Endee Grijalva, Program Manager- Adult Education (South Kern)

2017-2018 Accomplishments

- Identified AEBG Scope Work in order to implement within South Kern.
- Established working relationships with various departments on both Main and Delano Campuses.
- Facilitated partnership with EMLS department in order to align and support non-credit courses.
- Co-location implementation with Bakersfield Adult School.
- Facilitated logistical and operational measures in order to get Job Spot project fully functional.
- Established successful working relationship with District office in order to streamline process and procedure within AEBG Scope of Work.
- Initiated and developed MOU/Agreement with KHUSD BAS (Bakersfield Adult School) to meet needs of co-location partnership, in collaboration with KCCD.
- Developed Professional Expert (Academic Liaison) position in order to help streamline transition from Adult School to BC.
- Initiated budget clean-up and alignment in collaboration with BC and District office.
- Facilitated hiring of full time Education Advisor position dedicated to serving Adult Education students.
- Implemented AEBG Newsletter “In Touch, In Tune,” in promotion of program efforts.
- Facilitated and assisted in the creation of BC Adult Education Webpage.
- Focused on Data and Accountability to create sustainability. As a result, 3 key points of student contact were established via Student Inquiry (Paper, Electronic), Student Intake and Student Task Forms.
- Initiated CASAS System to be implemented Summer 18.
- Launched first non-credit EMLS cohort located at Job Spot.
- Organized facilitation of Enrollment Workshops in order to ensure Matriculation; including Job Spot and Arvin.
- Assisted in Rural community registration events such as Registration Rocks.
- Established working relationship with Arvin High School Personnel in order to better support facility, instructional and schedule needs.
- Provided support to the Arvin High School Early College Program.
- Participated in Campus committees such as Chicano Commencement, Rural Communities Scholarship, Transform Work Group, and Business Affinity Group.