



CCACE Advisory Committee Meeting
Friday, January 21, 2022 @ 11:00 am
Zoom Meeting

Present: Demi Ayres, John Ballantine, Paula Casey, Claudia Feeney, Marla Iyasere, Barbara Magee, Carol Murphree, Jill Weintraub

Absent: Ron Bernard, Kristen Herbert, Eva Mostoufi

1. December 2021 minutes were approved: Marla Iyasere; Second: Claudia Feeney
2. Registration and budget numbers for FY22
Registration numbers look strong. We have 175 registrations as of January 15th, they are continuing to come in.

ISMCC: 200 students have paid for this semester so far.

Drivers ed: 180 registrations to date. We have another weekend class coming up and there are 15 students signed up for the winter break class.

Adult Ed: December finished a little behind last year but ahead of the year before. Overall, classes are running, there have been a couple of cancellations which happen each semester.

Our budget looks the same as the past few months. Approximately \$315,000 has yet to be posted due to lag in credit card receipts, but we have \$134,000 which is a healthy, positive number. Some of this will go toward ISMCC salaries.

3. Program Updates & Spring Planning
People are still interested in online classes which is encouraging. We are in the thick of Spring planning; the catalog will go to the printers in the next few weeks. We're trying to bring some classes in person, but have the option of going to Plan B (online) if necessary. The hope is we will be able to hold classes in person since many of them are scheduled for April and May. We will be holding outdoor classes (birding and walking) as much as we can.
4. ELL Programming:
We are making progress, and have done a lot of work & research in the past few weeks. Stefanie has been in touch with local Community Eds to see how they are running their ELL programs and what materials they are using, giving us a starting point. Marla is interested in possibly teaching the course. We have started talking with the district coordinator for the ELL classes. The district has a subscription to a curriculum that we can access.
We're aiming for a pilot program this summer, possibly a 6-week session. The thought is to start with a pilot beginner level program and then to grow it as we can, adding instructors and other levels. Researching what books, curriculum, outreach.... networking and advertising needs doing to get the program started.
We submitted a Cornerstone grant application to the Community Chest in the amount of \$1,500 to see if they can help us get it started. Long term we will be looking for more grants, anticipating that the population interested in the program may be in need of financial assistance. This will support us to pay for planning, instructors, advertising and scholarship

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money in getting it started. We will approach Middlesex Savings Bank who funds community programs. Their application deadline is April 1st.

Barbara mentioned that it's important to offer classes more than once a week, stating that frequency is important. Typically, immigrants arriving who don't have English skills receive 3 three-hour classes a week. It's tricky to hold classes too often when families have so many other commitments, finding it difficult to devote the necessary time to attend these classes.

Transportation is an issue in attending classes... do the students have licenses, cars, or language skills to navigate getting to the classes?

ELL is a top priority in finding jobs and moving up the ladder.

Population is important in creating these programs. Lowell has a population of Afghan refugees, there are Haitian refugees in Boston and Somali immigrants in Waltham.... all these towns are offering programs of some sort.

Classes online might be a problem with lack of access to computers, internet, zoom links. Is there a community center where they can access computers or classes?

Front end questions we need to work through before we set-up an appropriate program are delivery sequence and frequency.

Jill reached out to Bonnie Wilbur who is the social worker in Concord. Bonnie said there isn't a ton of need for this program in Concord. There are families placed here but don't stay because it's not affordable long term.

Limitations of an in-person class in Concord: public transportation. Limitations of an online class: access to a computer. Perhaps in the future we can offer one class daytime, one class nighttime, one online, one in-person.....

Many of the families who may need an ELL program might be here for academic connections with Boston colleges and universities, or in medical institutions..... perhaps not people (or family members) of need. However, there are a few non-English speaking families in some of the low-income houses in Concord.

Jill met with Kristen yesterday and suggested distributing a survey to the ELL families connected to the district. Perhaps they don't need the class anymore, but they could possibly suggest what might have been helpful to them when they needed it. Because we are part of the school district and this program is encouraged by the superintendent, we can share whatever information we collect with the ELL families in the district.

Who are we trying to reach, who do we target? Perhaps people who are not Concord residents, but work in Concord: AuPairs, hospital workers, restaurant employees, domestic or construction workers?

The new library could be an option. It has a wonderful lab space, it's a central location and near the train.

We belong to the Chamber of Commerce. Jill could ask about distributing a survey to the members. We could contact local realtors and advise them of this program that Concord Carlisle has to offer.

Marla supported a program where a company gave employees a 2-hour lunch break and she would come in and teach them during their break. The employer pays for the program, feeds and pays the employees during the 2-hour class. Emerson Hospital could potentially be a host a

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program. They have classrooms and offer community ed classes. There may be enough employees (cleaning crew) just at Emerson Hospital to fill a class without bringing in employees from another company.

