

**ABC Adult School**  
12254 Cuesta Drive, Cerritos, CA 90703  
(562) 926-6734

**Institutional Advisory Meeting**  
**February 3, 2017**  
**11:00 a.m. to 1:00 p.m.**  
**Room E-7**

**Committee Members Present:**

Katherine George Chu – Artesia-Cerritos Women's Club  
Anil Desai – Civil Engineering Consultant  
Dave Faldu – Denny's Restaurant  
Bill Lee – Gateway Guardian Newspaper  
(Mary) Li-Ling Liang, Taipei Economic and Cultural Office  
Dorothy Owen – Artesia-Cerritos Women's Club  
Parimal Shah – Pioneer Money Corp

**Committee Members Absent:**

Marjean Clements – SELACO  
Dora Jacildo – South Asian Helpline and Referral Agency  
James Kang  
Steven Kang – KAGW, LLP  
Daniel Lipton – Skill House Learning  
Elizabeth Makabali – Onewest Bank  
Sarah Nadeem – Attorney at Law

**School Members:** Chuck Minear, **Assistant Principal**; Nancy Pawlisz, **Assistant Principal**

**Guests:** Velia Paredes, **TOSA**; Winnie Wong, **Financial Aid Coordinator**; Natalie Maddox, **Transition Counselor**; Rachelle Schulz, **TOSA/Lead Instructor**; Mary Pinedo, **Job Development Specialist**; Melissa Van Aalsburg, **Limited Term Secretary**; Diane Jhun, **TOSA**

**Minute Items**

**Welcome**

**By Nancy Pawlisz**

Nancy thanked everyone for attending the ABC Adult School's Institutional Advisory meeting. She mentioned how it is very important to be part of our planning for our upcoming WASC Accreditation. We currently hold two different accreditations, WASC (Western Association of Schools and Colleges) and COE (Council on Occupational Education). WASC accreditation is for the entire school, and they give accreditation to most schools and colleges on the west coast. COE accreditation is an accreditation of our Career and Technical Education Program (CTEC). COE accreditation allows for us to be able to offer financial aid for our students. The financial aid that ABC Adult School will be offering is the Federal Pell Grant which students do not have to pay back.

**Introductions and Meeting Overview**

**By Chuck Minear**

Chuck discussed how the ABC Adult School holds two different advisories. The first type of advisory is the subject matter advisory with advises our career pathway programs. We have two advisories for each



us. We have tried to hire a marketing firm to help us promote our school the best way possible, but it has become very difficult. There is a district requirement that the company we hire must of a certain insurance policy. Every marketing firm we have looked into hiring doesn't have the required insurance policy. The marketing firm we are currently working with is donating his time to us because he does not have the insurance policy either. We are trying to increase awareness by posting on our school's Facebook page daily to keep students aware of everything that ABC Adult School has to offer.

The second action plan is to offer our students financial aid. Even though the cost of classes is low, many students still are looking to receive financial aid. Other adult schools in our area, including Downey Adult School, offer financial aid to their students. When Downey Adult School started offering financial aid they seen a big influx of students wanting to take their classes. There programs are also very impacted and have long waiting lists. A few years ago we started the process of receiving COE accreditation which is required for us to be able to offer financial aid. Now that we have COE accreditation we have hired a Financial Aid Coordinator to start the process. The result of being able to offer financial aid is increased student attendance and awareness of ABC Adult School through the federal registry of schools that offer financial aid.

Our third action plan is to increase student awareness of the services that ABC Adult School offers its students. Many of the focus group members were not aware of many of the services we offer. Many of our CTEC students do not know that we offer fitness classes. We offer our students ID cards, so they may be able to get a free library card at the Cerritos Library because they are a student in the city of Cerritos. We also offer job placement skills in our Jobs Center. We are looking to increase awareness through social media and marketing and through outreach to low literacy groups.

The final action plan is to increase staff technology training. Many of our staff members, especially the older staff members, are not comfortable with the continuously changing technology. We don't want our staff to be uncomfortable or afraid of using the new technology. We are helping teachers by holding staff meetings to go over everything that is changing, so they may feel comfortable.

Nancy ended the WASC discussion by allowing the attendees to provide information on the action plans. Dorothy Owen, Artesia-Cerritos Women's Club, asked if Downey Adult School would release any of their waitlisted students to us since they are very impacted. Chuck replied that we work with Downey Adult School through our consortium, which includes Downey Adult School, Norwalk-La Mirada Adult School, and Bellflower Adult School. Downey Adult School would not want to give us their students and push them away from their school, but they do help us by letting us know where they do their marketing and how much it will cost. Primal Shah, Pioneer Money Corp, asked what cities we are marketing to. Nancy replied that we are mainly marketing within the ABC Unified School District boundaries along with a couple of other cities, such as Bellflower, North Long Beach, and Cypress. We don't want to step on another adult schools toes by marketing within the area of their school. Primal Shah also asked about the Financial Aid process and what is the per cost limits. Our Financial Aid Coordinator, Winnie Wong, responded by saying that we will be offering only the Pell Grant which has a \$5,500 maximum. Students will be able to use approximately \$1000 for their living expenses and transportation. The only students who will receive financial aid will have to be working on a career pathway with some exceptions for specific classes. We will not participate in offering student loans because we don't want our students to be burdened with debt. Currently we are working with over 40 agencies which will allow for disenfranchised students to receive additional help if needed.

