

ABC Adult School

12254 Cuesta Drive, Cerritos, CA 90703
(562) 926-6734

Multi-Occupational Advisory Board Meeting October 17, 2014 11:00 a.m. to 1:00 p.m.

Committee Members Present:

Lannie Barcelon - Freelance Film & Electronic Arts – Post Production Editor
Larry Caballero - Gateway Guardian – Freelance Reporter
Scott Coward - Angeles Institute – Campus Director
Mike Davis - MED Design – Company Owner, Web Graphic Designer
Paula Gallegos - Kaiser Permanente – Recruitment Consultant
Kevin Gotts - Alpha & Omega Financial – Certified financial Planner
Kevin Hatanaka - Lab Holding, LLC – Graphic Design Director
Melinda Kimsey - Gateway Guardian – Owner, Publisher
Jodie Kresl - SELACO – Career Development Specialist
Norielyn Macayan - Walgreens Pharmacy – Pharmacy Technician
Joe Machado - ABCUSD – Network Analyst I
Rocky Pavone - World Financial Group – Branch Office Supervisor/Certified Financial Educator
Kristen Runyan - National Health Center Association – Sr. Certification Specialist
Rose Smalls - Health Care Specialist – Managing Partner
James Watson - Komputers 4 R Kids – Director

Committee Members Absent:

Ruth Flores – Metropolitan State Hospital – Supervisor, Vocational Services
Anna Leon – SELACO – Training Services Manager
Betsy Mendiola – Merriwood Management Company – Office Manager
Katrina Miguel – Ralphs Pharmacy – Pharmacy Technician
Wendy Rojas – Pioneer Medical Group – Nurse Supervisor
Noeun Yean – CVS Pharmacy – Pharmacy Technician

In Attendance: Dr. Pao-Ling Guo, **Principal**; Chuck Minear, **Assistant Principal**; Mary Pinedo, **Job Developer**; Rachelle Schulz, **Lead Instructor**; Natalie Sanchez, **Secretary**; Deana Colvin, **Secretary**; Todd Tabon, **Apprentice Coordinator**

Teachers: Esther Nguyen, Lorena Mares, Gene Avila, Nina Ablovatskaya, Brady Poirier, Nabby Olivera, Karen Dennis, Georgia Grissom, Carolyn Cervantes, Teresita Lubrino, Mike Normoyle, Thomas Rodriguez

Students: Carla Martinez, Maria Alvarez, Joan Karnowski, Luis Herrera, George Dy, Vanessa Vengco, Monica Lozano, Alysya Para, Eva Gauthier, Pearl Dazo, Michael Plata, Dioselina Barrera

Agenda Items

Welcome

By: Dr. Pao-Ling Guo

Dr. Guo welcomed and thanked everyone for attending this meeting. She informed guests about the consortium that is being formed in order to keep adult school open. She also reviewed the several components that are important for us to focus on:

- Short term job training
- Helping students master the language
- Helping students with disabilities
- Grow apprenticeship program

She expressed to everyone how important their input is in regards to improving our program at the adult school. She once again thanked everyone for attending and Introduced Chuck Minear, Assistant Principal.

Introductions and Meeting Overview

By: Chuck Minear

Chuck explained the reason everyone was gathered today was to get their input on the career paths for COE (Council on Occupational Education). ABC Adult School has full accreditation from WASC (Western Association of Schools and Colleges); this is the same as other schools such as Cerritos College. ABC Adult School is now in the process of being accredited from the Council on Occupational Education. In May a team from COE will visit and evaluate our school. If ABC Adult School passes then we will be fully accredited from COE. For those reasons this meeting was being held.

Chuck also explained that our career paths are designed for students to be trained with entry level skills only. These skills will enable students to enter an entry level position in their career field. The paths are also designed to help students to receive an Industry Certification in their field. The goal being that the students graduate and are Nationally Certified with the ability to perform sufficiently in their career field.

He reviewed the goals for the meeting:

- Big Picture Meeting
 - Overview of all the pathways that ABC Adult School offers.
 - Next meeting will be split into each individual career pathways.
- Solicit your input
 - We want to know what you think
- Build Partnerships
 - Help us grow our Externship program and build relationships with new companies.
- Entry Level Training
 - What do students need to know to be successful in an entry level position?

Student Panel

By: Chuck Minear

Chuck used this time to go around the room and have everyone introduce themselves by stating their name and company. Some students used this time to express their experience at ABC Adult School.

- Monica Lozano – Stated that she finished her career path and received the National Certification, she is proud to say that she attended and passed from ABC Adult School.
- Pearl Dazo – Stated that she passed her National Certification and is working on getting her California License as a Pharmacy Tech. She said that she would recommend this program to others.
- Joanie Karnowski – Was working in the Graphics industry but was laid off, she wanted to refresh her skills. Since entering the program she has gained valuable knowledge that has improved her skill set.

Job Developer Services

By: Mary Pinedo

Mary informed the room of the events that are offered to the students here at the adult school.

- Job Day once a month.
- A Career Fair in March.
- Job Search Skills Workshop that she will be offering. (Tentative Dates and Times)
 - Self-Assessment – Strengths and Interests
 - Developing your Resume and Cover Letter
 - Access Job Leads and Job Search
 - Completing Job Applications
 - Presentation and Interview Skills

Career Paths

By: Rachelle Schulz

Rachelle spoke to the group about career paths and explained that the goal is for every student to enroll and complete a career path. She is trying to better support the teachers by providing them with the materials needed to better educate the students. She stated that the following items have been purchased; a new EKG machine for the Medical program, 60 drawing tablets for Web Graphics program and 30 new computers for Office Occupations program. She also stated that we are currently installing software for Industry practice tests for Certifications in all career paths.

Breakout Sessions

Chuck informed everyone that the evaluations are important for COE, and to please discuss if those courses are correct for each career paths. He then welcomed everyone to the working lunch.

Adjournment

Chuck ended the meeting with a reminder of the upcoming Advisory Board meeting dates.

- January 23, 2015 – Medical Advisory Board
- February 20, 2015 – Web/Graphic Advisory Board
- March 27, 2015 – IT Technician Advisory Board
- April 24, 2015 – Office Occupations Advisory Board

Chuck once again thanked everyone for attending.

Transcribed by: Natalie C. Sanchez

Signature: _____ Date: _____