

California Adult Education Program Implementation Meeting

November 21, 2024 ♦ 1:00pm-3:00pm

Meeting Agenda

Agenda Item		Purpose	Person(s) Responsible	Timeframe
I.	Introduction	A. Welcome	Thatcher	5 min
II.	Minutes	A. Review & Approval of Minutes for April 18, 2024, May 16, 2024, June 20, 2024, July 18, 2024, August 15, 2024, September 19, 2024, October 17, 2024	Board	5 min
III.	Public Comment	A. Community Comments	Community	5 min
IV.	Director's Report	A. Director's Report	Thatcher	10 min
V.	Professional Development	A. Glendale Library Arts & Culture	Julie Roman Romo	35 min
VI.	Strategic Planning	B. CAEP Assessment	MaryAnn	30 min
VII.	Partnership	A. Partner Updates	Partners	30 min
VIII.	Next Meeting	B. Next meeting date: December 19, 2024		
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

October 17, 2024 ♦ 1:00pm-2:30pm

Attendees: Gamid Akhmedov, Hilda Ghazarian, Edith Gonzalez, Laura Isaacs-Galvan, Ani Khachikyan, Margaret Mansour, Caryn Panec, Jonathan Pelletier, Kimberle Perner, Naomi Sato, Cassandra Wilson

Board Members: Thatcher Weldon, Judith Velasco

Coordinator: MaryAnn Pranke

Meeting Notes

Agenda Item		Outcome
I.	Welcome	A. Thatcher welcomed the partners and opened the meeting.
II.	Minutes	A. Approval of Minutes 1. Postponed until next meeting when new board members are publicly appointed and quorum is confirmed.
III.	Community Comments	A. No comments were submitted.
IV.	Director's Report	A. Thatcher noted that the CAEP Three Year Plan will be due this year. B. Several Garfield faculty will be attending the CAEP Summit on October 28 – 30 th . C. Garfield will be celebrating Dia de los Muertos with food and festivities. D. More than 1,000 students are on the wait list for ESL. The new English for Work levels 1-5 commenced during the fall session.
V.	Professional Development	A. MaryAnn presented the latest Jobs Report for September, showing national and local labor market information. B. MaryAnn reviewed the CAEP Self-Assessment process that will begin to prepare for the Three Year Plan.
VI.	Partner Updates	A. Glendale Youth Alliance (GYA) 1. The 31 st annual luncheon is upcoming along with the charity golf tournament. Laura will send out flyers on the events.

Agenda Item		Outcome
		<p>2. GYA continued to offer work experience to youth ages 14-24 and is accepting referrals of students who are looking for part-time and full-time work.</p> <p>3. Laura is happy to attend classes and meet with students. Verdugo Jobs Center (VJC) is onsite weekly and students can meet with them for GYA services.</p> <p>B. Garfield ESL</p> <p>1. Naomi shared that she presented Garfield programs at the Los Angeles Regional meeting and was able to network with other instructors. She has been asked to present at the Riverside meeting as well.</p> <p>C. Verdugo Workforce Development Board / VJC</p> <p>1. Judith shared that they still have several grants focusing on individuals who are homeless, have disabilities, have been involved with the justice system and/or are English learners.</p> <p>2. Judith noted that several regulatory requirement projects are underway including a Career Services Application which allows VJC to continue providing services, and workforce board certification that allows the board to continue receiving funding for the VJC.</p>
VII.	Next Meeting	Next meeting will be held: November 21, 2024 from 1:00-3:00pm



Adult Education Implementation Virtual Meeting

April 18, 2024 ♦ 1:00pm-3:00pm

Attendees: Gamid Ahkmedov, Alees Gharibian, Hilda Ghazarian, Edith Gonzalez, Laura Isaacs-Galvan, Ani Khachikyan, Jonathan Pelletier, Melina Sardar

Board Members: Alfred Ramirez, Judith Velasco

Coordinator: MaryAnn Pranke

Meeting Notes

Agenda Item		Outcome
I.	Minutes	A. Approval of Minutes 1. Minutes for March 21, 2024 were presented and approved by the Board.
II.	CFAD	A. Consortium Fiscal Administrative Declaration (CFAD) 1. The CFAD was presented and approved by the Board. 2. MaryAnn will submit the CFAD to the Chancellor's Office by the deadline of May 2, 2024.
III.	Professional Development	A. Emotional Hijack: How to Not Take Things Personal! 1. Melina Sardar conducted the webinar.
IV.	Next Meeting	Next meeting will be held: May 16, 2024; 1:00-3:00pm

Adult Education Implementation Virtual Meeting

May 16, 2024 ♦ 1:00pm-3:00pm

Attendees: Edith Gonzalez, Ani Khachikyan, Peyman Malaz, Iskra Martinez, Jonathan Pelletier, Naomi Sato

Board Members: Alfred Ramirez

Coordinator: MaryAnn Pranke

Meeting Notes

Agenda Item		Outcome
I.	Minutes	A. Approval of Minutes 1. Postponed until next meeting due to the lack of quorum.
II.	Community Comments	A. No comments were submitted.
III.	Director's Report	A. Alfred announced to the group that he is retiring effective June 30, 2024; however, his last day will be June 20, 2024. 1. This will be Alfred's last meeting. 2. Vice President of Instruction, Michael Ritterbrown, will be the Interim Director. B. Summer session registration will be held June 12-13.
IV.	Strategic Planning	A. MaryAnn conducted a presentation on labor market information for March 2024 to set the stage for discussion on strategic planning. B. MaryAnn reviewed the challenges and needs identified for students and participants for the previous Annual Plan. 1. Team agreed that challenges related to the pandemic no longer apply. 2. The demand for adult education continues; however, even hiring new instructors does not solve the problem when there is a wait list because Garfield staff is limited and cannot process the hundreds of new students.