## **Plans and Procedures Review**

### **By Chuck Minear**

The Plans and Procedure review included the review of 3 plans that have been put in place and 2 evaluation surveys.



1. Review Strategic Plan
2. Review Operations and Maintenance Plan
3. Review of Health and Safety Plan
4. Review of Student Evaluation of Services
5. Review of Faculty Evaluations

This year we are revising our strategic plan. In our strategic plan we have added a Cosmetology program which began this spring. Prior to this year, our career path programs were called career pathways, but having receive the COE accreditation, we had to change the name to career programs. Our career programs are a series of classes that lead to a license or industry certification. ABC Adult School only offers two programs that lead to licensing, and they are Pharmacy Technician and Cosmetology. The other 9 of our career programs lead to industry certification. Chuck went on to discuss some program ideas that were brought up at the last institutional meeting. In the last meeting it was discussed about adding a hospitality career program. In the last meeting Dave Faldu, Denny's, mentioned offering a ServSafe class and a culinary program. Bill Lee, Gateway Guardian, said that if we offer a ServSafe classes along with a culinary/hospitality program it would be very good training for people to get jobs. Chuck mentioned how it took about 2 years to create the cosmetology program, so it may take a while to get the program started, but we are looking into creating a program. We hope to offer a ServSafe class which will not take as long to start because it is just a class, but we need to try to find an instructor. Dave Faldu, Denny's, mentioned that he was sending eight employees to get the certification. He said that each restaurant needs to have a least three people certified and one to two people on each shift. Dave said it costs about \$130 for each person to take the class. Dave has to send his workers to Fullerton because that is where the instructors are. Chuck said that we need to find out how someone can be certified to teach the class because it has been so hard to find an instructor for the class. Kathy George Chu, Artesia-Cerritos Women's Club, said that her son has taken the ServSafe at Cerritos College where it costs about \$48 per credit not including the books or exam fees. What is the difference between taking it at Cerritos College and ABC Adult School? Chuck responded by saying that at Cerritos College you are paying for the credit for taking the class, but with us you only get a certificate at the end. We do not offer any type of credit for taking the class. We are also better because students will be able to take the one class by itself, and we offer free parking. Dorothy Owen, Artesia-Cerritos Women's Club, said that at the ABCUSD Roundtable people were saying that the least popular part of the job for interns is customer service. Dorothy mentioned about having some classes geared towards customer service. Chuck responded by saying that we look into both what the businesses want students to be able to do and what students actually want to do. Most students will not take customer services classes because everyone always thinks that they do not have a problem. So, what we try to do is incorporate customer service and soft skills into the classes that we offer.

ABC Adult School has made many accomplishments in implementing our strategic plan. In our Academics department we are offering many new classes including AP classes along with UC transferable classes. The GED test is now all online. There are three high school equivalency exams: GED, HiSET, and TASC. ABC Adult School offers the GED and HiSET exams. In our CTEC department we added a Job Developer, Mary Pinedo. We are currently working on creating a Portfolio class for our students. We do have a portfolio class for the web and graphic design students. We are on track with the number of students completing our career programs along with getting a job. Currently, 60% of our career program students complete the whole program, and 70% of our students are able to get a job after completing their education at ABC Adult School. We are working on professional development. We especially want to make sure all of our full-time teachers are staying up to date with the newest technologies. We have helped support student success by providing better math instructors for our Academics department along with a transition counselor. We have updated our new student orientations, so we may have two orientations every quarter on each campus. The CTEC department has a meeting every Friday. We purchased new computers using state grant and Perkins grant money. Lastly, we



updating our testing center so that we may offer industry certifications. We also have a PearsonVUE testing center which has really helped because there aren't any testing facilities near Cerritos.

In our operations and maintenance plan we are looking to add four to six classrooms in the parking lot behind the H Building. We would want to remove some of the H Building classrooms to be able to make a quad/seating area for the students to enjoy their lunch or dinner. Right now all of the benches are spread out, so all the students congregate next to one or two benches. We would like to have an entire area for students to enjoy their lunch and dinner. Kathy George Chu, Artesia-Cerritos Women's Club, asked if the expansion of the W91/N605 freeway going to affect the Adult School. Chuck responded by mentioning that there is a strip of land between the freeway and the school. He said if anything it might take away a little parking for our big parking lot, but he did not know for sure what the plans for the expansion has to do with the adult school. We also have some safety issues with the parking lot behind the H Building because students are always walking around back there, and we have had three different buildings be hit by cars driving back there. We do have enough parking on the far side of the campus along with an overflow lot across the street. We will be able to afford making these changes by saving money received by the state. The state requires us to spend a specific amount of money or we will lose it, but there is a small portion of the money that we can save for future projects. We will also use some of the money we will receive after offering financial aid. All of our upgrades and plans have been approved by the district. Dorothy Owen, Artesia-Cerritos Women's Club, mentioned that while she was on jury duty there was another person there who didn't know much English. The judge recommended that the person take English class. Is there a way we can offer these types of classes specifically for serving on a jury? Chuck said that it sounded interesting. We have one class where the students read the newspaper and try to explain the article's meaning. This is to help students understand the different idioms that we have in the English Language. Velia Paredes, TOSA, asked if we have enough women's restrooms on campus. Chuck responded by saying where they are all at, and he thinks we do. Mary Pinedo, Job Developer, mentioned that we have massive flooding on campus when it rains. Chuck said that we do need to get drainage for our planters, but unfortunately all the maintenance of our campus is run by the district, and it could take some time for them to fix it. All of the roofs around campus are bad as well. A lot of our roofs have leaks. They are also made of tar and have air conditioning units placed on top of them. When the units are running, the roof leaks.

