory is used to visualize orthographic projection as well as the fundamentals of auxiliary views, coordinate systems, sectioning, dimensioning, intersection of planes, visibility, lines and order of precedence of line types. Coordination dimensioning and geometric dimensioning and tolerancing (GD&T) subjects are covered, including location tolerance, datum reference, tolerance symbols and feature control frames. Students must complete all 172 required hours to earn the certificate
- STV 151-Engineering Drafting and Basic Design Mirrored Course • STV 250-Practical Mathematics for Trades

Drafting and Basic Interior Design

- This certificate gives students the opportunity to use mathematical skills required for occupational needs, and fundamentals of drafting techniques used in architectural drawing, and the basic design procedure relative to good residential planning. Students will complete 172 hours of learning to achieve this program certificate.
- • STV 153-Drafting and Basic Design Mirrored Course • STV 250-Practical Mathematics for Trades

Career and Counseling Center

- Please contact me via phone or email if you have any questions:
-Edith Azizian
(818) 240-1000 ext. 3085
eazizian@glendale.edu