

2019 Annual Program Review: Needles

1. Purpose of the Program

- a. State the purpose of program, area or unit.

The Needles Center serves as a remote off-campus site to provide credit and non-credit (Adult Basic Education and Noncredit Basic Education) courses to serve the specific and changing needs of the population in Needles, CA and surrounding areas. The Center makes available face-to-face classes, online courses, Interactive Television Classes (ITV) and distance education courses through collaboration with the Blythe campus Instructional Services Office.

- b. How does the program, area or unit support the College Mission?

The mission of the Palo Verde College Needles Center, aligned with the overall mission of the Palo Verde Community College District, is to make quality education affordable and accessible, promote lifelong learning, provide leadership in workforce training, and support the economic development of Needles and the surrounding communities.

2. Population(s) Served

- a. Describe the populations served by the program, area or unit, identifying special populations, if any.

The Needles Center serves the following special populations: Needles High School students, recent high school graduates, adults ages 18 years and up, first generation college students, low-income, high school dropouts, unemployed and underemployed individuals, single parents, parents, people with disabilities, displaced workers, Chemehuevi and Fort Mohave tribes, retired individuals, life long learners, transfer students, rural and remote individuals.

The highest number of students attending PVC Needles Center comes from low-income households. We serve about 80-100 low-income students per academic year and of those, 20 are from Chemehuevi and Fort Mohave tribes. In addition, per academic year we enroll about 20 to 30 High school students. About 20 percent of our student enrollments have a disability and 15 percent are elderly.

- b. Describe other populations that should be served by the program, area or unit and identify plans to implement.

The demographics of the service area of the Needles Center has not shown much change in the last 10 years. However, since 2015, the California Adult Education Program, through the Chancellor's Office, has been funding seven program areas for adults within the Palo Verde Community College District boundary. One of the programs we have identified and begun to implement is GED preparation and testing. The GED program assists students without high-school diplomas to successfully obtain a GED and enroll in college programs to achieve academic or vocational goals.

3. Accomplishments in Achieving Goals

- a. List area related Strategic Planning Goals and program, area or unit specific goals, and describe progress in achieving each goal, strategy, objective, and appropriate task.

Strategic Planning Goals:

GOAL 3: Implement a strategic enrollment management plan that diversifies FTES populations, ensures achievement of FTES targets, and promotes meaningful improvement in student completion data.

Strategy 3.2 Develop a comprehensive and holistic Enrollment Management Plan.

Objective 3.2.4 In partnership with the Palo Verde Unified School District, and the Needles Unified School District, develop and/or expand upon dual enrollment offerings.

Task #	Task	Progress Report
3.2.4.1	Identify local curricular needs best suited to prepare students for entry into college level courses and/or career technical education during fall 2017.	<ol style="list-style-type: none"> 1. In addition to the general education/transfer pathways, we have identified a local need for vocational programs in welding, automotive, and building construction trades. Students begin taking college level courses in these fields while still in high school, through a dual enrollment agreement between PVC and Needles Unified. The automotive and welding technology programs began enrolling high school and adult students fall semester 2018. Future plans include expanding the vocational program to include building construction trades. 2. The Needles Center was certified as a GED test center in 2015. A new GED preparation program was implemented in 2016 based on input from community service organizations. Students who receive their GEDs are encouraged and assisted in moving forward with their education at PVC Needles Center.
3.2.4.2	Identify and enter into appropriate agreements with the unified school districts during fall 2017.	<p>Based on the identification of local curricular needs, PVC Needles Center and the Needles Unified School District entered into a dual enrollment agreement in spring 2017, enabling high school students to take college-level vocational courses in welding and automotive, as well as general education courses such as English and Math.</p> <p>A draft agreement with Palo Verde Unified School District has been created, but not yet finalized.</p>

Area Goals:

1. Increase enrollment
Continue to collaborate with the Needles High School to recruit new and continuing students, and for dual enrollment classes.
Offer additional community enrichment courses that will better serve the Needles community.
2. Increase online offerings and create additional online programs.
3. Expand the reach of the California Adult Education Program in the Blythe and Needles communities to offer non-credit and not-for-credit classes within the seven recognized program areas funded by the Palo Verde River Consortium.

b. Explain modifications, if any, of goals.

4. Strengths, Weaknesses & Accomplishments/Activities

- a. List and comment on the major strengths of the program, area or unit.
 - i. The Needles Center provides education at a satellite college site for an under-served population.
 - ii. The Needles Center has staff with extensive knowledge and expertise in their respective areas.
 - iii. The Center continues to provide the required FTES to sustain the Needles Center at Palo Verde College.
 - iv. The Dean of Needles Center, in addition to managing the operations of the Center, coordinates the College's distance education program as well as directing the activities of the Palo Verde River Consortium Adult Education Program (CAEP). (See job description)
- b. List and comment on the major weaknesses of the program, area or unit.

- i. Lack of professional development opportunities for staff and adjunct faculty.
- ii. Insufficient career pathways for high school students.
- iii. Additional faculty and staff will be required as the center grows to facilitate the delivery of distance education.

c. List activities and discuss accomplishments during review period.

See attached 2018-19 Board Reports.

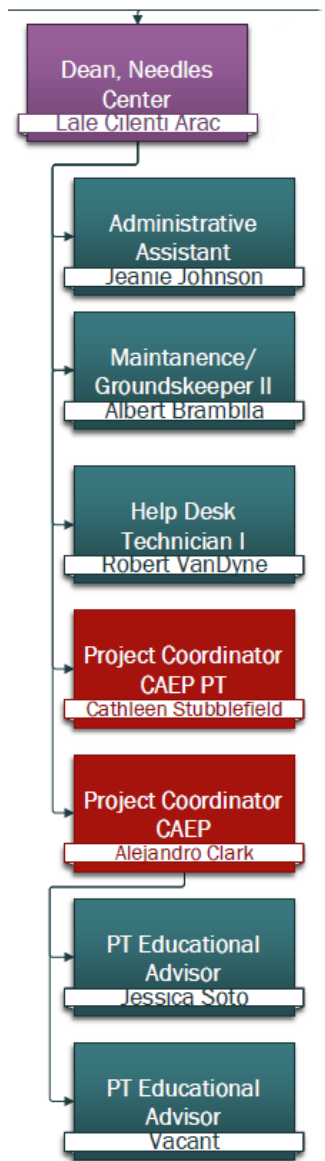
5. Student Learning Outcomes (SLO)

Appropriate Student learning Outcomes will be developed by each non-instructional area to reflect appropriate outcomes including Program Learning Outcomes and/or Service Area Outcomes (SAO).

Service Area Outcome	SAO Metric						
SAO #1: Needles students attain their educational goals as a result of appropriately scheduled courses, taught by highly qualified faculty.	Number of certificates and degrees earned by Needles students in 2018-19. 3 certificates and 2 degrees were awarded to Needles students in 2018-19.						
SAO #2: Generate sufficient FTE to maintain funding for college center status.	Meet or exceed the required 100 Annual FTE. 2018-19: <table><tr><td>Credit</td><td>Non-Credit</td><td>Total</td></tr><tr><td>160.39</td><td>2.72</td><td>163.11</td></tr></table> (Source: 2018-19 320 Report)	Credit	Non-Credit	Total	160.39	2.72	163.11
Credit	Non-Credit	Total					
160.39	2.72	163.11					

6. Human Resources and Staff Development

a. Provide current organization chart of the program, area or unit, showing key functions and responsibilities.



- b. Are current management and staff adequate to perform functions and responsibilities satisfactorily and to achieve program, area or unit goals? Explain.

The current management and staff are adequate to perform the functions and responsibilities of the Center.

- c. Describe specific professional development activities in which program, area or unit members participate and explain how such activities benefit or enhance the program and support and facilitate student learning.

Currently there are no full-time instructors based at the Needles Center. The local adjunct instructors are not required to attend Flex Day activities in Blythe because of the distance involved in travel, but they are welcome to do so. The professional development for adjuncts at the Needles Center consists of beginning of the semester meetings, and individual meetings with adjunct instructors as needed. There are no other specific professional development activities for adjunct instructors.