Marla also suggested that we launch a program and move onto different directions depending on the community we are serving. Language issue is an important one. Organizations or institutions who are providing outreach to relocated individuals will help us determine how we move forward. Package it 4 or 5 different ways, using the same curriculum, but different modes, different times, different access points given the population we are serving.

We need to get something off the ground, and get people in the door, receive some tuition and scholarship money... and grow the program from there. Hopefully in time it will become one of our programs that exists and we won't have to spend a lot of extra money in advertising.... it will be a part of what we do.

The New High Rock Church in Acton has a staff of ELL instructors and classrooms. We could reach out to them and find out about their population and the programs they offer.

5. Advisory Committee candidates

We have 3 advisory candidates, who will join us in February's meeting. All three candidates inquired about how we access daytime spaces for classes, how to reach more people to attend our classes.

Zlata Gvozdenov responded to the ad on the back of the catalog. Born in Serbia, educated in Yugoslavia, Germany and Austria and is working on her post-doc in molecular biology. Her areas of interest are along the lines of fitness and biology. She's interested in joining the committee and possibly presenting some programs. She was fully transparent that her goal when she's done with her post-doc is to apply for a faculty position, and participation on our committee would look good on her resume.

Kim Kossman also saw the ad on the back of the catalog. She's been in Concord for 25 years and has a marketing background. She is retired and has taken community ed classes, but very few in Concord. She took many classes through Cambridge Adult and Community Ed because they offer a number of daytime classes, which we don't... which led to the conversation of the lack of available daytime spaces to run classes in Concord. She was a past president of the PTG when her kids were in the Concord schools. She is recently retired and looking for ways to volunteer.

Steve Reznick who has done one Armchair Travel presentation with two more scheduled on the calendar, as well as an upcoming Speaker Series presentation. He saw the opening in an email blast. He is also retired with a science background. Not only is he a long-time community member but he has instructor experience. Steve also inquired about the Armchair Travel liaison position. There is the possibility that he can be involved in the Armchair Travel position and/or Advisory committee. Jill will reach out to Steve and connect him with Claudia and invite him to the next meeting. We can feel him out on both positions.

We need to think about whether they are a good fit. There's one open spot right now on the Advisory Committee and two positions opening at the end of the school year. How do we make this decision? They are all welcome to join our meetings... which are open to the public. Jill invited them to join us at our next meeting. How do we want to structure this? They can listen in and ask questions and provide comments. Jill will ask them to provide a bio upfront so we can review their backgrounds before our next meeting.

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Jill would like us to make sure we get to know one another on a personal level, something which has been lost during the pandemic. In the past she would invite Stefanie, Debbie and Rebecca join our meetings periodically to tell us about their roles and their different programs. We used to have name cards when we were meeting in person and will do so again when we meet at Ripley.

According to our By-laws, we need to hold 6 meetings each year. We have recently been holding 9 meetings. June used to be a fun celebration/potluck. We could hold one or two fun, non-business meetings each year. Maybe we can do this June.

6. Can We Talk

John contacted Jill and Paula recently about the possibility of holding a “Can We Talk” program this spring. The feeling is that it would be too late to get it organized and put it in the spring catalog.

We have been discussing a series with the topics: Civics - “How do the different Court Work”; “How Do Different Cases End Up in Different Places”, “How Judges are Elected” We were leaning towards a series again, but instead of spreading it out over the year, we could do it potentially 2-4 consecutive weeks.

Can we connect the ELL with this. We could look at the issues of immigration, resettlement, international borders, etc.

Barbara heard Rachael Rollins speak at a Martin Luther King event on Monday night. Rachael is an interesting speaker who brings layers of experience on how the judicial system works.... she might be a potential speaker/presenter.

Could we offer two totally different Can We Talk Programs?

One could be a series, the other could be a one-night topic.

Can we make it an Adult and Community Ed on-going class?

A short series on the court system could come together relatively easily. Perhaps one or two instructors. We can narrow down some of the topics we want to focus on and plan a schedule. Then we can offer another program.

Demi suggested approaching Bill Cotter to help formulate a program, he is one of our long time Village University presenters who offers a Supreme Court class in the fall.

There are daily news reports relating to what’s happening in the courts in this country, within the multiple layers of the court system. Many find it confusing. It would be wonderful for the general population to have a better understanding when reading the various news articles. We can decide if we want a panel or one featured speaker.

Lots to think about....

Next meeting: February 18th at 11 am

Meeting adjourned at 12:11 pm.

Minutes submitted by Paula Casey.