



California Adult Education Program Implementation Meeting

July 20, 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	Alfred MaryAnn	5 min
II.	Minutes	A. Review & Approval of Minutes for May 18, 2023, June 15, 2023	Board	5 min
III.	Professional Development	A. Stress Management: Manage Your Stress Before It Manages You!	Melina Sardar	110 min
IV.	Next Meeting	A. Next meeting date: August 17, 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

May 18, 2023 ♦ 1:00pm-3:00pm

Attendees: Ani Khachikyan, Alees Gharibian, Laura Isaacs-Galvan, Abigail Espericueta, Hilda Ghazarian, Naomi Sato

Board Members: Judith Velasco, Alfred Ramirez

Coordinator: MaryAnn Pranke

Meeting Notes

Agenda Item		Outcome
I.	Minutes	A. Review & Approval of Minutes for April 20, 2023. 1. Minutes for April 20, 2023 were unanimously approved.
II.	Director's Report	A. Director Update & Report 1. Alfred reported that Hilda has joined the GCC ESL instructor team and welcomed her to GCC. 2. Alfred also shared that they hired several new staff including three in non-credit, but are still looking for instructors for medical assistant, math instructor and program coordinator. He asked that if anyone knew of a nursing professional who would be interested in an instructor position, to please let him know. 3. He also reported that the Certified Nursing Assistant program (CNA) is still in the state approval process but plan on starting the program in the fall. They are looking at other community colleges and how they got their program up and running for new learning. 4. Alfred also noted that Garfield Campus is working hard to transition students to the credit campus (Verdugo).
III.	Strategic Planning	A. Annual Planning 1. MaryAnn presented updates and facilitated discussion on Goals and Objectives for the CAEP Annual Plan. 2. Partners discussed the barriers identified for the Three-Year Plan and added the following: a. Lack of Support: Parents and/or other family members do not fulfill their commitment for

Agenda Item	Outcome
	<p>transportation or childcare making it difficult for students to begin or continue training. Some families are not supportive of the studying that is needed to be successful.</p> <ul style="list-style-type: none"> b. Lack Self-Advocacy Skills: Some students do not know how to negotiate with organizations for services or advocate for their needs so they are never known. c. Lack of SSN for refugees and asylees and some don't have work permits. If they have refugee or asylee status, they are legally in the country; however, they have to continue waiting for their documents before being able to work. d. Partners also noted that students, consumers, and participants remain concerned over contracting coronavirus. <p>3. Partners discussed "needs" to be addressed:</p> <ul style="list-style-type: none"> a. Many are asking for jobs that allow remote work. <p>4. The partners discussed goals to focus on over the next program year:</p> <ul style="list-style-type: none"> a. Keep the previous goal of: Capitalize on opportunities to leverage resources with GlendaleLEARNNS partners. b. Business Engagement to assist in finding and driving appropriate career technical education c. Keep goal addressing supportive services. d. Professional Development: MaryAnn noted that she will continue to schedule partner presentations and speakers during our meetings to continue professional development efforts. She noted that Melina Sardar was coming back for the June meeting to speak about Emotional Intelligence in the Workplace.

Agenda Item		Outcome
IV.	Partner Updates	<p>A. The Campbell Center</p> <ol style="list-style-type: none"> 1. Abigail reported that they are still hiring a Community Integration Coordinator and encouraged the partners for any referrals. 2. She also reported that they are placing people into jobs and also have a need to add job coaches. <p>B. Verdugo Jobs Center (VJC)</p> <ol style="list-style-type: none"> 1. Ani announced that VJC is getting close to the end of the fiscal year and will begin closeout; however, new funds are beginning July 1st to assist new people. 2. Ani also noted that she currently has three participants enrolled in Work Experience from the medical assistant class. <p>C. JVS SoCal</p> <ol style="list-style-type: none"> 1. Alees reported that she is still receiving referrals of refugees and asylees and she is setting them to receive workforce development services including supportive services. <p>D. Glendale Youth Alliance (GYA)</p> <ol style="list-style-type: none"> 1. Laura announced that the Golf Tournament fundraiser was held and very successful. 2. Laura also noted that GYA has served a significant number of homeless youth this year. 3. She also walked through the flyers in the packet and noted the summer program.
V.	Next Meeting	Next meeting date: June 15 2023; 1:00pm-3:00pm