- d. Describe areas of unmet professional development needs among personnel in this program, area or unit, if applicable, and outline plans to address these needs.

Professional development in methods of instruction and student learning outcomes for adjunct instructors is a continuing need at the Needles Center. The college needs to develop an online orientation and training program that is required of all adjunct instructors, for all on-ground and distance education adjuncts. This program needs to be developed as a college wide initiative.

e. Describe organizational changes that would improve program, area or unit performance. Provide timelines for the achievement of such changes and describe measures that assess the effectiveness of such changes.

Currently there is no need to change the organizational structure of the Center. When the construction of the upper level is completed and the proposed Allied Health programs are initiated, the center will need local directors (part-time or full-time) to oversee these programs.

7. Facilities

a. Are current facilities adequate to support the program, area or unit? Explain.

- i. Yes, the Center, located in the remodeled Claypool Building is adequate to support the needs of the community. The main floor of the building houses a media learning center with computers for student access, a large student activities center and offices for counseling and/or other support services programs. The lower level houses three large distance learning labs (ITV), two lecture classrooms, a graphic arts lab, a computer lab and two interdisciplinary classrooms.
- ii. With funding from the Adult Education Program, and in cooperation with the Needles Unified School District, the vacant vocational education shops were updated in 2017 for the Center to conduct Career and Technical Education classes in Welding and Automotive Technology concurrently for dual-enrollment high school students and for adults.

b. Describe plans for future changes to support facilities.

- i. Currently the Center is undergoing updates and modifications to the unfinished upper (mezzanine) level of the Claypool Building, with plans to start offering much-needed allied health programs, such as CNA, Phlebotomy, EMT and even LVN training locally.
- ii. The Center, in cooperation with the Needles Unified School District, also plans on updating the existing wood shop area to accommodate a Building and Construction Trades program.

8. Technology and Equipment

a. Is the current technology and equipment adequate to support the program, area or unit? Explain.
The current technology and equipment are adequate to support the Needles Center.

b. Describe plans for future changes to support technology or equipment.
Plans for future changes will be evaluated upon the completion of the Center's upper level.

9. Financial Resources

a. Provide an appropriate financial report for program, area or unit during reporting period. Explain any significant deviations from previous reporting period.

Budget Code	NDL			
	Budgeted	Expended	Difference	Variation
2018-2019				
Supplies	\$3,050.00	\$1,454.60	\$1,595.40	-52.31%
Advertising	\$1,200.00	\$1,061.71	\$138.29	-11.52%
Benefits	\$76,800.00	\$77,315.37	-\$515.37	0.67%
Communications	\$14,400.00	\$16,822.23	-\$2,422.23	16.82%
Conferences	\$2,000.00	\$232.03	\$1,767.97	-88.40%
Contracts	\$750.00	\$418.35	\$331.65	-44.22%
Copying/Printing	\$450.00	\$0.00	\$450.00	-100.00%
Equipment	\$463.00	\$0.00	\$463.00	-100.00%
Food	\$800.00	\$641.25	\$158.75	-19.84%

Memberships	\$100.00	\$50.00	\$50.00	-50.00%
Misc	\$150.00	\$225.00	-\$75.00	50.00%
Postage	\$400.00	\$430.20	-\$30.20	7.55%
Rents And Leases	\$4,200.00	\$3,348.34	\$851.66	-20.28%
Repairs	\$8,300.00	\$7,992.91	\$307.09	-3.70%
Salaries	\$176,313.00	\$244,898.43	-\$68,585.43	38.90%
Services	\$200.00	\$178.69	\$21.31	-10.66%
Travel	\$0.00	\$111.13	-\$111.13	100.00%
Utilities	\$33,500.00	\$31,440.51	\$2,059.49	-6.15%

- b. Describe whether the current budget is adequate to carry out the responsibilities of the program, area or unit or operation.

The current budget is adequate to carry out the responsibilities of the Needles Center. It should be noted that certain operating expenses at the Needles Center were funded by the California Adult Education Program and do not appear in the financial report.

- c. Describe plans for future budget changes, if any.

Future budget changes will involve generating additional revenue by increasing the number of face-to-face, online, and ITV courses for degrees and certificates, increasing the number of dual-enrollment classes, and offering additional vocational programs to meet the needs of the local population.

10. Four-year plan

- a. Place future request for resources (human, financial, facilities, technology & equipment) in a four-year matrix to facilitate future planning.

Additional fiscal, physical, or technology resources may be needed in the 2020-21 year depending upon the completion date of the mezzanine remodel completion date and anticipated usage of this area for a Certified Nursing Assistant program.

Future Area Needs			2019-20	2020-21	2021-22	2022-23
	Human Resources			Dependent upon new programs after remodel	TBD	TBD
	Fiscal Resources			Dependent upon remodel	TBD	TBD
	Physical Resources			CNA Beds/ phlebotomy Equipment/ furniture for mezzanine	TBD	TBD
	Technology Resources			Extra computers etc.	TBD	TBD



PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

FROM THE DESK OF LALE CILENTI
DEAN, NEEDLES CENTER

TO: BOARD OF TRUSTEES
FROM: LALE CILENTI
SUBJECT: REPORT OF ACTIVITIES
DATE: 9/11/2018
CC: DON WALLACE, SCOTT BAUER, CARRIE MULLION

Needles Center

- Needles staff hosted a Student outreach day with Financial Aid (FA) and Associated Student Government (ASG) representatives from the main campus on September 20th. Students met with FA Technicians at the Needles media center. ASG/FA also visited Needles HS to promote FAFSA awareness to the current HS Seniors for next fall.
- New faculty orientation was conducted on Sep. 12 for our two new CTE instructors.
- Palo Verde College was selected as the Business Member of the Month for September by the Needles Chamber of Commerce (see attached pictures).
- Needles Chamber of Commerce members were given a tour of the CTE shops on September 6.
- On September 13 Cathy Stubblefield made a presentation to the Colorado River Women's Council on PVC's pathways to gainful employment through the new and proposed CTE programs at the Needles Center.
- Two Needles students were winners of the PVC Foundation Laptop Award Program. Many thanks to the Foundation and Stephanie Slangen for providing this opportunity to our students.
- Cathy Stubblefield attended the monthly meeting of the Needles Downtown Business Alliance at the Wagon Wheel Restaurant and discussed the courses and programs available at the college.
- On September 18, Larry McLaughlin, the Inland Empire Desert Regional Deputy Sector Navigator for the Advanced Transportation & Renewable Energy Sector met with the Needles Automotive Faculty Ronnie Tieman to discuss the planned hybrid and/or electric automotive training program at PVC.

California Adult Education Program (AEP, formerly AEBG)

- The AEP program is gearing up for the creation of the 2019-2022 three-year plan.
- Alejandro Clark and I attended the AEBG Directors Event in Sacramento on September 27-28.
 - Alejandro participated in the Consortia Lead Onboarding session on September 27. This session provided the skills and knowledge necessary to achieve maximum effectiveness as new Administrators in this role, to ensure consortia goals are aligned with the goals for the Adult Education program, and to provide the necessary tools to overcome possible challenges.
 - The Consortia Leads session on September 28 provided a full day of training and networking which covered the following topics: 3-year planning, budget bill changes, immigrant integration, LaunchBoard, aligning with WIOA I planning efforts, field team updates, and more.
- The AEP program requires Consortium Directors to attend webinars and face-to-face regional meetings in order to manage the activities of their regional consortia. The following activities have been attended:
 - Student Progress in Adult Education Webinar –August 30
 - Understanding the MIS Data Elements in Adult Ed –September 6
 - AB 705 & Non-Credit/Adult Ed Students –September 7
 - 18-19 Budget & Workplan in NOVA –September 14
 - AEBG 3-Year Planning Overview –September 20
- The AEP sponsored PVC-PVUSD pilot project to provide training to develop parents' knowledge and skills to assist their elementary and secondary school children to succeed academically in school will kick-off their first session on October 18. The topic to be addressed in this session is "Attendance."

