

# Minutes (Public Meeting) General Meeting

SMRC for Adult Education Monthly Meeting	
<b>4.19.21</b>	<b>3:00 pm – 4:00 pm</b> <b>Online ZOOM Meeting</b>
Meeting called by	Devon Smith
Type of meeting	Consortia – Monthly Meeting
Facilitator	Ashley Mejia, Anthony Fuller
Note taker	Lorena Martin
Timekeeper	Lorena Martin
Attendees	Alejandra Hernandez, Anthony Fuller, Ashley Mejia, Audra Wells, Carla Fantozzi, Devon Smith, Gabriela Jimenez, JVS Marie Gabriel, JVS Katherine, Karen Mitchell, Laura Buhl, Laura Delgado, Liz Koenig, Lorena Martin, Luis Jauregui, Madeleine Brand, Maria Leon-Vazquez, Nancy Bender, Nataly Gonzalez, Olga Saucedo, Patricia Hernandez, Saman Mehrazar, Scott Silverman
Review/Approval of Minutes	

Welcome, Establishment of Meeting Norms	
3:00 - 3:05pm	Anthony Fuller
Discussion	Members welcomed. Meeting norms communicated to the group.
	<ul style="list-style-type: none"> <li>Ashley Mejia: Shared shorter meeting format. Acknowledged emotions and reminded all of the importance to check in with one self.</li> </ul>
Conclusions	Participants welcomed and meeting norms shared.
Action Items	Person Responsible      Deadline
N/A	

Tentative Plans for Return to On-Ground Operations Adult Education Center / Santa Monica College	
3:05 - 3:10 pm	Devon Smith, Scott Silverman
Discussion	Both programs shared brief overviews for return to on-ground operations.
	<ul style="list-style-type: none"> <li>Anthony Fuller: Adult school will continue with remote instruction until the end of year. Looking at a few different options for next year. Dr. Mora is considering a distance learning program from Olympic High School specific to distance learning for K-12. Employees are to return starting next week. End date remains the same for adult school.</li> <li>Devon Smith: The first day for SMMUSD K-12 in person instruction will be next week.</li> <li>Scott Silverman: Plans for remote and fully on campus if allowed to. There are several contingency plans in place. More will be communicated when we know more.</li> </ul>
Conclusions	Group members received information regarding planned on-ground operations.
Action Items	Person Responsible      Deadline
N/A	

**NEXT MEETING: May 7, 2021, 2:00PM-4:00PM, SMC/SMMUSD, [www.zoom.us](http://www.zoom.us), Meeting ID: TBD**

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Consortia Fiscal Administration Declaration (CFAD) (Public Hearing)		
3:10 - 3:15pm	Anthony Fuller	
Discussion	Update regarding current funding level and agreed to 50/50 split.	
	<ul style="list-style-type: none"> <li>Ashley Mejia: Every year it is decided how much each member will be getting. Members agree to split funds at 50/50. The CFAD deadline is at the end of April.</li> <li>Anthony Fuller: Slight funding reduction from previous years. Agreed to divide up 50/50 as in the past. Both member agencies review and approve prior to certification in NOVA.</li> </ul>	
Conclusions	Group members received information regarding funding and submission deadline.	
Action Items	Person Responsible	Deadline
CFAD review, approval and submission	Ashley Mejia Anthony Fuller	4/30/21

SMC Noncredit Pathways Maps		
3:15 - 3:20pm	Ashley Mejia	
Discussion	Information regarding SMC Noncredit pathway maps shared with group members.	
	<ul style="list-style-type: none"> <li>Ashley Mejia: Counselors working on noncredit pathway program mapping. Noncredit works to get students on noncredit course work and also transfer to the workforce. Shared with AEC counselors in support of noncredit onramp. Six difference certificate programs with new structure. Programs will start happening this summer. It is hard to plan because the world is changing so quickly. Planning for the 3 year plan to begin shortly.</li> <li>Liz Koenig: Excited about certificates. Students may start applying for them in the summer with the option to apply for a certificate retroactively. There are five different levels available in addition to college and career.</li> </ul>	
Conclusions	Pathway program mapping information and resources shared with the group.	
Action Items	Person Responsible	Deadline
N/A		

Survey Plans for Fall 2021		
3:20 - 3:25pm	Ashley Mejia	
Discussion	Survey plans for fall 2021 shared with the group.	
	<ul style="list-style-type: none"> <li>Ashley Mejia: Hard to plan because the world is changing so quickly. Planned to use the same survey at SMC and SMMUSD. Draft version shared. The fall 2020 SMC student racial climate survey was referenced. This is an opportunity to expand on that and ask what students need. All questions might not be exactly academic related. Trying to get comprehensive data as well as to plan for and include in the 3 yr planning cycle. Student data is directly related to our process.</li> </ul>	
Conclusions	Members informed regarding the planned survey.	
Action Items	Person Responsible	Deadline
Finalize draft	Ashley Mejia	6/7/21

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SMRC Community Partners Event		
3:25 - 3:30pm	Devon Smith	
Discussion	Shared decision to postpone planned SMRC Community Partners event.	
	<ul style="list-style-type: none"> <li>Devon Smith: Best to wait until we are able to come together in a format other than Zoom. Will make sure for it to be engaging, informative and fun. Best to wait until the fall when everyone is back and plan something more comfortable.</li> </ul>	
Conclusions	SMRC Community Partners event postponed until fall of 2021.	
Action Items	Person Responsible	Deadline
N/A		

Identifying 2021-2022 Priorities		
3:30 - 3:58pm	All participants	
Discussion	All asked to participate in breakout room activity in support of identifying 2021-2022 priorities.	
	<ul style="list-style-type: none"> <li>Ashley Mejia: Shared regarding the importance of having trauma informed professional development. Invite community partners to also participate. Topics could support how to deal with people again, different communities affected in different ways and mindfulness in customer service and teaching. Professional development opportunity open for support services and community partners in dealing with the public.</li> <li>Devon Smith: Breakout activity instructions shared with the group. Link to shared document in chat. Breakout topics are workforce needs (#1), program offerings (#2), Professional Development (#3), and partnerships (#4). Members will have fifteen minutes to collaborate and an opportunity to ask questions once activity is finished.</li> <li>Scott Silverman: Shared comments regarding workforce needs.</li> <li>Devon Smith: Shared comments regarding informing adult learners on how and where they can get further training outside of us.</li> <li>Liz Koenig: Shared regarding jobs in demand now. Important to provide skills that we can help with computer skills, Zoom, Teams, and Google Meet.</li> <li>Marie Gabriel: Jobs in demand now are because of COVID. Also important to assist "mature" workers with tech skills.</li> <li>Samar Mehrazar: Continue with onboarding for JVS for SMRC referrals. Continue partnerships and build out faith-based partnerships. Create videos to share with partners.</li> <li>Lorena Martin: Commented regarding the City of Santa Monica Employment Community group participation and support continued participation.</li> </ul>	
Conclusions	Members participated in breakout rooms and provided input.	
Action Items	Person Responsible	Deadline
N/A		

Closing Comments	
3:58 - 4:00pm	Anthony Fuller

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Discussion	Closing comments and requests for final questions.		
<ul style="list-style-type: none"> <li>Ashley Mejia: Thank you for participation.</li> </ul>			
Conclusions	Members thanked for participation and questions answered.		
Action Items	Person Responsible	Deadline	
N/A			

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