We next went over our health and safety plan for emergency awareness. Chuck started out by saying that there has not been a single death in a school fire since the 1950s, and it is because schools have strict fire codes and do frequent fire drills. On top of the fire drills, we have to do earthquake drills and lockdown drills. Our earthquake drill plan is in place to have the best way to evacuate and search the buildings. We have in place a plan for an emergency operation center and a triage area. We have sheds outside of the buildings to keep some emergency supplies. We have a lockdown and shelter in place drill which is for when there is activity in the surrounding areas, but it does not directly affect the school such as when the police are searching for a criminal in the housing tracks next to the school. We have recently added a lockdown drill in the case of an active shooter. If there is an active shooter on campus, it is recommended that one should first run, hide, then fight. We run each type of drill at least once a semester.

Next we went over our student surveys. 74% of the respondents said that the registration process is easy. One of the results that stood out to us were how our campus food facilities are subpar. We have plan to update our food facilities. Another area that stood out was if the student has attended a new student orientation. 64% of our students haven't attended an orientation. This year we have been making them more available, so students may know about it and attend. Another question response that stood out was have the courses at ABC Adult School helped you get a job or earn a better wage. 65% of the students put that it was not applicable. We think this result may be that they are just doing extra training or taking some of our Community Education courses.



Lastly, we discussed our faculty evaluations. The first thing discussed was displaying more student work inside the classrooms. This is sometimes difficult because we have multiple teachers and multiple classes in each classroom. Most of our students go to the teachers to find out which classes would be best for them to take after they have completed their current course. This may be why a lot of our students are not attending our student orientations. Most teachers do not invite outside speakers to come into their classrooms. Chuck believes that we need to do more of this, so our students may gain knowledge from community and professional leaders. Most teachers don't know that we offer college prep classes here and many of our students continue their education at Cerritos College. Many of our teachers would like to have access to certain technologies that may help improve their classes. We are looking into getting some new technology, and it is currently in our plan for the next few years. About 50% of our teachers believe that ABC Adult School is well marketed while the other 50% believes that we can better market ourselves. Kathy George Chu, Artesia-Cerritos Women's Club asked how we are reaching out to the community by promoting to local clubs, cultural groups, or community organizations. Some examples she gave were having the floral design class or student in the class make arrangements for different events or groups dancing at events. Chuck responded by saying that there are some classes on campus who participate in this way, but we can definitely improve.

### **Advisory Input**

#### **By Chuck Minear**

All of the documents that we have discussed were sent to you via email. Please continue to review these documents, and if anyone has anything they would like to add, email Mary or Chuck. We appreciate all of the feedback we get.

Anil Desai, Civil Engineering Consultant, asked if all of the staff has CPR training. Chuck responded by saying that teachers are required to have CPR training when they get their credential, but after it is not required to update it. All of our secretaries and health and fitness instructors are required to have CPR training, and they are required to have it renewed every couple of years. Also on the Cabrillo Lane campus the Medical Assistant students all have CPR training as well. Nancy added that the Cabrillo Lane is an AED campus, and our secretary and medical assistant students have been trained on how to properly use the AED machine.

Dorothy Owen, Artesia-Cerritos Women's Club, asked about the difference between a duplicated student and an unduplicated student. Nancy responded by saying that a duplicated student is a student who is counted each quarter/semester they are taking classes; whereas, an unduplicated student is only counted once per year. In order to determine how busy our campus is or how many physical people we have on our campus on any given day is determined by our duplicated students.

Anil Desai, Civil Engineering Consultant, asked about the 30% of lottery money that was supposed to go to the schools and where it is at. Chuck responded by saying that the money was to be used for new equipment, facilities, and programs, but after the recession hit the money just went into the school district's general fund, so no one really knows what is happening with that money.

### **Adjournment**

Everyone in attendance was thanked for attending this year's Institutional Advisory meeting, and their input is greatly appreciated in helping us provide an excellent education to our students.

Transcribed by: Melissa Van Aalsburg

Signature: \_\_\_\_\_

*Melissa Van Aalsburg*

Date: \_\_\_\_\_

2/3/17