Workforce Innovation and Opportunity Act Title II (WIOA II)

- Maureen Burt continues to attend the required weekly webinars and regional face-to-face meetings to continue eligibility for the funds:
 - August 29 – California CASAS Assessment Implementation Training in Anaheim
 - August 30 – Using MIS Elements to track educational functioning levels and transition into postsecondary education webinar
 - September 6 – Understanding the MIS Student Data Elements in Adult Education webinar
 - September 10 – Aztec Software training webinar
 - September 12 – California Accountability webinar
 - September 12 – Empowering CTE Students through ABE webinar
 - September 13 – California Accountability: Assessment policy: Statewide Considerations webinar
 - September 19 – California WIOA II Networking Meeting in Chino
 - September 23 – Aztec Software Training Webinar
 - October 1 – California Accountability: AEBG Overview in Bakersfield

Thank you Palo Verde
Community College for
being our Chamber
Member of the Month!!!



Photo
Grid



PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

FROM THE DESK OF LALE CILENTI
DEAN, NEEDLES CENTER

TO: BOARD OF TRUSTEES
FROM: LALE CILENTI
SUBJECT: REPORT OF ACTIVITIES
DATE: 11/06/2018
CC: DON WALLACE, SCOTT BAUER, CARRIE MULLION

Needles Center

- The Welding and Automotive dual enrollment/adult education classes have been very successful this semester. Needles Spring schedule, completed in cooperation with the Office of Instruction, will be offering two additional Welding and Automotive classes in the Spring. We are still looking for additional qualified adjunct instructors to be able to offer more classes, since our current instructors are limited to teaching two courses.
- Cathy Stubblefield attended the Colorado River Women's Council meeting about community efforts to reduce high school dropouts. Details of our GED program was presented at the October 11 meeting.
- Needles Center hosted the BNSF new hire orientation, as well as a meeting of CDFA (California Department of Food & Agriculture).
- Needles Center participated in the Fort Mohave Indian Days on October 26 with a PVC information booth.
- Cathy Stubblefield, Stephanie Slogan and Lale Cilenti attended the monthly meeting of the Needles Downtown Business Alliance at the Wagon Wheel Restaurant. Stephanie introduced the Palo Verde Foundation and provided members with information on how the Foundation could benefit the Needles Center and the community of Needles.
- Robert Van Dyne has had a busy month updating all of the Needles computers, as well as the Welding and Automotive computers for the PVC/NUSD dual enrollment classes. He has been actively working on the purchase and installation of power supplies for the Needles Center rooftop cameras. The cameras are essential to provide security around the external perimeter of the building.
- I will be attending the CCLC meeting along with my PVC colleagues November 15-17 in

Rancho Mirage. I look forward to attending a variety of informative breakout sessions, as well.

- The Needles Center is preparing for participation in the Needles Annual Christmas Lighted Parade, following the traditional tree lighting ceremony during the Needles Holiday Fun Fair on Saturday, Dec. 1.

California Adult Education Program (AEP, formerly AEBG)

- Work on the AEP program 2019-2022 three-year plan is ongoing. The three voting members are in the process of being polled as to the direction the consortium wants to go. The three year plan will include new project proposals and current pilot scale-up activities.
- The AEP program requires Consortium Directors and Coordinators to attend webinars and face-to-face regional meetings in order to manage the activities of their regional consortia. The following events have been attended by Alejandro Clark, Maureen Burt, and/or Lale Cilenti:
 - Non-Credit in Adult Ed Webinar –October 5
 - AEP 3 Year Planning Process Data And Accountability Regional Meeting, San Bernardino –Oct 17-18
 - Grounding Noncredit and Adult Ed System Priorities Webinar –Oct 15
 - Nova Review of Final Update Webinar –Oct 19
 - AEP Data Submission Guidelines Webinar –Oct 23
 - AEP Beginning of the Year Overview Webinar–Oct 24
- The first AEP sponsored PVC-PVUSD pilot project to provide training to develop parents' knowledge and skills to assist their elementary and secondary school children to succeed academically in school was conducted on October 18. The session addressed the importance of attendance for success, and was well attended and positively received by PVUSD parents, thanks to the efforts of Alejandro Clark, Maria Gonzales, Lois Shafer (PVUSD), Charles Bush (PVUSD), and Biju Raman.
- The second college-wide GED/Citizenship award ceremony, funded by AEBG, will be held on November 29 in Blythe. We are honored to have Dr. Wallace as our keynote speaker for this event.

Workforce Innovation and Opportunity Act Title II (WIOA II)

- Maureen Burt continues to monitor the activities and submit reports, as well as attend the required weekly webinars and regional face-to-face meetings to continue eligibility for the funds.
 - Oct 1 – California Accountability: AEBG Overview in Bakersfield
 - Oct 23 – Data Submissions Guidelines for WIOA II Webinar
 - Oct 24 – Data Reporting and Accountability for AEP Webinar
 - Oct 29 – Data Dialogue Protocol to Target Instruction and Improve Student Outcomes Webinar
 - Oct 31– Regional training at Fontana Adult School (AEP & WIOA II)

The following is a comprehensive list of ongoing and completed projects for the WIOA II Grant for 2018-19. This list will be updated regularly.

- Student demographics and class information entered into TopsPro for the first quarter
- Organizing the pretesting for WIOA II programs
- Creating and submitting the WIOA II Professional Development Plan for program year 2018-19
- Writing the 2018-19 WIOA II Assessment Plan
- Information gathering and developing the 2018-19 WIOA Technology and Distance Learning Plan due in January 2019
- Training GED Instructors in the operation and use of the new Aztec software
- Planning of Professional Development workshops for data driven instruction for the GED and ESL classes
- Preliminary preparations for the Federal Program Monitoring Review
- Coordination of the GED textbooks and software



PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

FROM THE DESK OF LALE CILENTI
DEAN, NEEDLES CENTER

TO: BOARD OF TRUSTEES
FROM: LALE CILENTI
SUBJECT: REPORT OF ACTIVITIES
DATE: 12/04/2018
CC: DON WALLACE, SCOTT BAUER, CARRIE MULLION

Needles Center

- Preliminary advising for Spring Semester has begun. Advising and registration will continue through Feb 8.
- FA/EOPS/Academic Advisors will be at the Center to assist students with priority Spring Registration on Dec 6.
- The Welding and Automotive dual enrollment/adult education classes continue to receive attention from the community. Two more Automotive and Welding classes will be offered in the spring. We now have an additional welding instructor approved by HR, which will allow us to offer additional classes. We are still looking for an additional automotive instructor.
- Attended luncheon with NUSD staff and San Bernardino Schools Superintendent and staff to discuss the ongoing and planned efforts to assist students in meeting their educational and career goals.
- Cathy Stubblefield has been actively participating in reaching out to local organizations in her new position promoting the Needles Center for adult learners in the tri-state community:
 - Needles Downtown Business Alliance (NDBA) –Introduced Stephanie Slagan who spoke about our Foundation –Nov 1
 - Needles Women’s Club Member–raises money for local scholarships –Meets 1st Tuesdays
 - Colorado River Women’s Council Member–major scholarship providers –Meets 2nd Thursdays
 - Sunrise Rotary Club of Fort Mohave Member –Regular meetings are

Wednesdays at 7 am. Invited Stephanie Slagan to November 27 meeting to present PVC foundation information

- Worked the annual Needles Holiday Fun Fair, participated in the annual tree lighting ceremony, and organized the Needles Center float entry in the Lighted Christmas Parade –Dec 1
- 17 students and faculty participated in the Lighted Christmas Parade with a float. The students, mostly welding and automotive, put the finishing touches on the float and passed out candy to spectators along the parade route. A special thank you goes out to Cathy Stubblefield for making the event a success.
- Robert Van Dyne has been working with Administrative Services and Robinson Electric to update the exterior cameras on the Needles Center to provide additional security.
- Attended the CCLC meeting on November 15-17 in Rancho Mirage with Members of the Board and colleagues. The State of the State presentation by Chancellor Oakley was very inspiring. I attended several breakout sessions. Although at times it was difficult to choose between concurrent sessions, the non-credit education presentation by the San Diego Continuing Education department of SDCCD, and the Freshmen Bridge program presentation by Bakersfield College were particularly worthwhile.