Agenda Item		Outcome
		<p>3. Attempted to integrate basic computer skills in lower-level ESL; however, this did not work. People need to increase language skills before they can increase computer skills.</p> <p>4. Jonathan noted that Department of Rehabilitation (DOR) is still seeing invisible disabilities identification as a challenge.</p> <p>5. Ani and Edith noted that the hiring process is much different now with everything happening online. Applications are submitted online but no response is received. Edith noted that English learners only seem to qualify for very entry level jobs.</p> <p>6. Team agreed that mental health issues continue to be barriers for students and participants. Mental health issues are linked to homelessness. Participants who are homeless will not show up to appointments and phone numbers change so frequently it is difficult to connect with them.</p> <p>7. Naomi noted that Medical Assistant students are not able to pay for books. Ani noted that students are confident in their skills as they work in their externships.</p> <p>8. Team agreed that they are dealing with multiple barriers including nondisclosed disabilities and mental health issues.</p> <p>A. MaryAnn reviewed the previous goals for any updates needed for 2024-25 Annual Plan.</p> <p>1. Team agreed that the goals verbiage related to the pandemic no longer apply.</p> <p>2. Team agreed all goals apply but need to be updated for post-pandemic and the challenges now being experienced.</p>
V.	Next Meeting	Next meeting will be held: June 20, 2024; 1:00-3:00pm



Adult Education Implementation Virtual Meeting

June 20, 2024 ♦ 1:00pm-3:00pm

Attendees: Alees Gharibian, Edith Gonzalez, Laura Isaacs-Galvan, Hilda Ghazarian, Ani Khachikyan, Caryn Panec, Jonathan Pelletier, Naomi Sato,

Board Members: Judith Velasco

Coordinator: MaryAnn Pranke

Meeting Notes

Agenda Item		Outcome
I.	Welcome	<p>A. MaryAnn welcomed the group and reminded the group that Alfred has now retired and will not be joining the meeting.</p> <ol style="list-style-type: none"> 1. MaryAnn reported that she will currently be reporting to Michael Ritterbrown, Vice President of Instructional Services until an interim Dean is hired.
II.	Minutes	<p>A. Approval of Minutes</p> <ol style="list-style-type: none"> 1. Postponed until next meeting due to the lack of quorum.
III.	Community Comments	<p>A. No comments were submitted.</p>
IV.	Strategic Planning	<p>A. MaryAnn conducted a presentation summarizing the work that has been accomplished on strategic planning and asked for additional comments.</p> <p>B. Other challenges identified by the partners are:</p> <ol style="list-style-type: none"> 1. Childcare/Adult Care remains a barrier: Students are parents and continue to need childcare. Students are also caring for aging parents and need assistance with caregiving as well. 2. Students have outdated technology and software skills such as google workspace. 3. Resource Advocacy: Staff and faculty need more information on resources available to assist students address barriers and needs. 4. More information and resources are needed to assist students on their pathway to work legally and transition skills to U.S.A acceptance. For example: students with

Agenda Item		Outcome
		medical backgrounds need help finding the pathway for their skills to be recognized in this country.
V.	Partner Updates	<p>A. GYA: July 1st was the start date for summer programs that serve youth ages 14 – 24. Priority groups include CalWORKS recipients, former and current foster youth, and low income. GYA is also recruiting adult ed students from Garfield.</p> <p>B. Garfield ESL: Naomi reiterated that Alfred retired.</p> <ol style="list-style-type: none"> 1. First week of summer session began. 2. A total of 81 classes are being offered for 2900 students. 3. Current waiting list for ESL: 1300 students. 4. In the fall, Naomi announced that “English for Work” will be offered, levels 1-5. Class would include use of idioms and slang. <p>C. IRC: IRC added asylees program and is targeting September for launching.</p> <ol style="list-style-type: none"> 1. Also available for Parolees: 1-1 coaching on financial capability to build credit. 2. IRC now offers citizenship classes in 10 sites across Los Angeles. 3. IRC continues to offers literacy classes at level 1 and 2. 4. They are now piloting an employment program to offer to participants. <p>D. JVS: Edith noted that refugees can receive medi-cal and do not have to be undocumented.</p> <ol style="list-style-type: none"> 1. JVS provides services to refugee parolees from Ukraine, Cuba, Haiti, Afghanistan. 2. Ukrainian housing program has been expanded. The cap is \$10K and participants must work at least 32 hours per week. Participants are referred by DCFS.
VI.	Next Meeting	Next meeting will be held: August 15, 2024; 1:00-3:00pm

Adult Education Implementation Virtual Meeting

July 18, 2024 ♦ 1:00pm-3:00pm

Attendees: Abigail Espericueta, Hilda Ghazarian, Ani Khachikyan, Naomi Sato,

Coordinator: MaryAnn Pranke

Meeting Notes

Agenda Item		Outcome
I.	Welcome	<p>A. MaryAnn welcomed the group and reminded the group that Alfred has now retired.</p> <ol style="list-style-type: none"> 1. MaryAnn reported that she will currently be reporting to Michael Ritterbrown, Vice President of Instructional Services until an interim Dean is hired. 2. Naomi confirmed that someone has been hired but does not have any information yet.
II.	Minutes	<p>A. Approval of Minutes</p> <ol style="list-style-type: none"> 1. Postponed until next meeting when the new director is appointed and quorum is confirmed.
III.	Community Comments	<p>A. No comments were submitted.</p>
IV.	Strategic Planning	<p>A. MaryAnn conducted a presentation summarizing the work that has been accomplished on strategic planning and asked for additional comments.</p> <p>B. Other needs identified by the partners are:</p> <ol style="list-style-type: none"> 1. Currently, Garfield campus has more students than they can handle. While they can hire more instructors and add more classes, they do not have the administrative staff to handle those duties to support the increase in students and classes. 2. Enrollment event had students lined up at 5am – 6am with lines around the corner. 3. MaryAnn asked if new immigrants were required by their support source to take classes. Hilda agreed that refugees referred by Department of Social Services (DPSS) are required to work an amount of hours per week, such as 30 hours, and some of those hours can be education and

