

Minutes (Public Meeting)

General Meeting

SMRC for Adult Education Meeting		
3.23.26	2:30 pm – 4:00 pm	SMC Bundy Campus
Meeting called by	Scott Silverman	
Type of meeting	Consortia Meeting	
Facilitator	Scott Silverman	
Note taker	Lorena Martin	
Timekeeper	Lorena Martin	
Attendees	Alyssa O’Grady, Andrea Leiva (SMPL), Audra Wells (SMC), Cecilia Tovar (SMPL), Christina Torres, Cynthia McGregory (SMMUSD), Fernando Henriquez (SMC), Joe Laurel (SMC), Josh Kahn (SMMUSD), Liz Koenig (SMC), Lorena Martin (SMMUSD), Luis Jauregui (SMC), Maria Leon-Vazquez (SMC), Michelle Newsom (Hospitality Training Academy), Nataly Gonzalez (SMC), Olga Saucedo (SMMUSD), Scott Silverman (SMC), Patricia Hernandez (SMMUSD), Patrick Miller (SMMUSD), Ruben Johnson, Saman Mehrazar (SMC), Tara Crow (SMPL), Timmie Escobedo (SMPL), Vanessa Alvarado (SMPL), Victoria Charles (SMC)	
Review of Minutes	1/26/26	

Call to Order / Welcome / Icebreaker			
2:30 - 2:40 pm	Governing Board Co-Chairs		
Discussion	The meeting opens with introductions, a welcome, and an introductory activity.		
Scott Silverman called the meeting to order at 2:44 p.m., welcoming members and guests.			
Conclusions	The introductory portion of the meeting concluded, and the board proceeded with the formal agenda items.		
Action Items	Person Responsible	Deadline	
None			

Approval of Agenda & Minutes / Public Comments			
2:40 - 2:50 pm	Governing Board Co-Chairs		
Discussion	Meeting opens with administrative approvals and a scheduled window for public input.		
The committee approved the current agenda (moved by Liz Koenig, seconded by Patrick Miller) and the minutes from the January 26, 2026, meeting (moved by Patrick Miller, seconded by Patricia Hernandez). With these administrative items finalized, the floor was opened for public comment.			
Conclusions	Approval of the agenda and the January 26, 2026, meeting minutes, the board concluded its administrative business and opened the floor for public comment.		
Action Items	Person Responsible	Deadline	
None			

NEXT MEETING: GB Retreat, Mon., April 20, 2026. Time: 12:30 PM - 5:00 PM

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SMC District & Noncredit Updates. Grant Updates & Budget Summary.		
2:50 - 2:55 pm	Scott Silverman, Luis Jaregui	
Discussion	Updates and strategic planning for the SMC District and Noncredit division, including a summary of grants and budget transitions.	
<p>Scott Silverman: Reported that the college is facing budgetary constraints and a workforce reduction due to rising expenses and declining student enrollment, noting that growth is currently limited to the non-credit sector. Consequently, the college aims to expand the non-credit department by adding 10 new programs to its offerings.</p> <p>Luis Jauregui: Reported on efforts to facilitate employee upskilling by collaborating with various departments and researching employer groups within sectors like hospitality. He distributed the second-quarter budget numbers and discussed the Santa Monica College non-credit carryover for the 2024-2025 fiscal year. While the target carryover is 20% or lower, the program is currently projected to enter the next fiscal year at 23%.</p>		
Conclusions	The college, facing budgetary constraints and declining enrollment, is strategically expanding the non-credit department with 10 new programs and addressing the projected 23% carryover for the 2024-2025 fiscal year, while also focusing on employee upskilling.	
Action Items	Person Responsible	Deadline
Distribute the SMRC second-quarter reports via email to all remote attendees.	Saman Mehrazar	4/20/26

SMMUSD & Adult Education Center Updates. Grant Updates & Budget Summary.		
2:55 - 3:00 pm	Cynthia McGregory, Lorena Martin	
Discussion	Updates and strategic planning for the SMMUSD Adult Education Center, including a summary of grants and budget transitions.	
<p>Patrick Miller: Introduced his successor, Dr. Alyssa O'Grady, and confirmed that adult education remains financially stable under SMMUSD's oversight. He highlighted that while annual funding effectively supports current staffing and benefits, the district is focusing on a strategic plan to spend down \$125,000 of long-term accumulated carryover. The update concluded with an acknowledgement of the upcoming spring break.</p> <p>Cynthia McGregory: Reported a decline in enrollment and emphasized the need for a collaborative team effort to sustain and grow the program. She highlighted student successes, including those passing the GED, completing diploma courses, and earning citizenship. To support future growth, she encouraged stakeholders to spread the word about the center, describing it as a "jewel in the rough" at Ocean Park and Lincoln.</p>		
Conclusions	Following the introduction of leadership changes, the committee noted SMMUSD's financial stability and discussed collaborative efforts to address declining enrollment and strategic carryover spending.	
Action Items	Person Responsible	Deadline
None		