Adult Education Implementation Virtual Meeting: WebEx

June 15, 2023 ♦ 1:00pm-3:00pm

Attendees: Ani Khachikyan, Alees Gharibian, Abigail Espericueta, Hilda Ghazarian, Naomi Sato, Caryn Panec, Joylene Wagner, Shannon Torres, Darrylette Bass, Jeanetta Burton, Carmen Wynn, Carrie Prado, Albert Hernandez, Melina Sardar

Board Members: Judith Velasco, Alfred Ramirez

Coordinator: MaryAnn Pranke

Meeting Notes

Agenda Item		Outcome
I.	Minutes	A. Review & Approval of Minutes 1. Approval of minutes was postponed until the July meeting.
II.	Professional Development	A. Partner Presentation: Home Again Los Angeles 1. Carrie Prado and Albert Hernandez conducted a presentation on the programs and services available through Home Again L.A. B. Keynote Speaker: Melina Sardar 1. Melina Sardar presented <i>Fundamentals of Emotional Intelligence in the Workplace</i> . She will return in July for a workshop on Stress Management.
V.	Next Meeting	Next meeting date: July 20, 2023; 1:00pm-3:00pm

STV 33 — Business Letter Writing - This course covers business letter composition, English essentials, and the production of other workplace documents such as agendas and minutes.

2806	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	10/23-11/15	REMOTE/HYBRID
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STV 34 — Filing Fundamentals - Covers the use of indexing rules to file alphabetically, numerically, geographically, and by subject as required by employers.

2871	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	8/28-9/27	REMOTE/HYBRID
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STV 35 — On The Job Communication - This course emphasizes workplace interaction and avoiding barriers to communication. Topics include communication strategies, overcoming negative behaviors in teams/groups, decision making and problem solving

2807	MW	8:00 am — 12:00 pm (+8 hrs. online per week)	8/28-9/6	REMOTE/HYBRID
2808	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	11/20-12/13	REMOTE/HYBRID

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.

2809	MW	8:00 am — 12:00 pm (+8 hrs. online per week)	9/11-10/18	REMOTE/HYBRID
2810	MW	8:00 am — 12:00 pm (+8 hrs. online per week)	11/6-12/13	REMOTE/HYBRID

STV 50 — Customer Service Skills — Hybrid This course is partially online. First day attendance is required . This course covers office procedures, telephone skills, problem solving, interpersonal communication, and other business issues.

2812	MW	8:00 am — 12:00 pm (+8 hrs. online per week)	10/23-11/1	REMOTE/HYBRID
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**TUITION - FREE
FALL 2023**

**CONTINUING EDUCATION
SHORT TERM VOCATIONAL**

**BUSINESS AND COMPUTER
CLASSES**

August 28 — December 16, 2023

**Glendale Community College
Garfield Campus
1122 East Garfield Avenue
Glendale, CA 91205**

**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."



TUITION — FREE

Register online at: www.glendale.edu

*STV 11 — Beginning Keyboarding “may join at any time”

2841	MTWTHFS	8:00 am — 12:00 pm	MWS REMOTE	TTHF MP 315
2842	MTWTH	12:00 pm — 4:00 pm	M REMOTE	MTTH MP 315
2794	MTWTH	4:00 pm — 8:00 pm	REMOTE	

*STV 12 — Intermediate Keyboarding “may join at any time”

2840	MTWTHFS	8:00 am — 12:00 pm	MWS REMOTE	TTHF MP 315
2843	MTWTH	12:00 pm — 4:00 pm	M REMOTE	TWTH MP 315
2795	MTWTH	4:00 pm — 8:00 pm	REMOTE	

*STV 13 — Advanced Keyboarding “may join at any time”

2839	MTWTHFS	8:00 am — 12:00 pm	MWS REMOTE	TTHF MP 315
2844	MTWTH	12:00 pm — 4:00 pm	M REMOTE	TWTH MP 315
2796	MTWTH	4:00 pm — 8:00 pm	REMOTE	

*STV 14 — Keyboarding/HS Credit “may join at any time”