Agenda Item		Outcome
		<p>training. This requirement could be contributing to the increase in enrollments.</p> <ol style="list-style-type: none"> Plans continue to launch the new Certified Nursing Assistant and Licensed Vocational Nurse in the fall and will need assistance for permanent job placement. Partners noted that perhaps Garfield instructors should drop students who are not showing up or are only using their enrollment verification to meet financial support requirements.
V.	Professional Development: Partner Updates	<p>A. Garfield ESL: Naomi announced the English for Work classes that will be offered at levels 1 through 5.</p> <ol style="list-style-type: none"> They just received approval to offer all five levels. Classes will include idioms and slang used in the workplace and will launch in the fall. Currently have 3,500 students enrolled in ESL. Naomi has been asked to present at the Los Angeles Regional District Consortium in September. She will be presenting the integration of ESL in the short-term vocational programs at Garfield. <p>B. International Rescue Committee (IRC): IRC added asylees program and is targeting September for launching.</p> <ol style="list-style-type: none"> Also available for Parolees: 1-1 coaching on financial literacy to build credit and banking. IRC now offers citizenship classes in 10 sites across Los Angeles. IRC continues to offers ESL classes four hours per week. <p>C. Verdugo Jobs Center (VJC): The new program year began July 1st and are able to support tuition expenses and job placement to eligible students. VJC targets low income, English language learners, dislocated workers and veterans.</p> <ol style="list-style-type: none"> VJC will continue to offer paid externships to medical and dental assistants and those in other short-term vocational training including office and accounting courses.

Agenda Item		Outcome
		2. Naomi suggested that Ani connect with Maria to connect with students and introduce VJC students to them.
VI.	Next Meeting	Next meeting will be held: August 15, 2024; 1:00-3:00pm

Adult Education Implementation Virtual Meeting

August 15, 2024 ♦ 1:00pm-3:00pm

Attendees:	Aarin Edwards, Abigail Espericueta, Edith Gonzalez, Narine Hovhanisyan, Laura Isaacs-Galvan, Ani Khachikyan, Julia Roman Romo, Naomi Sato
Interim Dean/Director:	Thatcher Weldon
Coordinator:	MaryAnn Pranke

Meeting Notes

Agenda Item		Outcome
I.	Welcome	<p>A. MaryAnn welcomed and introduced the Interim Dean for Continuing and Adult Education, Thatcher Weldon.</p> <p>B. Thatcher introduced himself and provided an update on Garfield campus:</p> <ol style="list-style-type: none"> 1. Welcome Day is scheduled for August 28th from 9:30am-2:30pm. Offerings are for individuals 18 years of age or older. 2. The new semester begins on September 3rd. As of today, the wait list for ESL has more than 1,000 students.
II.	Minutes	<p>A. Approval of Minutes</p> <ol style="list-style-type: none"> 1. Postponed until next meeting when the new director is publicly appointed and quorum is confirmed.
III.	Community Comments	<p>A. No comments were submitted.</p>
IV.	Strategic Planning	<p>A. MaryAnn conducted a presentation walking the members and partners through the CAEP Annual Plan prior to its submission today</p> <ol style="list-style-type: none"> 1. MaryAnn noted where feedback had been incorporated in the final version. 2. Additional feedback from the group included: the challenges in hiring qualified instructors for specialized courses such as healthcare and the efforts to make all instructors available to students including those enrolled in distance learning to maintain the community and sense of belonging that sets GCC apart from other adult education schools/colleges.

Agenda Item		Outcome
		3. MaryAnn will add the feedback and submit the plan to the state today.
V.	Professional Development: Partner Updates	<p>A. Library: Julie introduced herself and she is the interim ESL Instructor at the Library.</p> <ol style="list-style-type: none"> 1. She noted that fall classes will begin in September including ESL, pre-citizenship, and computer classes. <p>B. Garfield ESL: Naomi announced that classes begin September 3rd.</p> <ol style="list-style-type: none"> 1. The current wait list for ESL is at 1,600. 2. New English for Work classes will be offered at levels 1 through 5. <p>C. JVS SoCal: Narine announced that the Ukrainian housing project has been extended through September. The program assists Ukrainian refugees with 25% of housing expenses for six months if they entered before September 2024. This program continues to offer classes for refugee seniors such as citizenship. Refugees are from Ukraine, Cuba, Afghanistan, and Haiti.</p> <p>D. Verdugo Jobs Center (VJC): Ani announced that the annual Tech Job Fair will be held on September 18th at the Pacific Community Center in Glendale. She will share the flyers as soon as they are ready.</p> <p>E. Glendale Youth Alliance (GYA): Laura announced that they continue to recruit young adults ages 18-24 who are looking for work. Any young adult student can be referred to Laura if they are looking for work including part-time.</p> <p>F. The Campbell Center (TCC): Abigail noted that TCC is hiring part-time positions for community integration and job coaching. She posted the link in the chat.</p>
VI.	Next Meeting	Next meeting will be held: September 19, 2024 from 1:00-3:00pm

Adult Education Implementation Virtual Meeting

September 19, 2024 ♦ 1:00pm-3:00pm

Attendees: Gamid Akhmedov, Jesus Cariño, Maria Czech, Edwin Fallahi, Jonathan Fein Perano, Edith Gonzalez, Hilda Ghazarian, Narine Hovhanisyan, Laura Isaacs-Galvan, Ani Khachikyan, Margaret Mansour, Michel Osta, Caryn Panec, Cathy Perez, Kimberle Perner, Julia Roman Romo, Naomi Sato, Esthela Torres, Kassandra Wilson, Nune Yenganyan

Board Members: Thatcher Weldon, Judith Velasco

Coordinator: MaryAnn Pranke

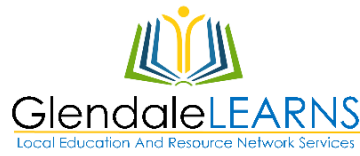
Meeting Notes

Agenda Item		Outcome
I.	Welcome	A. MaryAnn welcomed the partners and opened the meeting.
II.	Minutes	A. Approval of Minutes 1. Postponed until next meeting when new board members are publicly appointed and quorum is confirmed.
III.	Community Comments	A. No comments were submitted.
IV.	Director's Report	A. Thatcher noted that they are looking into increasing the number of Full-Time Equivalents at Garfield campus. B. Thatcher also shared that Garfield is looking at the ESL program called Avancemos that is currently available in Cerritos.
V.	Professional Development	A. Parolee and Other Immigrant Services: <i>International Rescue Committee (IRC)</i> 1. Asylum seekers: process can take anywhere from 6 months to years. 2. Not seeing any new groups enter but the numbers have grown. 3. Non-immigrants may have temporary work status, but status can change to immigrant. 4. Questions to ask students/participants to help determine status: a. Where are you from? b. How did you get here? c. Who is helping you with your status?