Announcement of Next SMRC Meeting. Annual Governing Board Planning Retreat		
3:00 - 3:05 pm	Scott Silverman, Patrick Miller	
Discussion	The annual planning retreat was announced for April 20.	
<p>Scott Silverman: Announced that the next Governing Board planning retreat is scheduled for April 20. He also provided an overview of the consortium's mission, emphasizing their collaborative efforts to help adult learners in the community secure employment.</p>		
Conclusions	Scott Silverman announced the Governing Board planning retreat for April 20 and reviewed the consortium's mission to help adult learners find employment.	
Action Items	Person Responsible	Deadline
None		

Intermission	
3:05 - 3:10 pm	N/A

Community Employers Panel	
3:10 - 3:30 pm	TBD
Discussion	Representatives from a home care agency and SMMUSD share effective employment strategies.

Patrick Miller: Introduces panel members. Members share their perspectives on how to better integrate their specific organizational needs.

Myrene Gomez serves as the Director of Operations at Right at Home.

- Hiring Requirements: Applicants must pass a background check (\$80–\$90) and pay a state license fee (\$35), though grants may cover the latter. A clear TB test and registration with the Department of Social Services are required.
- Skills & Experience: While 6 months of experience is preferred, beginners with conversational English and basic digital literacy (using apps for payroll/clocking in) are encouraged to apply.
- Training & Certification: Candidates must complete 5 hours of agency training. SMC programs (CNA or Home Health Aide) are highly valued and help "sell" an applicant to the agency.
- Professionalism (The "STAR" Factor): Employers prioritize character, honesty, and basic communication. Key tips include sending thank-you notes, limiting visible piercings, and dressing in clean, casual attire.
- Compensation & Benefits: Wages range from \$18.50 to \$21.00 per hour. Incentives include referral bonuses, joining bonuses, and potential reimbursement of fees after hire.
- Job Duties: Responsibilities center on in-home personal care, including bathing, errand running, medication reminders, and maintaining sleep/eating schedules.
- Career Growth: Beyond caregiving, there are opportunities for office-based roles and HR positions; an HR certification or internship is recommended for those looking to transition into recruitment.

Josh Khan serves as the Director of Classified Personnel for the Santa Monica-Malibu Unified School District.

- Role Overview: Classified positions include all non-teaching roles such as payroll, food services, custodial, clerical, and paraeducators that support daily operations.
- Essential Skills: Employers look for self-management, adaptability, and the ability to follow through on directions independently.
- Education & Certifications: A high school diploma or equivalent is required for most roles. While some positions require a 2–4 year degree, a technology certificate is highly preferred by management.
- English & Digital Proficiency: Recruitment and onboarding are conducted in English; conversational proficiency is required, while written skills are assessed only if relevant to the role.
 - Tech: Applicants must be able to navigate online application systems, use email, and participate in digital exams or "one-way" webcam interviews.
- Interview Strategy: The STAR Method: Use this structured approach to answer questions thoroughly.
 - Situational Focus: Be prepared for "what would you do" questions, and frame previous personal experiences as professional job duties.
 - Authenticity: Highlighting your genuine self and background is encouraged to stand out.
- Advice for Success: The application process is becoming increasingly competitive. Success requires perseverance, a growth mindset, and careful attention to detail—missing information on an application can lead to immediate disqualification.