California Adult Education Program (AEP, formerly AEBG)

- Work on the AEP program 2019-2022 three-year plan is ongoing. The three voting members have been polled as to the direction the consortium wants to go. The three-year plan will incorporate members' suggestions for new projects and current project scale-up activities. The draft report is due for consortium review in February 2019.
- The AEP program requires Consortium Directors and Coordinators to attend webinars and face-to-face regional meetings in order to manage the activities of their regional consortia. The following events have been attended in November by the AEP team:
 - Beginning of the year AEP webinar
 - AEP Reporting for 17-18 in NOVA
 - Overview of the three-year planning template, guidance and tools webinar
 - BoardDocs Agenda Creation and Minutes webinar (A. Clark)
- The AEP sponsored PVC-PVUSD project providing training to develop parents' knowledge and skills towards assisting their elementary and secondary school children to succeed academically in school is ongoing. The second session on November 1 addressed the importance of Positive Communication, followed by Behavior Reinforcement on Nov 15, and Engaging School Staff on Nov 29. The next session, Computer Skills, will be presented on December 13.
- The second college-wide GED/Citizenship award ceremony, funded by AEP, was held on November 29 in Blythe. Many thanks to all of the dedicated ESL and GED instructors and the AEP staff who worked very hard to make the program a success. The ceremony was well attended by students and their families. We were pleased that Ms. Styers and Dr. Thomas were in attendance as well.

Workforce Innovation and Opportunity Act Title II (WIOA II)

- Maureen Burt continues to monitor the activities and submit reports, as well as attend the required weekly webinars and regional face-to-face meetings to continue eligibility for the funds. AEP Project Manager Alejandro Clark is also participating in some of the activities to become familiar with the WIOA program.
 - November 5 – Webinar – WIOA Opportunities
 - November 7 – Webinar – NOVA Reporting
 - November 19 – Webinar – ABE Structure and Activities
 - November 29 – GED/Citizenship graduation in Blythe
 - November 30 – AEP Data Collection meeting with PVC Director of Admissions & Records and Director of Institutional research
 - December 3 – Webinar – Integrated Education and Training/Career Pathways
 - December 5 – Regional training for WIOA/AEP at Chaffey Adult School in Ontario, CA
 - December 10 – Webinar – Reporting Adult Ed data
 - December 17 – Webinar – Leveraging WIOA II Funds and Other Resources

The following is a comprehensive list of ongoing and completed projects for the WIOA II Grant for 2018-19. This list will be updated as needed. There are no new updates at this time.

- Student demographics and class information entered into TopsPro for the first quarter
- Organizing the pretesting for WIOA II programs
- Creating and submitting the WIOA II Professional Development Plan for program year 2018-19
- Writing the 2018-19 WIOA II Assessment Plan
- Information gathering and developing the 2018-19 WIOA Technology and Distance Learning Plan due in January 2019
- Training GED Instructors in the operation and use of the new Aztec software
- Planning of Professional Development workshops for data driven instruction for the GED and ESL classes
- Preliminary preparations for the Federal Program Monitoring Review
- Coordination of the GED textbooks and software



PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

FROM THE DESK OF LALE CILENTI
DEAN, NEEDLES CENTER

TO: BOARD OF TRUSTEES
FROM: LALE CILENTI
SUBJECT: REPORT OF ACTIVITIES
DATE: 01/22/2019
CC: DON WALLACE, SCOTT BAUER, CARRIE MULLION

Needles Center

- Spring Semester student recruitment, advising and registration is in full swing. Advising and registration will continue through Feb 8.
- FA/EOPS/Academic Advisors were at the Center on December 6 to assist students with priority Spring Registration.
- The Welding and Automotive dual enrollment/adult education classes continue to receive attention from the community. Two more Automotive and Welding classes are being offered in the spring. We are still looking for an additional automotive instructor.
- Cathy Stubblefield continues to actively participate in reaching out to local organizations in her new position promoting PVC Needles Center for adult learners in the tri-state community:
 - Needles Downtown Business Alliance (NDBA) –Meets 1st Thursdays
 - Needles Women’s Club Member–raises money for local scholarships –Meets 1st Tuesdays
 - Colorado River Women’s Council Member–major scholarship providers –Meets 2nd Thursdays
 - Sunrise Rotary Club of Fort Mohave Member –Regular meetings are Wednesdays at 7 am.
- Robert Van Dyne is continuing to work with Administrative Services and Robinson Electric to update the exterior cameras on the Needles Center to provide additional security.

California Adult Education Program (AEP, formerly AEBG)

- Work on the AEP program 2019-2022 three-year plan is ongoing. The three voting members have been polled as to the direction the consortium wants to go. The three-year plan draft has been prepared, and is being reviewed by the members. The draft report is due for consortium review and submission in February 2019.
- The AEP program requires Consortium Directors and Coordinators to attend webinars and face-to-face regional meetings in order to manage the activities of their regional consortia. The following events have been or will be attended by the AEP team:
 - AEP Pre-Planning Guidance and Self-Assessment Tool
 - AEP 17-18 Reporting Hours of Instruction and Operational Costs
 - CA Career Pathway System Building
 - 3-Year Planning –Where do we go next?
 - Community Asset Mapping Based on the 3-Year Plan
- The AEP sponsored PVC-PVUSD project providing training to develop parents' knowledge and skills towards assisting their elementary and secondary school children to succeed academically in school is ongoing. The second session on November 1 addressed the importance of Positive Communication, followed by Behavior Reinforcement on Nov 15, and Engaging School Staff on Nov 29, and Computer Skills, on Dec 13. Dr. Charles Bush, Superintendent of Palo Verde Unified District, presented 2019's first session, State Standards, on Jan 10.

Workforce Innovation and Opportunity Act Title II (WIOA II)

- Maureen Burt continues to monitor the activities and submit reports, as well as attend the required weekly webinars and regional face-to-face meetings to continue eligibility for the funds. AEP Project Manager Alejandro Clark is also participating in some of the activities to become familiar with the WIOA program.
 - Dec 3 – Webinar – Integrated Education and Training/Career Pathways
 - Dec 5 – Regional training for WIOA/AEP at Chaffey Adult School in Ontario, CA
 - Dec 10 – Webinar – Reporting Adult Ed data
 - Dec 17 – Webinar – Leveraging WIOA II Funds and Other Resources
 - Jan 15 – Core Performance Employment and Earnings Survey
 - Jan 22 – CASAS Reading Goals Test Series

The following is a comprehensive list of ongoing and completed projects for the WIOA II Grant for 2018-19. This list will be updated as needed. There are no new updates at this time.

- Student demographics and class information entered into TopsPro for the first quarter
- Organizing the pretesting for WIOA II programs
- Creating and submitting the WIOA II Professional Development Plan for program year 2018-19
- Writing the 2018-19 WIOA II Assessment Plan
- Information gathering and developing the 2018-19 WIOA Technology an

Distance Learning Plan due in January 2019

- Training GED Instructors in the operation and use of the new Aztec software
- Planning of Professional Development workshops for data driven instruction for the GED and ESL classes
- Preliminary preparations for the Federal Program Monitoring Review
- Coordination of the GED textbooks and software



PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

FROM THE DESK OF LALE CILENTI
DEAN, NEEDLES CENTER

TO: BOARD OF TRUSTEES
FROM: LALE CILENTI
SUBJECT: REPORT OF ACTIVITIES
DATE: 02/12/2019
CC: DON WALLACE, SCOTT BAUER, CARRIE MULLION

Needles Center

- Spring Semester student recruitment, advising and registration continues through Feb 8.
- Met with Dr. Mary McNeil, Needles Unified School District Superintendent and Principal Amy Avila on Feb 5. The discussion centered on dual enrollment. We are looking to expand offerings so students can take transferable general education classes while still in high school.
- The Welding and Automotive dual enrollment/adult education classes continue to receive attention from the community. The two Automotive and two Welding classes have successfully started. We are still looking for an additional automotive instructor.
- The Needles Welding instructor, Deb Pontbriand, was interviewed by the host of the Morning Show on the local TV station, tv2KLBC; Deb provided a great welding demonstration. The host also provided a nice overview prior to the interview. Here is the link to the video – it's a long one, but the actual interview and demo segment starts at 2:50 min:
https://paloverdecollege-my.sharepoint.com/:v/g/personal/lale_arac_paloverde_edu/Ef6o5m37QZdPk5lbL2yOh4IBbdeYxupVz370fdt7fcQLiQ?e=ORohGe
- Cathy Stubblefield continues to actively participate in reaching out to local organizations in her new position promoting PVC Needles Center for adult learners in the tri-state community:
 - Needles Downtown Business Alliance (NDBA) –Meets 1st Thursdays

- Needles Women's Club Member—raises money for local scholarships —Meets 1st Tuesdays
- Colorado River Women's Council Member—major scholarship providers — Meets 2nd Thursdays
- Sunrise Rotary Club of Fort Mohave Member —Regular meetings are Wednesdays at 7 am.
- Robert Van Dyne continues to manage the IT needs of the Needles Center, including providing assistance to faculty, staff and students. He oversees all of the ITV classes and meetings to ensure proper connection to the Blythe Campus. He is also continuing to work with Administrative Services and Robinson Electric to update the exterior cameras on the Needles Center.