Agenda Item	Outcome
	<ol style="list-style-type: none"> 5. The UCIS Form I-862, Notice to Appear form may have status information. 6. Refugees (Big R) are granted status before they arrive in U.S. and therefore, should have their documents or I-94 and travel authorization which can be used for Right to Work. <ol style="list-style-type: none"> a. Refugees (Little r) must apply at a point of entry or turn themselves in once they enter the country and go through the process of determination. They are typically not given Right to Work documents when they apply for status. 7. Asylum seekers have to go through the eligibility determination process Before they can receive any documents for legal status. 8. Temporary Protective Status can check their status on USCIS website. 9. DACA need to renew their Employment Authorization Documents (EAD) to continue to work. 10. Individual Tax Identification Number (ITIN) is not a Social Security Number and not a work authorization document. This allows individuals to file tax returns. Even if they are paid cash for work, they should still file tax returns and pay taxes so when they file for status, it may help them (positive equities). <ol style="list-style-type: none"> a. To file for ITIN: https://www.irs.gov/individuals/how-do-i-apply-for-an-itin 11. Asylum seekers: Individuals applying for status based on economic climate or gang threats are not eligible for asylum. 12. IRC is available to come and talk to students. 13. Several students from Ukraine are enrolled in both non-credit and credit classes. 14. DHS Case Management Pilot Program Homeland Security - The Department of Homeland Security (DHS) Case Management Pilot Program (CMPP) provides voluntary case

Agenda Item		Outcome
		<p>management and other services to noncitizens enrolled in U.S. Immigration and Customs Enforcement https://www.dhs.gov/dhs-cmpp.</p> <p>15. Al Otro Lado: Case Management Pilot Program (CMPP) - This survey is intended for people who are currently in electronic monitoring as part of the Intensive Supervision Program (ISAP). https://formesign.com/public/100919996822043341346/all/form/1FAIpQLSdgBvmGoKMQhPZut0C1H9RibrRK0L0nmg4-um7Uk1gc2Mi4_A</p>
VI.	Next Meeting	Next meeting will be held: October 17, 2024 from 1:00-3:00pm

Meeting Schedule Program Year 2024 - 2025



Month	Date	Partner Presentation
July	July 18, 2024	Strategic Planning
August	August 15, 2024	Review of Final Strategic Plan
September	September 19, 2024	IRC: Parolee and Other Immigrant Services
October	October 17, 2024	Labor Market Report
November	November 21, 2024	Glendale Library Arts & Culture: Julia Roman Romo
December	December 19, 2024	CAEP Assessment
January	January 16, 2025	CAEP Assessment Labor Market Report
February	February 20, 2025	Strategic Planning
March	March 20, 2025	Strategic Planning
April	April 17, 2025	Motivational Interviewing
May	May 15, 2025	Strategic Planning
June	June 19, 2022	Annual Planning



Join us for a Regional Planning Community and Stakeholders Virtual Meeting

**Topic: Opportunities and Challenges for the Workforce
Development System**

Meeting Date: Tuesday, December 3, 2024

Time: 9:00 am – 10:00 am

Click the image below to join the Microsoft Teams meeting.

REGIONAL PLANNING COMMUNITY AND STAKEHOLDERS VIRTUAL MEETING



**The Verdugo Workforce Development Board
invites you to join us to discuss the opportunities
and challenges for the Workforce Development
System. Your input will help develop a strategic
plan for the Los Angeles Basin to assist the
workforce and foster industry collaboration.**



Virtual Meeting Details:

Tuesday, December 3, 2024

9:00AM – 10:00AM

Microsoft Teams

Meeting ID: 282 974 268 86

Passcode: EgaEcc

**Dial by Phone: + 1 323-886-7427,,
805182998#**

Phone Conference ID: 805 182 998#

The Workforce Innovation and Opportunity Act is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for accommodations must be made in advance of the event by calling (818) 548-2053.

TTY (818) 548-3857

Verdugo Workforce Development Board

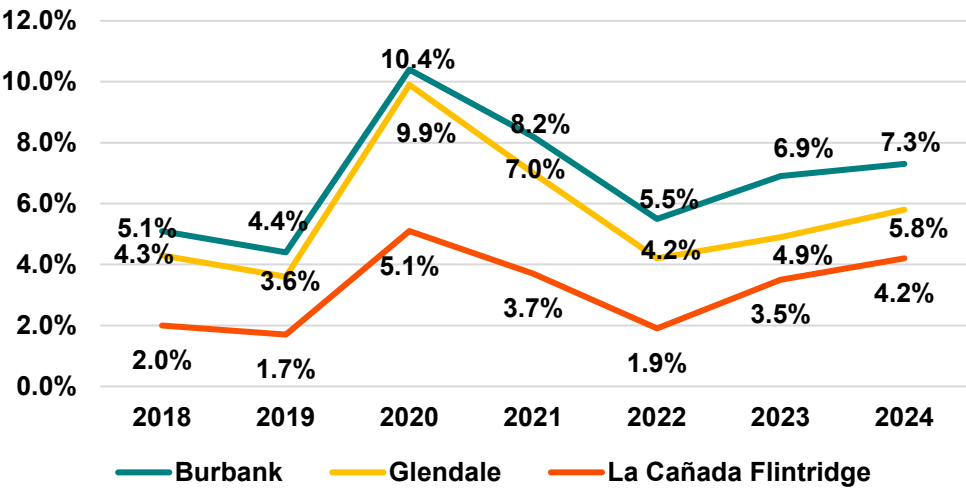
Labor Market Report: Verdugo Region

September 2024

Quarterly Issue

The Verdugo Workforce Development Board (VWDB) envisions an economically vibrant, tri-city region with thriving businesses, youth, and job-seekers on career paths that reflect their highest potential.