2845	MTWTH	12:00 pm — 4:00 pm	M REMOTE	TWTH MP 315
2797	MTWTH	4:00 pm — 8:00 pm	REMOTE	

STV 70—Introduction to Computers

2818	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	8/28-9/6	REMOTE/HYBRID
3375	TTH	12:30 am — 4:30 pm	8/29-9/7	MP 316
2820	TTH	5:30 pm — 9:30 pm	8/29-9/7	MP 316

STV 60 — Pathways to Health Careers

3140	WTH	12:30 pm — 4:30 pm	8/30-9/21	SO 103
3140	WTH	12:30 pm — 4:30 pm	9/27-12/14	REMOTE

*STV 61 — Administrative Medical Assisting - This course includes: Medical Terminology, Front Office Procedures, Medical Billing and Coding, Medical Transcription and Medical Software. “may join at any time”

2813	MTWTH	8:30 am — 10:30 am (+6 hrs. online per week)	MTTH REMOTE/HYBRID	W SO 102
2815	MTWTH	11:00 am — 3:00 pm	TTH REMOTE	MW SO 102
2814	MTWTH	4:00 pm — 8:00 pm	REMOTE	

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

2816	TTH	9:00 am — 1:00 pm	REMOTE	
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STV 63 — Medical Clinical Assisting - Covers the use of indexing

3141	MTWTH	8:00 am — 12:00 pm	SO 103	
3142	MTWTH	5:00 pm — 9:00 pm	SO 103	

STV 64 — Home Caregiver / Aide

2866	MT	12:30 pm — 4:30 pm	M REMOTE	T SO 103
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STV 66 — Certified Nursing Aide

3143	WTH	12:30 pm — 4:30 pm	9/27-12/14	SO 103
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STV 31 — Business Writing: Email - This writing course primarily consists of correctly composing and formatting business e-mail messages as required by employers.

3139	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	10/2-10/18	REMOTE/HYBRID
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***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”

2798	MWF	8:00 am — 12:00 pm	REMOTE	
2799	S	8:00 am — 12:00 pm	REMOTE	
2850	TTH	12:30 pm — 4:30 pm	T REMOTE	TH TR 307
2846	F	12:30 pm — 4:30 pm	REMOTE	
2800	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”

2801	MWF	8:00 am — 12:00 pm	REMOTE	
2802	S	8:00 am — 12:00 pm	REMOTE	
2851	TTH	12:30 pm — 4:30 pm	T REMOTE	TH TR 307
2847	F	12:30 pm — 4:30 pm	REMOTE	
2835	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”

2803	MWF	8:00 am — 12:00 pm	REMOTE	
2804	S	8:00 am — 12:00 pm	REMOTE	
2852	TTH	12:30 pm — 4:30 pm	T REMOTE	TH TR 307
2848	F	12:30 pm — 4:30 pm	REMOTE	
2805	TTH	5:00 pm — 9:00 pm	REMOTE	

TUITION — FREE

Register online at: www.glendale.edu

STV 80 — Windows

2822	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	9/11-9/20	REMOTE/HYBRID
2819	TTH	12:30 pm — 4:30 pm	9/12-9/21	MP 316
3284	TTH	5:30 pm — 9:30 pm	9/12-9/21	MP 316

STV 140 — Internet

3376	TTH	12:30 pm — 4:30 pm	9/26-10/5	MP 316
3286	TTH	5:30 pm — 9:30 pm	9/26-10/5	MP 316

STV 72 — Google Workspace Fundamentals

2867	MW	9:00 am — 11:00 am (+4 hrs. online per week)	8/28-9/20	REMOTE/HYBRID
2855	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	10/23-11/15	REMOTE/HYBRID
2836	MW	5:30 pm — 9:30 pm	8/28-9/20	REMOTE

STV 73 — Google Workspace Intermediate

2837	MW	9:00 am — 11:00 am (+4 hrs online per week)	9/25-10/18	REMOTE/HYBRID
2858	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	11/20-12/13	REMOTE/HYBRID
2872	MW	5:30 pm — 9:30 pm	9/25-10/18	REMOTE

STV 120 — Computer Lab Open Lab for Garfield Campus students. “may join at any time”

2834	MTWTH	8:00 am — 7:00 pm MP 309	7:00 pm — 9:00 pm REMOTE
	F	8:00 am —12:00 pm MP 309	12:30 pm — 4:30 pm REMOTE
	S	8:00 am — 3:00 pm	REMOTE