California Adult Education Program (CAEP, formerly AEBG)

- Work on the CAEP program 2019-2022 three-year plan is ongoing. Alejandro Clark is actively working with our consultants in developing the executive summary for the report. The consortium members are reviewing the three-year plan draft. A first person ethical proof has been developed for our region to go along with the executive summary of the three-year plan. The documents is intended to provide legislators an insight into the uniqueness of the River Consortium and the importance of including opportunity as a factor within the funding algorithm of CAEP.
- The CAEP program requires Consortium Directors and Coordinators to attend webinars and face-to-face regional meetings in order to manage the activities of their regional consortia. The following events have been or will be attended by the CAEP team:
 - Jan 11 - Reporting 17-18 Hours of Instruction and Operational Costs by Fund
 - Jan 15 - Pre-Planning Guidance and Self-Assessment Tool
 - Jan 22 - Community Asset Mapping Based on the 3-Year Plan
 - Jan 29 - 3-Year Planning —Where do we go next?
 - Feb 15 — Closing Out 16-17 Adult Education Funds in NOVA
- The CAEP sponsored PVC-PVUSD project providing training to develop parents' knowledge and skills towards assisting their elementary and secondary school children to succeed academically in school is ongoing. The second session on November 1 addressed the importance of Positive Communication, followed by Behavior Reinforcement on Nov 15, and Engaging School Staff on Nov 29, and Computer Skills, on Dec 13. Dr. Charles Bush, Superintendent of Palo Verde Unified District, presented 2019's first session, State Standards, on Jan 10. The Time Management session on Jan 24 focused on providing information and resources to attendees to demonstrate the benefits of planning in student success.
- Several sites in Blythe were recently visited by Alejandro Clark to assess the feasibility of additional programs to benefit the community. Equipment and capacity within the facilities will be an indicator of which resources can be leveraged using CAEP and Strong Workforce funds. Feasibility of proposed projects and programs will be reviewed by the members of the River Consortium and Vice President and Dean of Instruction and Student Services at PVC. Potentially viable projects will be

incorporated into the three-year plan. Assessment of community needs is also ongoing in Needles.

Workforce Innovation and Opportunity Act Title II (WIOA II)

- Maureen Burt continues to monitor the activities and submit reports, as well as attend the required weekly webinars and regional face-to-face meetings to continue eligibility for the funds. CAEP Project Manager Alejandro Clark is also participating in some of the activities to become familiar with the WIOA program.
 - Jan 15 – Core Performance Employment and Earnings Survey
 - Jan 22 – CASAS Reading Goals Test Series
 - Feb 13 – WIOA/CAEP Regional Meeting will be held at the Riverside Adult School.
- The following is a comprehensive list of ongoing and completed projects for the WIOA II Grant for 2018-19. This list will be updated as needed. There are no new updates at this time.
 - Correlation of the GED textbooks and software for mathematics has been completed.
 - A Professional Development workshop for the GED teachers was conducted on January 28th.
 - The required quarterly student demographics and class information continues to be entered into TopsPro as required.
 - Pre- and post-testing for WIOA II programs continues.
 - The WIOA II Professional Development Plan for program year 2018-19 has been completed and submitted.
 - The 2018-19 WIOA II Assessment Plan report is in process.
 - Information gathering and developing the 2018-19 WIOA Technology and Distance Learning Plan due in January 2019 has been completed.
 - Training is ongoing for GED Instructors in the operation and use of the new Aztec software.
 - Additional Professional Development workshops for data driven instruction for the GED and ESL classes are planned for 2018-19.
 - Preliminary preparations for the Federal Program Monitoring Review are on hold pending changes to the WIOA program.



PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

FROM THE DESK OF LALE CILENTI
DEAN, NEEDLES CENTER

TO: BOARD OF TRUSTEES

FROM: LALE CILENTI

SUBJECT: REPORT OF ACTIVITIES

DATE: 3/12/2019

CC: DON WALLACE, SCOTT BAUER, BIJU RAMAN, CARRIE MULLION

Needles Center

- Attended a dual enrollment meeting via conference call with representatives of PVC and PVUSD on February 21 discuss expansion of dual enrollment classes.
- The Downtown Needles Business Alliance and the Needles Chamber of Commerce hosted their annual Boat Show on February 22 and 23. Needles Center donated 250 boat keychains with the PVC logo. Several PVC/NUSD dual-enrollment automotive students also attended.
- Met with city officials on February 7 and with representatives of the local cannabis manufacturing and cultivation industry on February 19 to assess how PVC and/or the River Consortium can meet the workforce development needs of the community.
- Needles Women's Group held a Pasta Luncheon Fundraiser for local scholarships on February 16. Cathy Stubblefield brought baked goods for a group of 15 to help support this fundraiser.
- Cathy Stubblefield met with the Needles High School Interact Club and donated jump drives to assist students with creating a community service spreadsheet for future scholarship applications.
- Free tax preparation assistance will be offered to low income residents of Needles by San Bernardino County at the Needles Center on March 13 and 14.
- Needles Center will host a Needles Chamber of Commerce Cannabis Industry Job Fair on March 19.
- California Dept. of Food and Agriculture will have their monthly meeting at the Center on March 26.

- Cathy Stubblefield continues to participate in meetings of local organizations as the Needles Center outreach coordinator for adult learners in the tri-state community:
 - Needles Downtown Business Alliance (NDBA) –Meets 1st Thursdays
 - Needles Women’s Club Member–raises money for local scholarships –Meets 1st Tuesdays
 - Colorado River Women’s Council Member–major scholarship providers – Meets 2nd Thursdays
 - Sunrise Rotary Club of Fort Mohave Member –Regular meetings are Wednesdays at 7 am.
- Robert Van Dyne continues to effectively manage the IT needs of the Needles Center:
 - Maintains and updates computers and servers; troubleshoots hardware problems.
 - Assists board members, faculty, administration, staff and students with software issues, graphics projects and media conversions.
 - Manages the Media Center and monitors students after office hours.
 - Oversees the ITV classes and meetings to ensure proper connection to the Blythe Campus.

California Adult Education Program (CAEP) –Alejandro Clark, River Consortium Coordinator

- Work on the River Consortium 2019-2022 three-year plan is ongoing.
- A working meeting was conducted in Blythe on Feb 14 to prepare for the March 11 River Consortium board meeting to review the first draft of the plan. Progress on existing projects and future project ideas from members will be discussed at the board meeting.
- The CAEP program requires Consortium Directors and Coordinators to attend webinars and face-to-face regional meetings in order to manage the activities of their regional consortia. The following events have been attended by the CAEP team:
 - Feb 15 – Closing Out 16-17 Adult Education Funds in NOVA
 - Feb 19 – Using assessment results to inform instruction
 - Feb 20 – Low hanging fruit; how to improve student performance of those already in the system Part I
 - Feb 27 – Low Hanging fruit; how to improve student performance of those already in the system Part II
- The CAEP sponsored PVC-PVUSD project providing training to develop parents’ knowledge and skills towards assisting their elementary and secondary school children to succeed academically in school is ongoing. During the Feb 7 session, parents were briefed on the importance of Financial Aid with respect to availability of resources for their children’s higher education. On Feb 21, the Study Skills segment aimed at giving parents practical techniques and study habits to pass on to their children. As the first series of the Parent Project comes to an end on March 7 with the topic of Resources, we are excited to report that Needles Unified is interested in initiating a similar project next year.

