

Minutes (Public Meeting)

Governing Board Meeting

SMRC for Adult Education Meeting		
1.30.25	4:00 pm – 5:00 pm	SMC Bundy Campus
Meeting called by	Scott Silverman	
Type of meeting	Consortia Governing Board Meeting	
Facilitator	Patrick Miller	
Note taker	Lorena Martin	
Timekeeper		
Attendees	Patricia Hernandez, Patrick Miller, Liz Koenig, Lorena Martin, Luis Jauregui, Saman Mehrazar, Scott Silverman	
Review/Approval of Minutes	N/A	

TOPIC: 3-year Planning Process		
Time:	All	
Discussion	The due date for the 3-Year Plan is June 20th.	
Scott Silverman: <ul style="list-style-type: none">The next meeting is scheduled for April 1st. A draft should be completed before the meeting, to finish early. The retreat has been scheduled for the 2nd of May.The 3-year plan should include elements that will guide the content of subsequent annual plans. Aim for 6-9 overarching goals, each of which can be further broken down into 2-3 specific objectives. Create a collaborative Google Doc, dividing it into distinct sections, with each section assigned to a pair of team members for completion.If the 3-year plan is completed by May, it can be reviewed in June.		
Patrick Miller: <ul style="list-style-type: none">Share the WESTed 3-year session from the CAEP summit with SMRC Governing Board members.Integrate existing metrics with other local data, and expand the analysis by examining additional local initiatives, groups, and conducting interviews. Ensure goals and metrics remain consistently aligned.		
Luis Jauregui: The CFAD deadline is May 2nd. WIOA quarterly goals are on track. Student needs should be identified and used to inform the development of focused goals, as 30% of students surveyed indicated they need additional WiFi support and resources.		
Liz Koenig: Retreat is planned for April 28th. Student and faculty input is needed for planning activities, especially creative ones.		
Lorena Martin: Prioritize goals related to student persistence and performance.		
Saman Mehrazar: Identify benchmarks to increase enrollment and student retention.		
Conclusions	The group agreed to finalize a draft of the 3-Year Plan, utilizing a collaborative Google Doc, by May for June review, incorporating survey findings, local data, student needs, and aligned goals and metrics, aiming for 6-9 overarching goals to inform annual plans, with specific focus on student persistence, performance, and enrollment.	
Action Items		Person Responsible
Share WESTed document (CAEP summit)		Patrick Miller
Create a chart & send it to Sammy Mehrazar		Lorena Martin
Share with SMRC Governing Board		Saman Mehrazar

NEXT MEETING: Monday, 4/1/2025. Details forthcoming.

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.

TOPIC: SMRC Surveys		
Time:		
Discussion	Review of SMRC Survey Findings	
<ul style="list-style-type: none">SMRC faculty (AEC) and student (SMC NC) survey findings reviewed. Additional findings to be shared at the next meeting.		
Conclusions	Initial SMRC survey data was presented and discussed, with a follow-up of remaining findings scheduled for the next meeting.	
Action Items	Person Responsible	Deadline
Summarize and share remaining survey findings.	All	4.1.25

TOPIC: CFAD		
Time:		
Discussion	CFAD Planning and Submission Timeline.	
Scott Silverman: <ul style="list-style-type: none">Continue discussion regarding potential budget allocation changes for the current year.The CAEP Q2 is due in March.We are exploring the possibility of launching a marketing campaign for SMC NC. Patrick Miller: <ul style="list-style-type: none">The adult school's funding is solely derived from CAEP and WIOA allocations. Experience has shown that reduction in these funds poses a risk to the program's stability.Flexibility with one-time expenditures. Set up SMC as a vendor to facilitate one-time expenditures.		
Conclusions	Topic discussed, giving dates of upcoming deliverable and agreement to continue conversation.	
Action Items	Person Responsible	Deadline
CFAD 2425 PDF CFAD 2425 Google Doc	Lorena Martin	4.1.24

TOPIC: Federal Funding (CAEP/WIOA)			
Time:			
Discussion		Status and Guidance	
<ul style="list-style-type: none">• Scott Silverman: Progress as usual. No changes at this time. Awaiting official guidance.			
Conclusions		There are no significant changes to report at this time.	
Action Items		Person Responsible	Deadline
None			

AREAS of NEED (Technology Access and Support, Creation of New Noncredit CDCP, Differentiated Support for Diverse Learning Modalities, Digital Literacy, Transitional Support to Noncredit, Credit and Workforce, Programs, Professional Development and Community Building, Career Services, Marketing and Outreach)