STV 90 — Beginning Microsoft Excel				
2849	S	8:00 am — 12:00 pm	9/2-11/18	REMOTE
2853	TTH	1:00 pm — 3:00 pm (+4 hrs. online per week)	8/29-10/5	REMOTEHYBRID

STV 91 — Microsoft Advanced Excel				
2823	TTH	1:00 pm — 3:00 pm (+4 hrs. online per week)	10/10-11/16	REMOTE/HYBRID
2824	S	12:30 pm — 4:30 pm	9/2-11/18	REMOTE

STV 95 — QuickBooks Automated Accounting				
2870	TTH	8:00 am — 12:00 pm	10/10-11/2	MP 316
2860	MW	5:30 pm — 9:30 pm	10/23-11/15	REMOTE

STV 97 — Sage 50 Automated Accounting				
2868	TTH	8:00 am — 12:00 pm	11/21-12/14	MP 316
2869	MW	5:30 pm — 9:30 pm	11/20-12/13	REMOTE

STV 100 — Beginning Microsoft Word				
2826	TTH	9:00 am — 11:00 am (+4 hrs online per week)	8/29-10/5	REMOTE/HYBRID
3377	TTH	12:30 pm — 4:30 pm	10/10-11/16	MP 316
2827	TTH	5:30 pm — 9:30 pm	8/29-10/5	REMOTE
3287	TTH	5:30 pm — 9:30 pm	11/7-12/14	MP 316

STV 101 — Advanced Microsoft Word				
3146	TTH	9:00 am — 11:00 am (+4 hrs online per week)	10/10-11/16	REMOTE/HYBRID

STV 111 — Microsoft PowerPoint				
2828	MW	9:00 am — 11:00 am (+4 hrs online per week)	10/23-11/15	REMOTE/HYBRID
2829	TTH	9:00 am — 11:00 am (+4 hrs online per week)	11/21-12/14	REMOTE/HYBRID
3378	TTH	12:30 pm — 4:30 pm	11/21-12/14	MP 316

STV 113 — Microsoft Access				
2857	TTH	5:30 pm — 9:30 pm	10/10-11/16	REMOTE

STV 138 — Microsoft Outlook				
2859	TTH	1:00 pm — 3:00 pm (+4 hrs. online per week)	11/21-12/14	REMOTE/HYBRID
2833	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	9/25-10/18	REMOTE/HYBRID
3285	TTH	5:30 pm — 9:30 pm	10/10-11/2	MP 316

STV 150 — Integrated Technology				
2861	MW	9:00 am — 11:00 am (+4 hrs online per week)	11/20-12/13	REMOTE/HYBRID
2832	TTH	5:30 pm — 9:30 pm	11/21-12/14	REMOTE

STV 151 — Engineering Drafting and Basic Design Mirrored Course				
3383	T	9:00 am — 10:25 am	8/28-12/16	AT 211
3384	T - LAB	10:25 am — 12:10 pm	8/28-12/16	AT 211
3384	TH– LAB	9:00 am — 12:10 pm	8/28-12/16	AT 211

STV 153 — Drafting and Basic Design Mirrored Course				
3385	M	9:10 am — 10:35 am	8/28-12/16	REMOTE
3386	M-LAB	10:35 am — 12:20 pm	8/28-12/16	REMOTE
3386	W-LAB	9:10 am — 12:20 pm	8/28-12/16	REMOTE



Stress Reduction Strategies

“These may be common sense, but not common practice”



To release stress, it is recommended to practice any or a combination of these strategies that are the best fit for you. Please use your best judgment when using any of these suggestions.

Important: If you have any medical or health conditions, please consult with your doctor.

These strategies are not intended to cure any illnesses or mental health conditions.