Workforce Innovation and Opportunity Act Title II (WIOA II) –Maureen Burt

- Maureen Burt continues to monitor the activities and submit reports, as well as attend the required weekly webinars and regional face-to-face meetings to continue eligibility for the funds. CAEP Project Manager Alejandro Clark is also participating in some of the activities to become familiar with the WIOA program.
 - Feb 5 - Core Performance Employment and Earnings Survey TE Focus
 - Feb 6 - Core Performance Employment and Earnings Survey Policy Focus
 - Feb 13 – WIOA/CAEP Regional Meeting at the Riverside Adult School.
 - Feb 20 – Using Data to Improve Student Performance
- The following is a comprehensive list of projects for the WIOA II Grant for 2018-19. This list will be updated as needed.
 - WIOA surveys have been sent to students who left the program two quarters ago.
 - Correlation of the GED textbooks and software for mathematics has been completed.
 - The required quarterly student demographics and class information continues to be entered into TopsPro as required.
 - Pre- and post-testing for WIOA II programs continues.
 - The WIOA II Professional Development Plan for program year 2018-19 has been completed and submitted.
 - The 2018-19 WIOA II Assessment Plan report is in process.
 - Information gathering and developing the 2018-19 WIOA Technology and Distance Learning Plan has been completed.
 - Training is ongoing for GED Instructors in the operation and use of the new Aztec software.
 - Preliminary preparations for the Federal Program Monitoring Review are on hold pending changes to the WIOA program.



PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

FROM THE DESK OF LALE CILENTI
DEAN, NEEDLES CENTER

TO: BOARD OF TRUSTEES
FROM: LALE CILENTI
SUBJECT: REPORT OF ACTIVITIES
DATE: 4/9/2019
CC: DON WALLACE, SCOTT BAUER, BIJU RAMAN, CARRIE MULLION

Needles Center

- Continuing to work with NUSD and PVUSD in expanding dual enrollment offerings.
- Working with VPISS and VPAS on relocation plans for the upcoming construction project.
- March 14 –Attended the Needles State of the City presentation and dinner.
- March 13-14 –Free tax preparation assistance was offered to low income residents of Needles by San Bernardino County at the Needles Center.
- March 19 –Needles Center hosted the Chamber of Commerce Sponsored Cannabis Industry Job Fair. The event attracted a large number of applicants. One company reported they had received 176 applications, most of them from Needles residents.
- March 26 –California Dept. of Food and Agriculture held their monthly meeting at the Center.
- April 11 –The Fort Mohave Indian Tribe's Wellness Center will be holding a Career Fair for all local tribal children ages 12-18. Cathy Stubblefield, Bruce Wallace and Debra Pontbriand will attend and offer information Palo Verde College, Needles Center's GED, Welding, Automotive and Childcare programs and careers.
- April 18 –Needles Center will be participating in the Chamber of Commerce Progressive Block Party Mixer 4-7 pm.
- Cathy Stubblefield continues to participate in meetings and events of local organizations as the Needles Center outreach coordinator for adult learners in the tri-state community:
 - March 9 –Sunrise Rotary Gold Tournament for scholarships –PVC donated a

- basket of goodies.
 - March 13 –Attended City of Needles Parks and Recreation meeting
 - March 23 –Attended and assisted Needles Women’s Club annual Salad Bar fundraiser.
 - April 6 –Assisted Tri-State First Responders recognition event by Sunrise Rotary
 - April 9 –will attend the tristate Rotary “Outside the Box” scholarship meeting to present the needs of local non-traditional high school students who wish to attend college.
 - April 16 -Needles Women’s group will hold their Senior Girls Tea and scholarships awards ceremony. Cathy Stubblefield will be the host.
- Robert Van Dyne continues to effectively manage the IT needs of the Needles Center:
 - Maintains and updates computers and servers; troubleshoots hardware problems.
 - Assists board members, faculty, administration, staff and students with software issues, graphics projects and media conversions.
 - Manages the Media Center and monitors students after office hours.
 - Oversees the ITV classes and meetings to ensure proper connection to the Blythe Campus.

California Adult Education Program (CAEP) –Alejandro Clark, River Consortium Coordinator

- Work on the River Consortium 2019-2022 three-year plan is ongoing.
- Meetings with the business department (Mar 8) and consortium consultants (Mar 19) to collect and input data necessary for the three-year plan template tables/figures.
- Working with Success Manager Trang Le from Xello (formerly Career Cruising) on training to administer the Xello resource to our students/staff.
- Teamed up with the vocational career specialist to assist in the PVC Career Day.
- Will be attending the 62nd Annual Palo Verde Valley Community Outlook Conference April 11; WIOA Regional meeting April 17; Progressive Farmers Meeting April 18; and 2019 California Council for Education (CCAEE) Conference April 24-27.
- The CAEP program requires Consortium Directors and Coordinators to attend webinars and face-to-face regional meetings in order to manage the activities of their regional consortia. The following events have been attended by the CAEP team:
 - March 13 - Low Hanging Fruit – how to improve student performance of those already in the system Part III
 - March 22 - Interest-based Decision Making: How to Find Win-Win Solutions for Groups
 - Mar 25 - CAEP Data Dive Part I
 - Mar 27 – CAEP Data Dive Part II
 - April 5 - CFAD Submission and More
 - April 8 – CAEP Data Dive Part III
 - April 23 – Google: Innovative Collaboration Tips and Ideas for CAEP Consortia

Workforce Innovation and Opportunity Act Title II (WIOA II) –Maureen Burt

- Maureen Burt continues to monitor the activities and submit reports, as well as attend the required weekly webinars and regional face-to-face meetings to continue eligibility for the funds. CAEP Project Manager Alejandro Clark is also participating in some of the activities to become familiar with the WIOA program.
 - March 18-April 12 –Participating in a 4-week web course on Evidence Based Writing to help GED students with the extended writing response on the GED exam. This course is being offered through CalPro.
 - April 24-27 –2019 CCAE Conference in San Diego
- The following is an updated list of projects for the WIOA II Grant for 2018-19.
 - The required quarterly student demographics and class information continues to be entered into TopsPro as required.
 - Pre- and post-testing for WIOA II programs continues.
 - The 2018-19 WIOA II Assessment Plan report is in process.
 - Information gathering and developing the 2018-19 WIOA Technology and Distance Learning Plan has been submitted.
 - Training is ongoing for GED Instructors in the operation and use of the new Aztec software.



PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

FROM THE DESK OF LALE CILENTI
DEAN, NEEDLES CENTER

TO: BOARD OF TRUSTEES
FROM: LALE CILENTI
SUBJECT: REPORT OF ACTIVITIES
DATE: 5/14/2019
CC: DON WALLACE, SCOTT BAUER, BIJU RAMAN, CARRIE MULLION

Needles Center

- May 2 –Met with NUSD Superintendent Mary McNeil, Principal Amy Avila and Counselor Kim Breaux to plan for adding general education dual enrollment classes to the fall schedule.
- Work is ongoing with VPISS and VPAS on plans for the upcoming Needles Center construction project.
- April 11 –The Fort Mohave Indian Tribe’s Wellness Center held a Career Fair for all local tribal children ages 12-18. Cathy Stubblefield, Bruce Wallace, Debra Pontbriand, and Ronnie Tieman attend the event and provided information on Palo Verde College Needles Center’s GED, Welding, Automotive and Child Development programs and careers.
- April 18 –Needles Center participated in the Chamber of Commerce Progressive Block Party Mixer 4-7 pm.
- Needles Big O Tires/Napa Auto Parts store donated a gift basket to the Foundation Barbecue.
- Cathy Stubblefield continues to participate in meetings and events of local organizations as the Needles Center outreach coordinator for adult learners in the tri-state community:
 - April 9 –Attend the tristate Rotary “Outside the Box” scholarship meeting to present the needs of local non-traditional high school students who wish to attend college.
 - April 16 –Participated in the Needles Women’s group NHS Senior Girls Tea and scholarships awards ceremony.