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Conclusions	The panel, featuring representatives from a home care agency and SMMUSD, provided direct feedback on essential entry-level skills, digital literacy, and interview best practices required for job applicants.	
Action Items	Person Responsible	Deadline
Attendees should notify Scott Silverman if they would like to present.	Attendees (General)	Ongoing

Sustainability Presentation		
3:30 - 3:40 pm	Victoria Charles, Gillian Grebler	
Discussion	Representatives from the SMC Sustainability program provide a comprehensive overview of their initiatives and program goals.	
The SMC Sustainability program offers seven courses leading to three specialized certificates for roles such as Sustainability Services Technician, Organics Aid, and Sustainability Assistant. Beyond technical training, the program focuses on building sustainability fluency and digital advocacy skills to prepare students for careers in these rapidly growing fields. For more information, contact Victoria Charles at (310) 434-3903, email charles_victoria@smc.edu, or visit smc.edu/sst.		
Conclusions	The SMC Sustainability program offers three specialized certificates through a seven-course curriculum designed to build technical fluency and digital advocacy skills for emerging green careers.	
Action Items	Person Responsible	Deadline
None		

Community Partner Updates / Announcements		
3:40 - 3:50 pm	All Attendees	
Discussion	The floor was opened for general announcements and updates from community partners.	
Partner: Santa Monica Public Library (SMPL) - The Santa Monica Public Library offers weekly drop-in support for digital literacy, workforce reentry, and interview practice, with promotional flyers available digitally for SMRC distribution.		
Partner: JVS SoCal is hosting a job fair this Thursday from 2:00 PM to 5:00 PM at the Santa Monica Public Library main branch.		
Conclusions	The Santa Monica Public Library provides weekly drop-in services for digital literacy and interview preparation, and will also host a JVS SoCal job fair this Thursday from 2:00 PM to 5:00 PM.	
Action Items	Person Responsible	Deadline
Digital flyers to be provided to the SMRC for distribution.	Saman Mehrazar	4/20/26

Meeting adjourned @ 4:16 pm

10-Minute Break		
3:50 - 4:00 pm	N/A	

Governing Board Follow-up & Updates		
4:00 - 4:10 pm	Patrick Miller, Scott Silverman, Cynthia McGregory, Luis Jauregui, Liz Koenig, Patricia Hernandez, Lorena Martin, Saman Mehrazar	
Discussion	This section was dedicated to reviewing follow-up items from the previous Governing Board meeting and sharing relevant new updates on actions and decisions.	
<ul style="list-style-type: none"> Governing Board Agenda Item: Carryover Compliance: Follow-Up to 2/24, 3/13 Meetings with Dr. Parker: The team discussed upcoming collaborations and planning, including a new social media campaign proposed by Scott Silverman and a push for targeted GED/Diploma marketing led by Patrick Miller. Dr. Parker has been brought on via CAEP to assist with carryover planning, leading to a series of coordination meetings scheduled by Cynthia McGregory and Luis Jauregui that will eventually involve the Fiscal Department. 		

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- Governing Board Agenda Item: Teacher/Staff Professional Development March 27: Liz Koenig announced a CalPRO professional development workshop on "Motivation and Learner Persistence" this Friday from 1:00 PM to 4:00 PM, preceded by a networking hour. Attendance includes participants from the Adult Education Center and from Santa Monica College.
- Governing Board Agenda Item: Annual Plan Growth Targets, Progress Monitoring: The team discussed establishing 3–5% growth targets, with Scott Silverman suggesting these reports be reviewed during the upcoming retreat. Patrick Miller emphasized the need to determine which specific metrics to compare, while Lorena Martin provided the necessary data by pulling the CAEP Manager Table 4B reports for 2024–2026 and asked to share the Adult Education Center's SMART goal chart.
- Governing Board Agenda Item: NOVA Items - CFAD, Spring Retreat: The team discussed the upcoming CFAD deadline and retreat logistics, focusing on funding allocations and the expansion of dual enrollment programs. Patrick Miller noted flexibility regarding COLA (Cost of Living Adjustment) splits, while Saman Mehrazar took the lead on securing a venue and catering for the planning retreat.

Conclusions	The Governing Board reviewed progress on carryover compliance and professional development while establishing 3–5% annual growth targets and finalizing logistics for the upcoming spring retreat and CFAD funding allocations.
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Action Items	Person Responsible	Deadline
Send the SMART goal tracking chart from AEC and organize catering from Bay Cities.	Lorena Martin	4/20/26
Develop and bring a formal proposal regarding specific program needs to the retreat for allocation decisions.	Luis Jaurequi & Cynthia McGregory	4/20/26
Coordinate the booking of Bundy 421 for the retreat.	Saman Mehrazar	4/20/26
Finalize the CFAD (Consortium Fiscal Administration Declaration)	GB Members	6/1/26

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