ANNUAL UNEMPLOYMENT RATES BY CITY

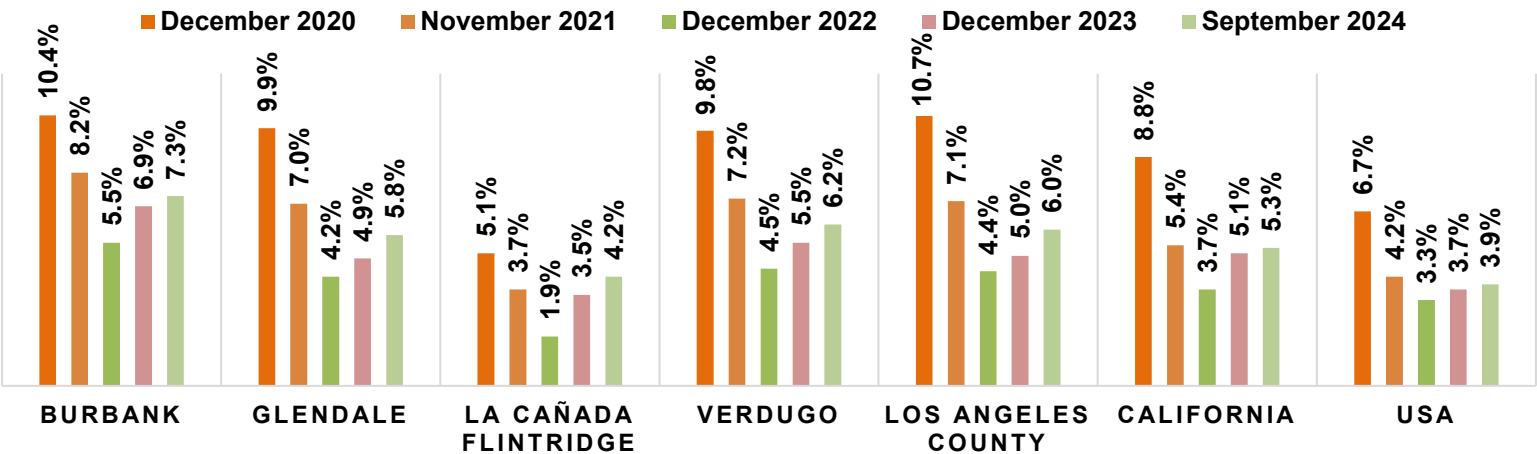


Unemployment Rates Comparison

Verdugo:	6.2%
LA County:	6.0%
California:	5.3%
USA:	3.9%

UNEMPLOYMENT RATES COMPARISON

The unemployment rate decreased in the Verdugo Region and LA County.



VERDUGO REGION LABOR FORCE (RESIDENTS)

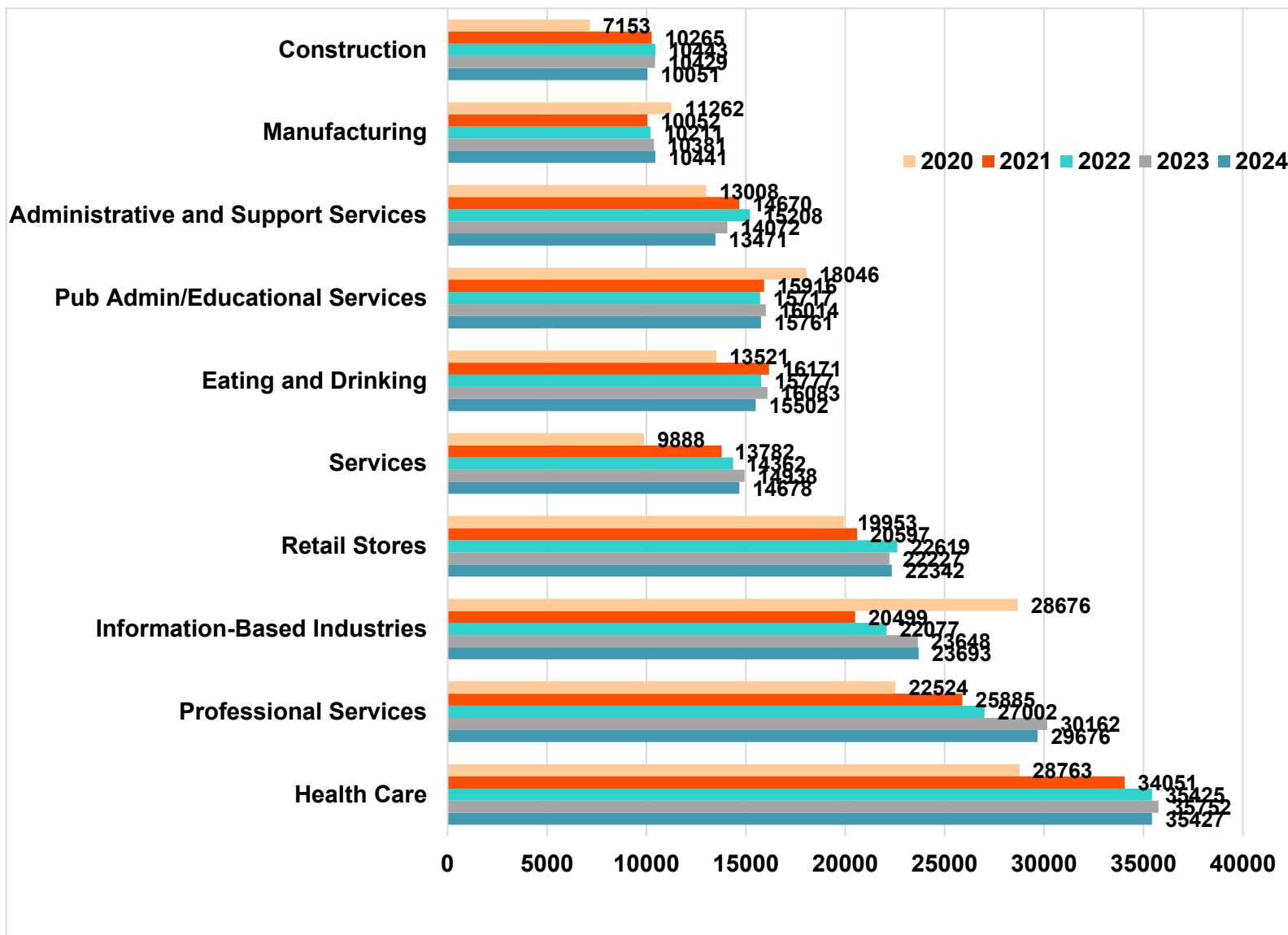


Labor force numbers are based on EDD estimates of the number of residents who earned at least \$1 during the reporting period. These residents may be working outside of the Verdugo Consortium. The total Verdugo labor force as of September 2024 is 172,600.