- Robert Van Dyne continues to effectively manage the IT needs of the Needles Center:
 - Maintains and updates computers and servers; troubleshoots hardware problems.
 - Assists board members, faculty, administration, staff and students with software issues, graphics projects and media conversions.
 - Manages the Media Center and monitors students after office hours.
 - Oversees the ITV classes and meetings to ensure proper connection to the Blythe Campus.

California Adult Education Program (CAEP) –Alejandro Clark, River Consortium Coordinator

- May 6-7 -The second annual River Consortium CAEP retreat was held at the Palm Springs Art Museum in Palm Desert. The retreat was attended by Consortium members and representatives from Palo Verde College, Needles Unified School District, Fort Mojave Indian Tribe, Adult Education Solutions, and CAEP/WestEd. The keynote speaker was the Mayor of Coachella, Steve Hernandez, who talked about taking advantage of local opportunities to better serve our communities. Matthew Smith, a consultant for Adults with Disabilities programs also presented. The retreat attendees reviewed the final draft the 2019-2022 3-year consortium plan. Upon making the recommended changes, the plan will be submitted to the state in June. Consortium members and partners also identified three pilot programs which will be developed and implemented to serve the unique needs of Needles and Blythe.
- Alejandro Clark participated in the following events:
 - April 11 - the 62nd Annual Palo Verde Valley Community Outlook Conference
 - April 17 - WIOA Regional meeting in San Bernardino
 - April 18 – Blythe Progressive Farmers Meeting
 - April 24-27 -California Council for Education (CCAE) Annual Conference.
- The CAEP program requires Consortium Directors and Coordinators to attend webinars and face-to-face regional meetings in order to manage the activities of their regional consortia. The following events have been attended by the CAEP team:
 - April 5 - CFAD Submission and More
 - April 8 – CAEP Data Dive Part III
 - April 23 – Google: Innovative Collaboration Tips and Ideas for CAEP Consortia

Workforce Innovation and Opportunity Act Title II (WIOA II) –Maureen Burt

- Maureen Burt continues to monitor the activities and submit reports, as well as attend the required weekly webinars and regional face-to-face meetings to continue eligibility for the funds. CAEP Project Manager Alejandro Clark is also participating in some of the activities to become familiar with the WIOA program.
 - March 18-April 12 –Participated in a 4-week CalPro web course on Evidence Based Writing to help GED students with the extended writing response on the GED exam.
 - April 24-27 –Attended 2019 CCAE Conference in San Diego

- The following is an updated list of projects for the WIOA II Grant for 2018-19.
 - The required quarterly student demographics and class information continues to be entered into TopsPro as required.
 - Pre- and post-testing for WIOA II programs continues.
 - The 2018-19 WIOA II Assessment Plan report is complete.
 - Information gathering and developing the 2018-19 WIOA Technology and Distance Learning Plan has been submitted.



PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

FROM THE DESK OF LALE CILENTI

DEAN, NEEDLES CENTER

TO: BOARD OF TRUSTEES

FROM: LALE CILENTI

SUBJECT: REPORT OF ACTIVITIES

DATE: 6/11/2019

CC: DON WALLACE, SCOTT BAUER, BIJU RAMAN, CARRIE MULLION

Needles Center

- Registration for Summer and Fall is ongoing.
- NUSD is working on the district schedule to offer high school students PVC general education dual enrollment classes in the Fall.
- PVC Needles Automotive Instructor Ronnie Tieman will be conducting a short-term, not-for credit automotive course this summer on Automobile Air Conditioning.
- Preparations for the Summer Bridge program are underway. The program will be conducted on June 18-20 from 9:00 AM to 3:00 PM at the Needles Center. The three-day program is designed to introduce recent high school graduates to community college life at Palo Verde College.
- Work is ongoing with VPISS and VPAS on plans for the upcoming Needles Center construction project.
- A new copier was received and installed at the Needles Center this week.
- Cathy Stubblefield continues to participate in meetings and events of local organizations as the Needles Center outreach coordinator for adult learners in the tri-state community.
- Robert Van Dyne continues to effectively manage the IT needs of the Needles Center:
 - Maintains and updates computers and servers; troubleshoots hardware problems.
 - Assists board members, faculty, administration, staff and students with software issues, graphics projects and media conversions.
 - Manages the Media Center and monitors students after office hours.
 - Oversees the ITV classes and meetings to ensure proper connection to the

Blythe Campus.

California Adult Education Program (CAEP) –Alejandro Clark, River Consortium Coordinator

- The River Consortium 2019-22 Three-Year Plan has been submitted to the CAEP Office.
- Career Cruising, the electronic student portfolio service is transitioning to Xello. Xello is the new updated service with a more dynamic interface and add features for users. Alejandro has scheduled several future appointments in June to receive training for Career Cruising and to be updated on Xello.
- A team has been assembled to implement the Mesa Verde Satellite pilot ESL project initiated at the River Consortium May Retreat. The team includes Alejandro Clark, Bijou Raman, Maria Gonzalez and Maria Gamez. Logistics for the program are being worked out. There will be a town hall meeting in Mesa Verde in July to determine which additional adult education programs would serve the needs of the community best.
- Based on the success of the pilot Parent Project conducted in Blythe, the consortium has agreed to expand the program to Needles. The second Blythe Parent Project series will begin in the Fall. Alejandro will be working with PVUSD this summer to implement changes to enhance the program. Alejandro will also be working with Dr. Mary McNeil and NUSD on the Needles Parent Project first series.
- Alejandro Clark participated in the following events:
 - May 3 - PVC Foundation Annual Barbecue volunteer food server
 - May 6-7 - River Consortium Retreat
 - May 15 - WIOA II regional meeting at Colton Adult School
 - PVC Pirates Chest food bank first disbursement
- The CAEP program requires Consortium Directors and Coordinators to attend webinars and face-to-face regional meetings in order to manage the activities of their regional consortia. The following events have been attended by the CAEP team:
 - May 8-9 - Ways to Help Students Persist
 - May 10 – Census 2020: Making Half a Million Jobs Count
 - May 21 – Google: More Innovative Ideas for Collaboration

Workforce Innovation and Opportunity Act Title II (WIOA II) –Maureen Burt

- Maureen Burt continues to monitor the activities and submit reports, as well as attend the required weekly webinars and regional face-to-face meetings to continue eligibility for the funds.
 - May 6-7 - River Consortium Retreat
 - May 15 - WIOA II regional meeting at Colton Adult School
- The following is an updated list of projects for the WIOA II Grant for 2018-19.
 - The required quarterly student demographics and class information continues to be entered into TopsPro as required.
 - Pre- and post-testing for WIOA II programs continues.

- The 2018-19 WIOA II Assessment Plan report is complete.
- Information gathering and developing the 2018-19 WIOA Technology and Distance Learning Plan has been submitted and approved.



PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

FROM THE DESK OF LALE CILENTI

DEAN, NEEDLES CENTER

TO: BOARD OF TRUSTEES

FROM: LALE CILENTI

SUBJECT: REPORT OF ACTIVITIES

DATE: 8/13/2019

CC: DON WALLACE, SCOTT BAUER, BIJU RAMAN, CARRIE MULLION

Needles Center

- Summer classes have been completed. Registration for Fall is ongoing.
- Lale Cilenti and Jeanie Johnson have submitted a draft of the Accreditation Self-Evaluation STD IA Mission section report for review.
- PVC Needles Automotive Instructor Ronnie Tieman successfully conducted a short-term, not-for credit automotive course this summer on Automobile Air Conditioning. The students completed the course and have received their EPA-Authorized Section 609 (Refrigerant Recovery and Recycling) Certification upon successfully passing the mandated exam. This course will continue to be offered as short-term training through CAEP.
- The Summer Bridge program was conducted on June 18-20 from 9:00 AM to 3:00 PM at the Needles Center.
- Work is ongoing with VPISS and VPAS on plans for the upcoming Needles Center construction project. The bid from the Needles Colorado River Plumbing with Robinson Electric as subcontractor has been accepted. We are pleased that the project will be handled by local Needles contractors. The placement of the modulars adjacent to the Center building are in process. Stephanie Slogan can address the developments further.
- Dr. Theresa Cicci visited the Needles Center to view the proposed allied health nursing lab on the Mezzanine floor of our building. Dr. Cicci and I then met with Ms. Tabora, the COO/CNO of the Colorado River Medical Center (CRMC) to evaluate the feasibility of using their facility for accommodation our students' required allied health clinical hours for CNA, phlebotomy, and other TBD programs. The meeting was

very productive; discussions will continue as the Needles Center construction progresses.

