

Minutes (Public Meeting) General Meeting

SMRC for Adult Education Monthly Meeting	
9.20.21	3:00 pm – 4:30 pm Online ZOOM Meeting
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, Alexandra Hernandez, Alexandra Morgan, Ashley Mejia, Audra Wells, Cecilia Tovar, Devon Smith, Erica Cuyugan, Karen Mitchell, Laura Buhl, Laura Delgado, Liz Koenig, Lorena Martin, Luis Jauregui, Lynn Harvey, Madeleine Brand, Maria Leon-Vazquez, Nancy Bender, Nataly Gonzalez, Norma Torres-Gonzalez, Olga Saucedo, Patricia Hernandez, Saman Mehrazar, Scott Silverman, Tonya Cobb
Review/Approval of Minutes	

Welcome, Establishment of Meeting Norms		
3:00 - 3:15 pm	Anthony Fuller	
Discussion	Meeting opened, members welcomed and meeting norms were communicated. Last fully remote session in accordance w/ Brown Act.	
	<ul style="list-style-type: none"> Approval of June 7, 2021 general meeting minutes by Ashley Mejia (1st) and Devon Smith (2nd). Alejandra Hernandez, Chrysalis: In person orientation now available on Tuesday and Thursday. Anthony Fuller: City of Santa Monica Trades Intern program available through Virginia Avenue Park. Participants are required to be between 18 to 25 years old. Referrals to Carla Fantozzi. Nancy Bender, Santa Monica Public Library (SMPL): Update regarding in-person and self-service models. Starting to do one-on-one literacy tutoring. New literacy volunteer tutors in place. Cecilia Tovar, Santa Monica Public Library: Interim City Library Manager is Erica Cuyugan. Shared updates regarding new program manager and current library organization. Ashley Mejia: Upcoming opportunity to co-sponsor a career fair with Pacific Park. Information coming soon. Please share. 	
Conclusions	Participants welcomed and meeting norms shared.	
Action Items	Person Responsible	Deadline
Pacific Park Career Fair	Ashley Mejia	11/8/21

District Updates:	
3:15 - 3:30 pm	Devon Smith, Scott Silverman
Discussion	Brief overviews for return to on-ground operations.
	<ul style="list-style-type: none"> Ashley Mejia, SMCCD: Difficult to plan during this time. Tried to offer in-person classes this term, but only filled two. Some career education classes were cancelled. Scott Silverman, SMCCD: SMC is requiring vaccination or exemption, and covid screening. Currently at 15 % in-person with double that in winter. Emeritus program probably at 90% online. Lorena Martin, SMMUSD: The Adult Education Center is offering both in-person and online classes.

NEXT MEETING: Nov. 8, 2021. 3:00 pm - 4:30 pm. Online

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Conclusions	Group members received information regarding District updates.	
Action Items	Person Responsible	Deadline
N/A		

SMRC Community Partners' Event Postponement		
3:30 - 3:40 pm	Devon Smith	
Discussion	Community Partners' event postponed.	
	<ul style="list-style-type: none"> Devon Smith: Postpone event until numbers get better and people feel better getting together. Majority feel that we should wait until we can meet face to face. We want to make sure that the next event is safe and fun. The Governing Board will discuss and will send out save the date. 	
Conclusions	Group members informed regarding postponement.	
Action Items	Person Responsible	Deadline
SMRC Community Partners' Event Save the Date	Devon Smith	2/2821

Overview of 2021-2022 SMRC Annual Plan:		
3:40 - 3:55 pm	Anthony Fuller	
Discussion	Review of 2021-2022 annual plan objectives.	
	<ul style="list-style-type: none"> Anthony Fuller: 2021-2022 annual plan supports continued work with student referral tool, CTE, marketing, and curriculum alignment. Planned professional development will focus on student equity, transition to in-person, distance learning and outreach. Plan also supports expanding referrals to partner programs, creating additional pathways, creating new courses in noncredit, exploring resources, and fund program offerings. Strategies include regular evaluation, PLC process, research to analyze data, and a joint professional development opportunity. 	
Conclusions	SMRC annual plan objectives shared with group members.	
Action Items	Person Responsible	Deadline
N/A		

Framing of the 2022-2035 3-Year Planning Process:		
3:55 - 4:10 pm	Ashley Mejia	
Discussion	Introduction to and review of 3-Year planning process.	
	<ul style="list-style-type: none"> Ashley Mejia: Members and guests contributed to the current plan. 3 year planning cycle to be done again. Groups were very structured to get very specific input. As a region, what do we hope to give our adult learners? Frame our conversation for 3 year planning by identifying gaps and promising practices. Plan is due June 20, 2022. Next time we meet together we will communicate the data to be used. Both agencies decided to do a fall survey of all students. Scott Silverman: How do we get more people served by our programs? We are all vital partners. Who are the people not in the room that might be vital partners? Please bring along or send us their information and we will invite. Devon Smith: Shared 3-Year plan infographic PDF. 	

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- Anthony Fuller: Our students do not necessarily look like area specific demographic reports. Our partnerships right now might yield more information and closer to the pulse than us doing another area specific demographic research report. Marketing to the niche of people that we are trying to find. HTA, Chrysalis and the Library partners might also be interested in what we are trying to do.
- Cecilia Tovar, SMPL: Library clients are really asking for space and have a need for that interaction. Looking at creative ways to deliver services in a different way.

Conclusions	Members received information and asked supporting questions.
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Action Items	Person Responsible	Deadline
Communicate 3-Year Plan data and Fall Student Survey Status	Ashley Mejia	11/8/21

Partners' Announcements, Closing Comments

4:10 - 4:25 pm	All attendees, Devon Smith
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Discussion	Closing comments and requests for announcements.
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- Scott Silverman: Appreciate everything and value what our partners bring to our consortium. We are making headway and still here. So many students and jobs we can serve.
- Karen Mitchel, HTA: We help get people into the culinary field. In house training available. Participants are 18 and over and getting jobs. Kitchen is located on Pico and Western. No experience necessary. Shared contact number in chat.
- Ashley Mejia: CAEP Directors' event is this week and CAEP Summit will be next. Information learned now will structure the coming year.
- Lynn Harvey, SMC Noncredit: Requested information regarding HTA fees and length of training?
- Sam Mehrazar: Shared HTA culinary apprentice flyer.
- Scott Silverman: Motion to adjourn at 3:57pm.

Conclusions	Members thanked for participation, questions answered, information shared and flyers posted.
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Action Items	Person Responsible	Deadline
N/A		

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