Verdugo Workforce Development Board Labor Market Report: Verdugo Region

September 2024
Quarterly Issue

TOP 10 INDUSTRY SECTORS FOR EMPLOYMENT- VERDUGO CONSORTIUM



Number of employments in the Verdugo Consortium is determined by their industry sector when selecting the North American Industry Classification System (NAICS) code when businesses register with Dun & Bradstreet.

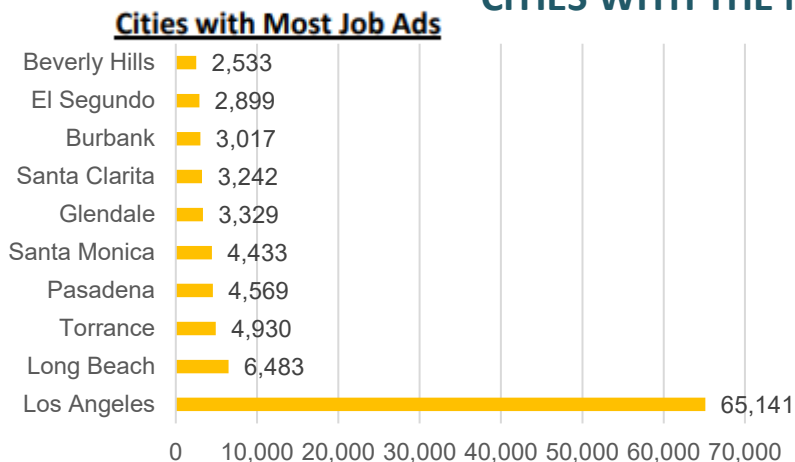
The Information sector includes publishing, broadcasting and social media; however, Information Technology falls under Professional Services. Services includes repair and maintenance as well as personal services such as housekeeping and laundry. Administrative and Support Services include office, employment, travel, and security services.

Since 2023, overall employment in the top ten industry sectors has increased by almost 2 percent. The trend for Construction and Administrative and Support Services shows an average of 5% decrease compared to 2023. Health Care employment is also slightly down compared to last year. Employment in Information Based Industries continues to rise but is still below the 2020 levels. These trends will likely continue given both the market demands as well as the impact of the current economic landscape.

Verdugo Workforce Development Board Labor Market Report: Verdugo Region

September 2024
Quarterly Issue

CITIES WITH THE MOST JOB ADS



Help Wanted Online from The Conference Board and WANTED Technologies report the top ten cities in the Los Angeles County with the most job ads. Consistently, Burbank and Glendale are reported amongst these top ten cities with the number of job ads posted for the reporting month. This indicates the economic vibrancy of the businesses in the Verdugo community relative to the other cities located in the region.

TOP OCCUPATIONS IN JOB ADS – VERDUGO AREA

OCCUPATION	# OF JOB ADS
1. Retail Salespersons	326
2. Registered Nurses	231
3. First-Line Supervisors of Retail Sales Workers	178
4. Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	125
5. Customer Service Representatives	123
6. Fast Food and Counter Workers	111
7. General and Operations Managers	96
8. Software Developers	91
9. Security Guards	87
10. Lawyers	86

The total number of job ads for the Top 10 Occupations decreased by 20% from 1,814 in July 2024 to in September 2024.

TOP 5 EMPLOYERS POSTING JOBS – VERDUGO AREA



323 Ads
14%



103 Ads
(-20%)



163 Ads
87%



87 Ads
NEW



69 Ads
(-7%)

*Increase/Decrease from July 2024 Verdugo LMI report.

DEFINITIONS

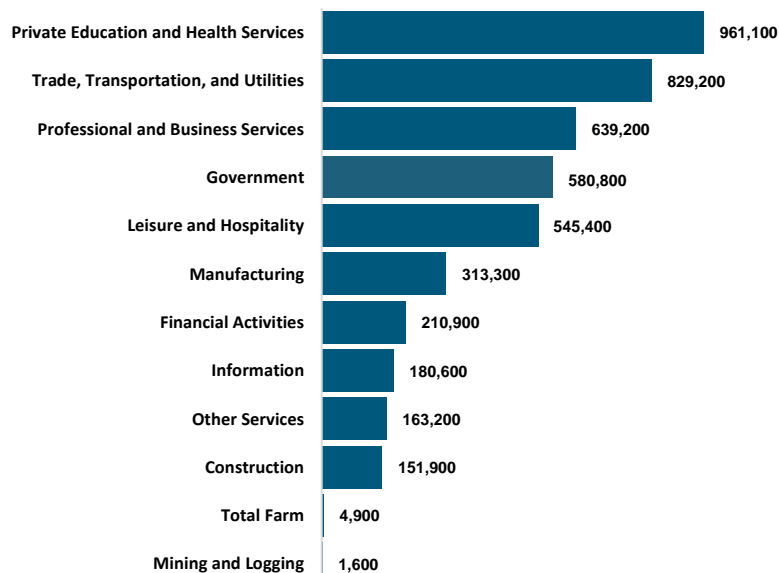
Labor force: Persons classified as employed or unemployed.

Employed persons: Persons 16 years and over in the civilian noninstitutional population who, during the reference week, (a) did any work at all (at least 1 hour) as paid employees; worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family; and (b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs. Each employed person is counted only once, even if he or she holds more than one job. Excluded are persons whose only activity consisted of work around their own house (painting, repairing, or own home housework) or volunteer work for religious, charitable, and other organizations.