- Cathy Stubblefield continues to participate in meetings and events of local organizations as the Needles Center outreach coordinator for adult learners in the tri-state community.
- Robert Van Dyne continues to effectively manage the IT needs of the Needles Center:
 - Maintains and updates computers and servers; troubleshoots hardware problems.
 - Assists board members, faculty, administration, staff and students with software issues, graphics projects and media conversions.
 - Manages the Media Center and monitors students after office hours.
 - Oversees the ITV classes and meetings to ensure proper connection to the Blythe Campus.

California Adult Education Program (CAEP) –Alejandro Clark, River Consortium Coordinator

- Dr. Wallace attended a 4-week, 150-hour intensive TEFL (Teaching English as a Foreign Language) Certification Program. We look forward to his participation in our Adult Education pilot programs, which will benefit the Blythe community.
- The River Consortium Annual Plan that reflects the proposed activities of the first year of the three-year plan is currently being drafted for submission to the CAEP Office.
- Alejandro is working with Xello/Career Cruising, the electronic student portfolio service. He has had one training session in Los Angeles, and is working on scheduling another training session, this time specifically for the consortium members.
- The Mesa Verde Satellite pilot project to be conducted at the Roy Wilson Community Center and the Childcare Center is on track. Alejandro Clark and Maria Gonzales are working with the county to obtain exclusive use of the facility by the Consortium for community-based adult education programs.
- The second Blythe Parent Project series is scheduled to begin in October. Alejandro has been working with PVUSD this summer to implement changes to enhance the program. Alejandro, assisted by Cathy Stubblefield, will also be working with Dr. Mary McNeil and NUSD on the Needles Parent Project first series.

Workforce Innovation and Opportunity Act Title II (WIOA II) –Maureen Burt

- Maureen Burt continues to monitor the activities and submit reports, as well as attend the required weekly webinars and regional face-to-face meetings.



PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

FROM THE DESK OF LALE CILENTI
DEAN, NEEDLES CENTER

TO: BOARD OF TRUSTEES

FROM: LALE CILENTI

SUBJECT: REPORT OF ACTIVITIES

DATE: 9/10/2019

CC: DON WALLACE, SCOTT BAUER, BIJU RAMAN, CARRIE MULLION

First, an update with apologies to Dr. Wallace. Last month I mentioned Dr. Wallace's attendance at a 4-week, 150-hour intensive TEFL (Teaching English as a Foreign Language) Certification Program to participate in our Adult Education pilot programs. I would like to bring this to your attention again, and request that he provide the Board members details of this valuable program as he experienced it.

Needles Center

- Fall registration period has ended. Needles Center has face-to-face, ITV and online classes to serve the community. The PVC Automotive and Welding classes are ongoing at the NHS CTE facility.
- Needles Center student Melissa Slosser was awarded a laptop during the annual drawing sponsored by the Palo Verde College Foundation, and recognized in the Needles Desert Star.

PVC NEEDLES CENTER LAPTOP COMPUTER WINNER ANNOUNCED



Contributed
The Palo Verde College Foundation supports educational excellence by assisting and encouraging investment in the development and growth of educational opportunities at Palo Verde Community College. One of the programs that promotes student success is the foundation's annual fall semester laptop computer award drawing for students in Needles and in Blythe. To qualify for the drawing, students must be enrolled full time and have completed a minimum of 23 units with a GPA of 2.5 or more within the previous two semesters. This year's winner from the Needles Center is Melissa Slosser (I), shown here being presented with a new laptop by Lale Cilenti, Needles Center Dean.

- The construction project has picked up steam during August. The lot next to the building is being prepared for the modulars by local businesses, Colorado River Plumbing and Robinson Electric.
- The Needles Chamber of Commerce has applied to the state to locate a California Welcome Center initially at the Chamber Office, then at the El Garces train station when chamber offices relocate there. Needles Center provided a letter to support this worthwhile endeavor. On Aug 8, Needles Center attended an initial meeting with State Representatives initial site in preparation for the lengthy approval process.
- September and October are going to be busy months for local events.
 - The Needles Center will be participating in the 11th Annual Food Drive Sep 4–Oct 18.
 - The Needles Chamber of Commerce annual dinner will be held at the Palms River Resort in Needles on Oct 5. Tickets are now available for purchase.
 - Preparations are underway for the tri-state College and Career Fair and college-readiness Boot Camp that will take place on Oct 7-8 at the Anderson Field House in Bullhead City. Palo Verde College will be in attendance to provide information about our programs. We are looking forward to Diana Mendez and her staff participating to provide financial aid information.
- Cathy Stubblefield continues to participate in meetings and events of local organizations to support the Needles Center consortium projects in the tri-state community.
- Robert Van Dyne continues to effectively manage the IT needs of the Needles Center:
 - Maintains and updates computers and servers; troubleshoots hardware problems.
 - Assists board members, faculty, administration, staff and students with software issues, graphics projects and media conversions.
 - Manages the Media Center and monitors students after office hours.
 - Oversees the ITV classes and meetings to ensure proper connection to the Blythe Campus.
 - Bob will be actively involved in providing IT support in the modulars during construction.
- Albert Brambila continues to manage Needles Center maintenance activities efficiently, as always.

California Adult Education Program (CAEP) –Alejandro Clark, River Consortium Coordinator

- The Adult Education Night held at the Roy Wilson Community Center on Aug 22 was a huge success. *We were honored to have Board Member Ms. Styers in attendance; at this time, we would love to hear her comments on the presentation and subsequent reactions from the community.* The meeting was extremely well attended due to excellent marketing by Alejandro Clark, including creation of flyers in English and Spanish, and print and radio advertising. Alejandro promoted the project on KERU 88.5 to reach out to the Spanish-speaking population. The purpose of the meeting was to seek input from the community to be able to provide relevant services to the community through the California Adult Education Program funded by the

Consortium and offered through PVC. Alejandro Clark presented detailed program information to the attendees, followed by on the spot online GED registration through consortium financed Chromebooks. After the presentations and registration, attendees had dinner. The event sign-in sheet had 56 individuals, and over 60 surveys were submitted. Based on survey results, truck driving and computer skills were the top career interest choices. The preferred time to offer a program was in the evening on a Tuesday or Thursday. ESL and GED were top choices for services to the community. As we analyze the data from the surveys, we will develop and implement pilot programs for adult learners in our region, both at Mesa Verde and at the College.

- Alejandro and Maureen Burt attended a variety of webinars and seminars in August
 - August 1 – 3rd Annual Inland CAEP Regional Super Consortia PD Day
 - August 9 – (Webinar) Annual Plan Submission & More
 - August 13 – 2019 North Orange CC: CAEP Data and Accountability Road Show
 - August 14 – Economic Alliance Meeting to organize a training workshop to benefit local businesses and agencies.
 - August 20 – Volunteered for the PVC Pirates Chest Distribution
- August 22 – Met with the PVUSD to discuss the future of the Parent Project. The second Blythe Parent Project series is scheduled to begin in October. Alejandro has been working with PVUSD this summer to implement changes to enhance the program. CAEP Coordinator Alejandro Clark, assisted by Maria Gonzales, parent program facilitator, will also be working with Dr. Mary McNeil and NUSD on the Needles Parent Project first series.

CAEP Data and Accountability Program –Maureen Burt

- As the WIOA II project winds down, Maureen Burt will monitor CAEP program data acquisition activities and submit periodic reports, and attend the webinars and regional face-to-face meetings for CAEP.