

ADULT AND COMMUNITY EDUCATION ADVISORY COMMITTEE

5:30-7:30 PM at W.T. Woodson High School

Minutes

December 13, 2017

MEMBERS PRESENT:

Bryan Graham (Providence, Dalia Palchik)
John Lim (At-Large, Ilryong Moon)
Lois Passman (Mt. Vernon, Karen Corbett Sanders)
Helen "Dolly" Whelan (Dranesville, Jane Strauss)
Catherine Xiang (Student Representative)

STAFF:

Sheryl Granzow, ACE Administrator
Brad Rickel, Administrator, Adult High School
Joey Teets, Manager, ACE Work Readiness & Apprenticeship

MEMBERS ABSENT:

Joe Alston (Mason, Sandy Evans)
Jane Cruz (Braddock, Megan McLaughlin)
Edythe Kelleher (Hunter Mill) (Pat Hynes)
Ilryong Moon, At Large School Board Member - ACEAC Liaison
Irvin Varkonyi (At-Large, Ryan McElveen)

MEMBERS NOT YET APPOINTED FOR 2017-2018:

At Large (Karen Keys-Gamarra)
Lee (Tammy Derenak Kaufax)
Springfield (Elizabeth Schultz) Milan Sturgis
Sully (Thomas Wilson) Patricia Franck

The meeting was brought to order by Chair Lois Passman, Mt. Vernon, at 5:45 p.m.

NEW MEMBERS

The ACEAC held a discussion regarding unfilled committee positions. Edythe Kellener, former representative for the Hunter Mill District, has moved her residence to the Providence District. Bryan Graham, Providence District representative, will ask Karen Keys-Gamarra if she would consider appointing Ms. Kelleher to the at-large position in her district. Ms. Dolly Whelan, Dranesville, will reach out to Virginia Assembly Delegate Kenneth Plum to learn if he has any suggestions for the Hunter Mill District representative to the ACEAC.

MINUTES

The ACEAC discussed minutes for September, October and November 2017:

- Ms. Whelan moved that the ACEAC approve the September 2017 minutes. Mr. Graham seconded the motion, and the September 2017 minutes were approved.
- Mr. Graham moved that the ACEAC approve the October 2017 minutes. Ms. Whelan seconded the motion, and the October 2017 minutes were approved.
- Ms. Whelan moved that the ACEAC approve the November 2017 minutes. Mr. Graham seconded the motion, and the November 2017 minutes were approved.

TOPICS OF INTEREST AND CONCERN

- 1. Funding for Education for Independence (EFI).** The ACEAC held a brief discussion regarding EFI. Joey Teets, Manager, ACE Work Readiness & Apprenticeship, mentioned how unusual it was for ACE to have been able to secure grants for EFI for eight years. Normally, grants are only supplied for several years with the aim that the funds would provide a base toward self-sufficiency. Chair Passman told Ms. Granzow she would appreciate receiving a list of the funding sources and amounts provided from the past several years in order to have accurate talking points when communicating with School Board members.

Karin Williams, OSPC Director, was not at the meeting but requested the committee remove EFI from the Agenda because it is a program no longer offered within ACE.