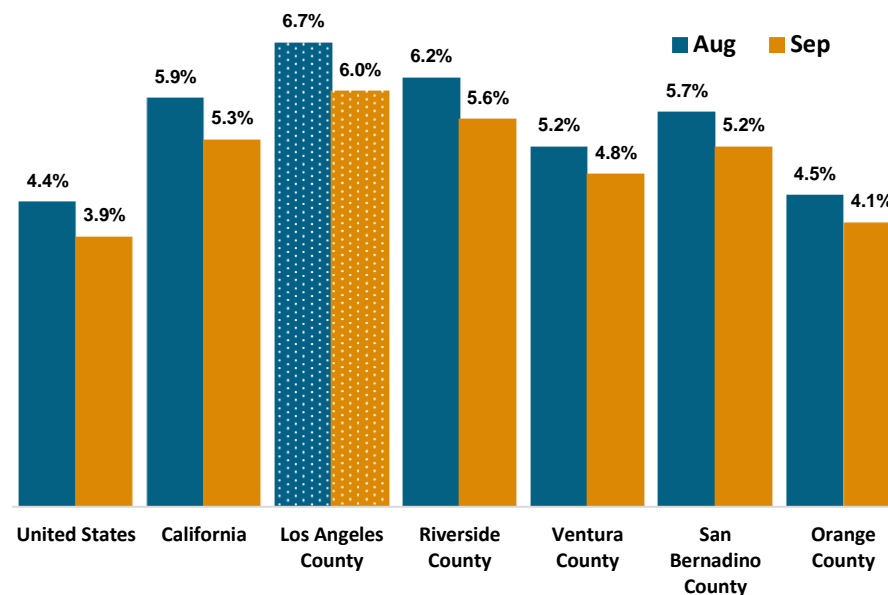
Unemployed persons: Persons aged 16 years and older who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the 4-week period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.

Unemployment rate: The unemployment rate represents the number unemployed as a percent of the labor force.

September Industry Sectors Ranked by Employment Size¹



Unemployment Rate (%)²



Online Job Postings – September 2024 Help Wanted OnLine³

Top 10 Employers

University of California, Los Angeles	2,061
Kaiser Permanente	1,017
Starbucks	1,001
University of Southern California	880
Cedars-Sinai	850
Providence	816
Allied Universal	796
Kroger	588
Walmart	576
Amazon	566

Top 10 Occupations

Registered Nurses	5,691
Retail Salespersons	5,325
First-Line Supervisors of Retail Sales Workers	2,859
Secretaries and Adm. Assis., Except Legal, Medical, and Exec.	2,719
Customer Service Representatives	2,491
Sales Reps, Wholesale and Mfg., Except Tech. and Sci. Prod.	2,319
Fast Food and Counter Workers	2,218
General and Operations Managers	2,122
Medical and Health Services Managers	1,994
Security Guards	1,931

Top 10 Cities

Los Angeles	65,548
Long Beach	6,377
Torrance	5,056
Pasadena	4,669
Santa Monica	4,527
Glendale	3,407
Santa Clarita	3,346
El Segundo	3,039
Burbank	3,027
Beverly Hills	2,544

Sources: ¹ Current Employment Statistics (September 2024), ² Local Area Unemployment Statistics (September 2024), ³ The Conference Board-Lightcast Help Wanted OnLine® 2024 (HWOL).



Adult Basic & Secondary Education

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- On site testing

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- Adults 18 and over (17 1/2 with waiver)
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- Online, asynchronous

College Prep Courses

- **ABSE 186** - Essentials Reading & Writing I
- **ABSE 187** - Essentials Reading & Writing II
- **ABSE 121** - Algebra Review
- **ABSE 122** - Statistics Review

Adult Basic Education

- Improve Reading, Writing and Math
- Convenient instructor led in-person & remote classes
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- Earn an ABE Certificate

For more information visit our website <https://www.garfield.glendale.edu/programs/student-success-center>
or

CONTACT US



Email: studentsuccesscenter@glendale.edu
Call: 818-240-1000 ext. 5686, 5050, or 5045



***STV 62 — Dental Front Office** - Topics include: Dental Terminology, Office Procedures, Billing and Coding techniques and Dental Software. “may join at any time”

1600	TTH	9:00 am — 1:00 pm	REMOTE
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STV 65 — Basic Review for California Certified Medical Assistant

1598	TTH	8:30 am — 10:30 pm (+4 hrs online per week)	1/7 — 1/23	REMOTE/HYBRID
1598	MW	11:30 am — 1:30 pm (+4 hrs. online per week)	1/6 — 1/22	REMOTE/HYBRID
1599	MTWTH	8:30 am — 10:30 am (+8 hrs. online per week)	1/27 — 2/13	REMOTE/HYBRID

***STV 21 — Business Math and Calculators** - Students improve basic and business math skills and learn calculators by touch with speed development and calculator functions. “may join at any time”

1565	MW	8:00 am — 12:00 pm	W REMOTE	M MP 314
1566	MW	12:30 pm — 4:30 pm	W REMOTE	M MP 314
1567	TTH	5:00 pm — 9:00 pm	REMOTE	

***STV 22 — Beginning Account Clerk** - Students will study full cycle accounting in chapters 1-17: financial statements, payroll, and accounts receivable and payable in manual, QuickBooks and Peachtree format. “may join at any time”

1568	MW	8:00 am — 12:00 pm	W REMOTE	M MP 314
1569	MW	12:30 pm — 4:30 pm	W REMOTE	M MP 314
1570	TTH	5:00 pm — 9:00 pm	REMOTE	

***STV 23 — Advanced Account Clerk** - Students will study advanced accounting in chapters 18-24: financial statements, uncollectible, notes payables and receivables, accruals, inventory, and advanced accounts receivable/payable in manual QuickBooks and Peachtree formats. “may join at any time”

1571	MW	8:00 am — 12:00 pm	W REMOTE	M MP 314
1572	MW	12:30 pm — 4:30 pm	W REMOTE	M MP 314
1573	TTH	5:00 pm — 9:00 pm	REMOTE	

STV 40 — 21st Century Employment Strategies - This course prepares students for success in gaining employment. Topics to be covered include resume development, cover letters, interviewing techniques.

1574	TTH	8:00 am — 12:00 pm (+8 hrs online per week)	1/7 — 2/13	REMOTE/HYBRID
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***STV 120 — Computer Lab** Open Lab for Garfield Campus students.

1581	MTWTH	8:00 am — 7:00 pm (7-9 pm Remote) F 8:00 am — 12:00 pm (12:30-4:30 pm Remote) S 8:00 am—3:00 (Remote)	MP 309
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**Contact Information:
(818) 240-1000, ext. 5690
www.glendale.edu**

*All classes are subject to change.
Please check our website for our current classroom schedule*

* "Students may join this class at any time."

