

# Minutes (Closed Meeting) Governing Board

SMRC for Adult Education Monthly Meeting		
<b>1.8.21</b>	<b>2:00pm – 4:00pm</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	Anthony Fuller, Ashley Mejia, Devon Smith, Liz Koenig, Lorena Martin, Saman Mehrazar, Scott Silverman	
Review/Approval of Minutes	N/A	

Welcome and greetings		
2:00 - 2:10pm	Ashley Mejia, Anthony Fuller	
Discussion	Update regarding upcoming CAEP deliverables.	
	<ul style="list-style-type: none"> <li>Anthony Fuller: Comments regarding new governor's budget.</li> <li>Ashley Mejia: Comments regarding leveraging partnerships in a different ways and levels.</li> </ul>	
Conclusions	SMRC on target for submission of deliverables.	
Action Items	Person Responsible	Deadline
None		

Review of SMRC's MOU process and current MOUs		
2:10 - 2:45 pm	Anthony Fuller, All	
Discussion	Review of SMRC's MOU process and current MOUs.	
	<ul style="list-style-type: none"> <li>Anthony Fuller: Letter of Support with Santa Monica Public Library (SMPL) currently in process. Board would be ok to move ahead with MOU. Will share a draft once completed.</li> <li>Scott Silverman: Use SMRC MOU as a draft for partner MOUs. SMC can draft something and put it together. Will speak with the VP to work towards having an MOU in place for next year.</li> <li>Ashley Mejia: Recommends future MOUs created as a joint document. WIOA is not necessary as we already have one in place with WIOA for each agency. As far as plan, it would be one MOU and then expand to three. What other partners? Suggest having those in place before moving on.</li> <li>Devon Smith: Asks if we should move ahead with an MOU? Would the Board have a problem? Should we have a target date for an MOU? Ask SMPL what time frame do you need to get the ball rolling on an MOU? Identify two partners first.</li> <li>Lorena Martin: SMPL suggested a Letter of Support in lieu of MOU because the city manager would need to sign off on a MOU.</li> </ul>	
Conclusions	Group members participated in group conversation and gave input.	

**NEXT MEETING: March 12, 2021, 1:00PM-2:30PM. SMC/SMMUSD, [www.zoom.us](http://www.zoom.us), Meeting ID: TBD**

The SMRC is comprised of two voting members, the AEC and SMC. Members consult with campus constituencies, community members and community partners to inform decision-making.



Noncredit  
Initiatives



SANTA MONICA  
REGIONAL CONSORTIUM  
FOR ADULT EDUCATION



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Action Items	Person Responsible	Deadline
Copy of AEC/SMPL MOU to Devon and Scott	Anthony Fuller & Lorena Martin	1/8/21

## Review SMRC's community partners and relationships

2:45 - 3:00pm	All
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Discussion	Comments regarding partners to cultivate and strengthen relationships with.
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- Devon Smith: Partners to onboard first maybe bank or Virginia Ave Park. Where can people get jobs? What agency is out there that can help in this intermediary part? In general, who are the people that can help us identify? Which agencies to constantly be in close partnership with? Partners to consider are Chrysalis, library, and Virginia Avenue Park (VAP). JVS will have a lot of energy and focus in the upcoming couple years. Survey of students and counselors?
- Ashley Mejia: Who do we connect with? Leverage getting information out there and connecting to the right folks. Student transition to ECE class is a good model for the future. ECE class certificate with dual credit. VAP might be a good idea. MOU with entity, but a Letter of Support with the agency. JVS would be the other program. Career Fair went really well for JVS and SMC. We can't anticipate the future as far as additional partners. Start with SMPL and VAP. Speak with Carla from VAP regarding idea in general and start a Letter of Support. Use letter to get an MOU with the city. Once we figure this out with the city it will be easier to onboard other partners. Any other partners that we should be courting? What kind of services are out there and then moving toward referrals. As far as jobs, it would probably be JVS. What other nonwork needs do our students need? Also start addressing those needs also and start identifying those.
- Lorena Martin: Lorena to send Digital Literacy and Basic Computer Literacy information with dates to Liz and Ashley. Ashley to send over an ECE flyer. AEC refers more students to Chrysalis than JVS.
- Scott Silverman: Letter of Support to push through an MOU. Agrees with partners mentioned. Goal now to complete one and then three.
- Anthony Fuller: Comments regarding Economic Empowerment Council (SM City) and AEC computer literacy classes. Participants shared a list of computer literacy skills needed in support of employment. Virginia Ave Park does a ton of programs and has a physical site.