- ✓ **Nutrition-** Eat right to feel right! Cut down on sugars, sodium and fatty foods- Replace with fruits, vegetables and whole grain foods.
- ✓ **Learn How to say “No”-**Whether in your personal/professional life, taking on more than you can handle is a recipe for stress.
- ✓ **Exercise-**Take 20-30 minutes 3 times per week to walk, run, tennis, dance, swim, etc.
- ✓ **Deep Breathing-** Most people take shallow breaths; it is important to take deep breaths.
- ✓ **Proper Sleep-**6-8 hrs. & avoid the News before bed or horror movies, negative thinking.
- ✓ **Relaxation and Recreation-**Take time for progressive relaxation and meditation. Engage yourself in things you really enjoy, hobbies, music, sports, cooking. These types of activities lessen fatigue and refresh your mind.
- ✓ **Let go of controlling the uncontrollable-**Many things in life are beyond our control-particularly the behavior of other people, instead of stressing over them, focus on how you choose to react. “We are not disturbed by the things that happen to us but by the opinion we give to the things that happen to us.”
- ✓ **Family or Social Support-** Sharing and communicating your worries with family - They can provide support and sometimes alternatives.
- ✓ **Speak to your friends or join a support group-**Talk out your problems with others.
- ✓ **Avoid hot-button topics and avoid people who stress you out-**If you get upset over religion or politics, cross them off your conversation list.
- ✓ **Participate in Seminars/Trainings-**Cultivate your mind, learn new skills to deal with everyday pressures.
- ✓ **Counseling/Coaching-**Opening up, is not a sign of weakness. Talk to a professional. Talking out problems keeps them from escalating and expands options.
- ✓ **Physical Activity-**Get involved in useful physical activity, cleaning room/house, gardening, wash your car, hiking, etc.
- ✓ **Focus on the Positive-**When stress is getting you down, reflect on all the things that you appreciate in your life, **Gratitude = Great Attitude**
- ✓ **Humor-** Lighten up & laugh.
- ✓ **Learn to forgive-**let go of anger and resentment, and free yourself from negative energy.



Stressors/Reactions Worksheet

Identify your stressors- Identify at least one in each of the following areas, and then identify what type of reactions (see next page) you are experiencing for each of your stressors.

Job Stressor

- Change in routine
- Inadequate training
- Deadlines
- Managing customer expectations/demands
- Excessive workload
- Lack of control
- Public speaking/presentations
- Pressures
- Gossiping
- Difficult co-workers/Boss
- Difficult customers/clients
- Poor match between job demands and capabilities of worker

Reactions:

Family Stressor

- Illness or injury
- Death or disability
- Marital difficulties
- Divorce or remarriage
- Problems with children
- Aging parents
- Lack of privacy
- Being a single parent
- Additions – birth
- Child leaving home
- Spouse has a new job
- Not having a family of your own

Reactions:

Personal Stressor

- Aging
- Feeling unattractive
- Illness
- Friend moves away
- Lack of social support network
- Diets/Weight loss
- Lack of personal space
- No Great achievement
- Lack of success
- Continuing education
- Relationship issues
- Body Image issues
- No time for self

Reactions:

Financial Stressor

- Loss of employment
- Having to pay or inability to pay for Bills, Rent or Mortgage
- No \$ for major purchases
- Lack of money for fun things
- Cost of gas
- General increase in cost of living
- Child support/Alimony

Reactions:

Physical Reactions

- Fatigue
- Frequent colds
- Inability to sleep or sleeping a lot
- Headaches, dizziness
- Nail Biting
- Restlessness
- Muscular aches
- Rapid heartbeat
- Constipation or diarrhea
- Frowning
- High blood pressure
- Irregular breathing
- Dry Mouth

Emotional Reactions

- Anxiety (not clinical)
- Moodiness
- Irritability or short temper
- Agitation, inability to relax
- Feeling overwhelmed
- Sense of loneliness and isolation
- Depression or general unhappiness
- Helplessness
- Resentful
- Fear and panic
- Guilt
- Crying
- Worry
- Irritability

Cognitive Reactions

- Confusion
- Memory Loss
- Inability to concentrate
- Loss of Purpose
- Poor judgment
- Indecisive
- Rigid thinking (black/white Seeing only the negative)
- Poor attention span
- Poor problem solving
- Anxious or racing thoughts
- Constant worrying

Behavioral Reactions

- Relationship conflict
- Anger outbursts
- Procrastinating or neglecting responsibilities
- Using alcohol, cigarettes, or drugs to relax
- Wanting to run away
- Nightmares/Dreams
- Inability to Relax
- Smoking too much
- Blaming others
- Eating more or less
- Controlling
- Demanding
- Denial
- Impulsive
- Change in job performance