Registration Begins December 2nd

***STV 11 — Beginning Keyboarding**

1554	TTHFS	8:00 am — 12:00 pm	S REMOTE	TTHF MP 315
1608	MW	9:00 am — 11:00 am (+4 hrs. online per week))	1/6-2/12	HYBRID/MP 315
1586	MTWTH	12:00 pm — 4:00 pm	MP 315	
1555	MW	4:00 pm — 8:00 pm	REMOTE	
1609	TTH	5:00 pm — 7:00 pm (+4 hrs. online per week))	1/7-2/13	REMOTE//HYBRID

***STV 12 — Intermediate Keyboarding**

1556	TTHFS	8:00 am — 12:00 pm	S REMOTE	TTHF MP 315
1557	MTWTH	12:00 pm — 4:00 pm	MP 315	
1558	MW	4:00 pm — 8:00 pm	REMOTE	

***STV 13 — Advanced Keyboarding**

1559	TTHF	8:00 am — 12:00 pm	MP 315	
1560	MTWTH	12:00 pm — 4:00 pm	MP 315	
1561	MW	4:00 pm — 8:00 pm	REMOTE	

***STV 14 — Keyboarding/HS Credit**

1563	MTWTH	12:00 pm — 4:00 pm	MP 315	
1564	MW	4:00 pm — 8:00 pm	REMOTE	

STV 70 — Introduction to Computers

1578	MW	9:00 am — 11:00 am (+4 hrs online per week)	1/6 — 1/15	REMOTE/HYBRID
1627	MW	5:00 pm — 9:00 pm	1/6-1/15	MP 314

STV 80 — Windows

1612	S	12:30 pm — 4:30 pm	1/11 — 2/1	REMOTE
1582	MW	1:00 pm — 5:00 pm	1/6 — 1/15	MP 316
1638	MW	5:00 pm — 9:00 pm	1/22 — 1/29	MP 314

M = Monday T = Tuesday W = Wednesday TH = Thursday F = Friday S = Saturday

STV 140 — Internet

1615	S	8:00 am — 12:00 pm	1/11 — 2/1	REMOTE
1596	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	1/6 — 1/15	REMOTE/HYBRID
1628	MW	5:00 pm — 9:00 pm	2/3 — 2/12	MP 314

STV 72 — Google Workspace Fundamentals

1611	TH	1:00 pm — 3:00 pm (+2 hrs. online per week)	1/9 — 2/13	REMOTE/HYBRID
1597	MW	12:30 pm — 2:30 pm	1/22 — 2/12	REMOTE/HYBRID

STV 90 — Beginning Microsoft Excel

1583	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	1/7— 2/13	REMOTE/HYBRID
1584	TTH	5:30 pm — 9:30 pm	1/7 — 2/13	REMOTE

STV 100 — Beginning Microsoft Word

1579	TTH	8:00 am — 10:00 am (+4 hrs. online per week)	1/7 — 2/13	REMOTE/HYBRID
1580	MW	5:30 pm — 9:30 pm	1/6 — 2/12	REMOTE

STV 111 — PowerPoint

1601	MW	9:00 am — 11:00 am (+4 hrs. online per week)	1/22 — 2/12	REMOTE/HYBRID
1613	MW	1:00 pm — 5:00 pm	1/22 — 2/12	MP 316

STV 60 — Pathways to Health Careers

1610	F	9:00 am — 1:00 pm	SO 102	
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***STV 61 — Administrative Medical Assisting** - This course includes: Medical Terminology, Front Office Procedures, Medical Billing and Coding, Medical Transcription and Medical Software.

1575	MTWTH	8:30 am — 10:30 am (+6 hrs. online per week)	REMOTE/HYBRID	
1576	MTWTH	11:00 am — 3:00 pm	TTH REMOTE	MW SO 102
1577	MTWTH	4:00 pm — 8:00 pm	REMOTE	

STV 60 Pathways to Health Careers



**Are you interested in getting started in a health career or would like to learn more about health careers?
Sign up for STV 60: Pathways to
Health Careers today!**

January 6 - February 13

9:00 am - 1:00 pm

Friday - Somerset 102

Ticket # 1610

Winter registration starts December 2

Questions? Call 818-240-1000 x 5690

FREE

BEGINNING COMPUTER CLASSES

Hybrid/Remote

STV 72 – Google Workspace Fundamentals

1/9 – 2/13, Thursdays, 1 PM – 3 PM

Dive into the essentials of the Google Suite, from Gmail to Chrome, in this dynamic course that blends engaging lectures with hands-on project work.

STV 100 – Beginning Microsoft Word

1/7 – 2/13, 8 AM – 10 AM, Tuesdays/Thursdays

Unlock the power of Microsoft Word with this beginner-friendly course, designed to turn your ideas into polished, professional documents!

In-Person - Garfield Campus, Mariposa Rm 314

STV 70 – Introduction to Computers

1/6 – 1/15, 5 PM – 9 PM

Step into the digital world with confidence in this beginner's guide to computers, where you'll master the basics and discover the limitless possibilities of technology!

STV 80 – Windows

1/22 – 1/29, 5 PM – 9 PM

Navigate the world of Windows with ease in this beginner's course, where you'll learn essential skills to make your computer work for you!

STV 140 – Internet

2/3 – 2/12, 5 PM – 9 PM

Explore the endless possibilities online with this introductory course, your guide to navigating, connecting, and thriving on the internet!

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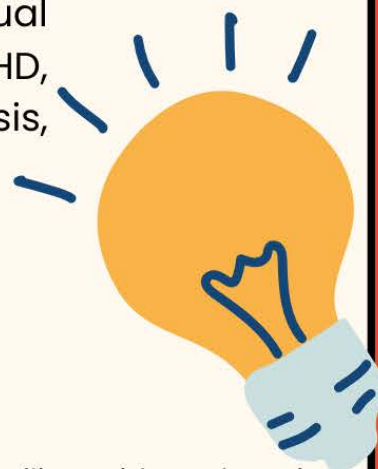
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- Have right to work in the US
- Minors must have a work permit



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