Conclusions	Group members gave input regarding partner relationships.
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Action Items	Person Responsible	Deadline
Look at 3 Year plan and pull out priorities in preparation for selection of partners to cultivate relationships with.	Governing Board	Next meeting

## Review of 3-Year Plan priorities and identifying partnership gaps

3:00 - 3:15pm	All members
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Discussion	Comments regarding general topics and CALPRO training.
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- **ANNUAL PLAN:**
- Ashley Mejia: Partnered with institutional research. Work in development, but making progress. Need to figure out how to help students with career goals. Increase how to identify and quantify those. Not just on the counseling end

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also in the administration end. Marketing? Admissions onboarding has changed at SMC and anticipated that registration staff will be busy with questions. Email campaigns started. Apprenticeship will probably not happen. New CNA program with curriculum in development. Sal mentioned doing mirror courses in CTE with SMC noncredit. Transition services and co-counseling working well. On the SMC end, CTE focused and tailored to those students. Job market will be hard to figure out in the next year and remains the same. Six new certificate programs approved at SMC. Student services work team to talk about enrollment. CALPRO participation at nine AEC staff members and eight SMC staff members. Research agenda currently in development.

- Anthony Fuller: Inquired regarding SMC spring semester. We don't know what will be happening with employment, but AMAZON can't hire enough people. Using an application process to teach students in basic computer skills class. Computer literacy supports digitization of jobs.
- Scott Silverman: Scott to connect with Luis regarding marketing. Best way to invest time and energy. Need face to face time to assist students. Everything on hold or delayed. Backdating of six newly approved SMC certificate programs possibly backdated this year.
- Devon Smith: SMC has AMAZON dual enrollment for the first four classes.
- Liz Koenig: Deadline for CALPRO professional activity participation request is the end of January. AMAZON grocery stores near here also.
- Lorena Martin: Shared regarding assessment, EL Civics, and WASC. Data reviewed at AEC staff professional development meetings and counseling workgroups. Will send class offering info to Ashley.
- Sam Mehrazar: Opening AMAZON grocery store soon.
- **3 YEAR PLAN:**
- Ashley Mejia: On track with comments during this meeting. Focus on increasing referrals, more partners, identifying students for SMRC pathway, partnering with disabled student services, marketing, and racial equity understanding. Won't be able to do apprenticeship. Other than that on track.

Conclusions	Members shared comments regarding CALpro training and gave input on participation.		
Action Items	Person Responsible	Deadline	
Google Form Application	Ashley Mejia, Liz Koenig, Patricia Hernandez	Next meeting	

Adding partners to referral form/process	
3:15 - 3:30pm	All members
Discussion	Comments regarding general topics and CALPRO training.
<ul style="list-style-type: none"> <li>● Ashley Mejia: Discussed in previous section. Progress in collaboration with institutional research. Assess current needs of resources.</li> <li>● Anthony Fuller: Likes the idea to create a short document with resources for parents and one page resources for students. Share with Ashley. Disseminate concise information.</li> </ul>	
Conclusions	Members shared comments regarding CALPRO training and gave input on participation.

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Google Form Application	Ashley Mejia, Liz Koenig, Patricia Hernandez	Next meeting

Closing comments		
3:30 - 3:35pm	All members	
Discussion	General comments and CALPRO training.	
<ul style="list-style-type: none"> <li>• Ashley Mejia: Shared spring IET information. Work on doing a student needs joint survey. AEC shares Letter of Support with SMC. Ashley and Anthony to meet with VAP. Scott to follow-up with Luis. Needs are so different from current annual plan. Carla agreed to meet. Do need to have concentrated side meetings with partners.</li> <li>• Devon Smith: Suggested to invite above-mentioned partners to next partner meeting. Members agreed.</li> <li>• Scott Silverman: More intentional invitations to invite more people to the table.</li> <li>• Liz Koenig: Do we need to do another 3 year plan? Ashely replied that another 3 year plan is needed.</li> <li>• Sam Mehrazar: Draft agenda via email. General meeting, but with more intentional invitations.</li> </ul>		
Conclusions	Members shared comments regarding CALPRO training and gave input on partner participation.	
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