- 2. Consolidated Community Funding Pool (CCFP).** Sheryl Granzow, ACE Administrator, reported that Maureen Simmons, ACE Staff, has applied for a grant from the CCFP which will focus on literacy and the ESOL population to help them with career readiness. This grant is similar to EFI, but it focuses on a different population. The amount requested is approximately \$135,000, and Ms. Simmons will not know if it will be approved until spring 2018.
- 3. FY 2018 Winter Semester – ACE Fund Decline in Revenue.** Ms. Granzow reported that ACE is changing its business practices in order to not have as many cancelled classes. Each site will be reviewed in order to maximize class sizes and decrease building fees for sites that won't be used. Class starting dates could be moved to coincide with the start of other classes, and the sites of some classes could change. Although class enrollment is down 12 percent overall, revenue is slightly ahead of FY 2017 revenue because tuition was increased across the board by 6 percent for FY 2018.
- 4. Organizational Status and Update of Adult and Community Education.** Brad Rickel, Adult High School Completion (AHSC) Administrator, reported on a meeting he attended recently at the Willow Oaks Administrative Center. He said if any changes occur regarding the National External Diploma Program (NEDP), they will occur as a result of an overall reorganization of the Adult High School Completion Program. FCPS leadership is considering a variety of options in restructuring adult high school programming; there are no definitive plans at this time. Chair Passman asked Mr. Rickel if he could provide ACEAC with an organizational chart of the Department of Special Services (DSS) in order for the ACEAC to stay abreast of current DSS employees and their jobs.
- 5. Workforce Innovation and Opportunity Act (WIOA).** Ms. Granzow reported that she attended a ribbon-cutting ceremony celebrating the renovated SkillsSource Center within the Pre-Release Center which is adjacent to the Adult Detention Center (ADC). The SkillsSource Center allows students in the Pre-Release Program the opportunity and resources to conduct job searches and research further educational opportunities. The ServeSafe food-handling class attended by the pre-release students is popular, and the ADC has requested 3 more ServeSafe classes as well as a class in Spanish. SkillsSource is very interested in the property management program offered by Joey Teets as well as other classes in the construction field.
- 6. Winter ACE Catalog – Initial Enrollment Response.** The Winter ACE catalog was just published and delivered and it is too soon to know enrollment numbers. 1,300 students have registered during the first two weeks since the catalog was published, and ACE staff expect the usual winter enrollment of 2,000.
 - a. Creating New Classes.** Chair Passman inquired about the process for creating new classes and suggested ways to highlight classes on the back cover of the catalog, such as grouping them by subject area. Mr. Teets said ACE utilizes a variety of different inspirations for new classes. An upcoming course was created because of a new law requiring licensing of home inspectors. Home inspectors already in business have been grandfathered in; new home inspectors will have to be licensed and have continuing education. Mr. Teets just got approval to teach the pre-license class that requires 35 hours of instruction before home inspectors are eligible to take the test to get their license. The Home Inspector Pre-Licensing Course is included in the Winter ACE Catalog. Tuition and texts cost \$999.00.

- b. **Suggestions from the Community.** People also approach ACE with class suggestions. The ACEAC discussed Chair Passman's suggestion of offering a class at retirement communities and for the general public on how to write death notices and obituaries.

7. **Community Education and New ACE Pilot Program.** The Accelerated Workforce Education (AWE) program seeks to connect 17-24 year-old students, who do not plan to attend college, with post-secondary education opportunities. This is a marketing campaign that has been in the works for a long time and is now being implemented with high expectations. Mr. Teets and his staff have been speaking to this population of students about ACE certificate and apprenticeship programs.

- a. **Today's Apprentice – Tomorrow's Workforce.** Mr. Teets distributed a folder of information that he uses at these high school meetings to each ACEAC member and staff. The folder includes materials pertaining to ACE certificates designed to give a person a quick career start at a reasonable tuition price in the medical, business, computer, and property maintenance fields. He also discussed the apprenticeship-related courses offered by ACE in areas including HVAC, electricity, and plumbing. The first panel presentation to staff was at Westfield High School. There will be presentations at Chantilly and Lake Braddock High Schools. Information is available on the AWE website.

- b. **College Partnership Program (CPP).** Catherine Xiang, School Board Student Representative from Oakton High School, noted that there is a College Partnership Program (CPP) at high schools that helps students with information about educational opportunities after high school. Chair Passman suggested providing information about this program to Parent Teacher Associations (PTA) and at career fairs at high schools.

Meeting Topics for FY2018. The January meeting will focus on budget issues as there will be mid-year numbers to discuss. A visit to a Community Education class may occur in February. Work on the FY 2018 Report will begin soon.

The meeting adjourned at 7:25 PM.

Minutes were taken by Carole Sullivan, OCPS Staff. The Writing Team provided additional content.