

Minutes (Public Meeting) General Meeting

SMRC for Adult Education Meeting		
1.26.26	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	Alva Parra (SMMUSD), Amy Golden (SMMUSD), Andrea Leiva (SMPL), Carmen Franco (SMMUSD), Cosme Sandoval (Chrysalis), Cynthia McGregory (SMMUSD), Francisco Davalos (SMMUSD), Harmony Rousseau (SMMUSD), Iris Navarro (JMC), Liz Koenig (SMC), Lorena Martin (SMMUSD), Luis Jauregui (SMC), Maria Barajas (SMMUSD), Michael Bronstein (SMC), Michelle Newsom (Hospitality Training Academy), Naoko Ogawa (SMC), Natalie Gonzalez (SMC), Olga Saucedo (SMMUSD), Patricia Hernandez (SMMUSD), Patrick Miller (SMMUSD), Rebecca Agonafir (SMC), Ricardo Alforo (Chrysalis), Scott Silverman (SMC), Sharon Fuller (SMMUSD), Susan Lamb (SMPL), Veronica Zamora (SMC)	
Review of Minutes	10/25/26	

Welcome & Approval of Agenda/Minutes. Ice Breaker & Public Comments.		
2:30 - 2:45 pm	Patrick Miller, Scott Silverman	
Discussion	The meeting opens with administrative approvals, an introductory activity, and a scheduled window for public input.	
<p>Scott Silverman called the meeting to order at 2:30 p.m., welcoming members and guests. The agenda for the current session was reviewed and approved (Moved: Patrick Miller; Seconded: Luis Jauregui), followed by the approval of the January 26, 2026, meeting minutes (Moved: Liz Koenig; Seconded: Patrick Miller). After a brief icebreaker focused on the impact of adult education, the floor was opened for public comment.</p>		
Conclusions	With the preliminary business concluded and public input received, the committee moved on to the first formal item on the agenda.	
Action Items	Person Responsible	Deadline
None		

Partner Announcements & Updates		
2:45 - 3:00 pm	Open	
Discussion	Open forum for members to share time-sensitive public announcements relevant to the consortium and the wider adult education community.	
<p>Andrea Leiva - Santa Monica Public Library: will host a volunteer tutor training session this February at the Main Library. The program prepares volunteers to support adult ESL and literacy learners. The in-person training will take place over</p>		

NEXT MEETING: Monday, March 23, 2026

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.

three days: February 23 and 25 (10:30 AM – 2:30 PM) and February 27 (10:30 AM – 12:30 PM). Interested individuals can contact literacy.program@santamonica.gov for more information.

Conclusions	Members shared time-sensitive public announcements and updates pertinent to the consortium and the broader adult education community.	
Action Items	Person Responsible	Deadline
None		

SMRC Student Panel 2025-2026.

3:00 - 3:40 pm	AEC & SMC Student Panel	
Discussion	Student panel featuring student representatives to discuss outreach strategies and the personal impact of adult education.	
<p>Key discussion points included:</p> <ul style="list-style-type: none"> Marketing & Outreach: Strategies for reaching "hard-to-reach" populations in Santa Monica, Malibu, and the Westside. Suggestions included leveraging social media (TikTok/Instagram), utilizing church bulletins and local newspapers, and participating in community events at Virginia Park. Student Motivation: Panelists shared that family, grandchildren, and career advancement are primary motivators. They emphasized that teacher mentorship and the welcoming atmosphere at AEC were critical to their persistence. Advice for New Students: The panel encouraged prospective students to "take the first step" regardless of fear, highlighting that consistency and individualized staff support are the keys to success. 		
Conclusions	Scott Silverman concluded the session by noting that these "life-changing experiences" perfectly illustrate the core mission and impact of adult education.	
Action Items	Person Responsible	Deadline
None		

SMC District & Noncredit Updates. Grant Updates & Budget Summary.

3:20 - 4:15 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 on administrative and budget transitions, noting that the Noncredit (NC) division has successfully grown to 25 programs.</p> <p>Luis Jauregui: Announced new programs in development and confirmed that CAEP funds will now support counseling positions. He provided updates on budget carryover, the LA Fire Recovery event, and Spring enrollment.</p> <p>Liz Koenig: Provided additional departmental context and updates.</p>		
Conclusions	The Noncredit division has grown to 25 programs amid recent administrative and budget transitions. Updates included the allocation of carryover funds and the use of CAEP funds for counseling.	
Action Items	Person Responsible	Deadline
Promotional flyers to support new initiatives and outreach.	Saman Mehrazar Lorena Martin	Ongoing

SMMUSD & Adult Education Center Updates. Grant Updates & Budget Summary.

3:49 - 3:59 pm	Patrick Miller, Cynthia McGregory	
Discussion	Updates and strategic planning for the SMMUSD Adult Education Center, including a summary of grants and budget transitions.	

Minutes (Public Meeting)

General Meeting

Patrick Miller: Reported on the SMMUSD Board realignment and the appointment of a new President. Planning for the upcoming school year is underway, with a strategic focus on promoting adult education programs across the district.

Cynthia McGregory: Addressed current enrollment trends by engaging students through virtual ESL options via open Zoom classes and analyzing transition data to improve program pathways. She confirmed the continued use of CAEP funds to maintain full staffing, including active recruitment for ESL positions. The GED Test Center is now fully operational, with three students recently tested. Special recognition was given to Dr. Patricia Hernandez for her impactful work and proactive outreach within the citizenship program.

Conclusions	Key priorities include sustaining current staffing levels and leveraging expanded GED testing capabilities to support student outcomes through the district's administrative changes.
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Action Items	Person Responsible	Deadline
None		

Closing Remarks

4:25 - 4:30 pm	Patrick Miller, Scott Silverman
Discussion	Closing remarks provided a moment to express gratitude to all who contributed, followed by essential information regarding the date and location of the subsequent meeting.

Scott Silverman opened the floor for final remarks and partner comments. The session concluded with an announcement regarding the March meeting, and members were invited to notify organizers if they wish to be included on the next agenda.

Michelle Newsom - Hospitality Training Academy: Office is located at Virginia Avenue Park. She is available to provide job placement and employment assistance to residents of Santa Monica and Venice. Business cards were made available for distribution, and she remains the primary contact for direct support and outreach.

Conclusions	Closing remarks encouraged attendees to volunteer to present at future meetings. Next Meeting: March 23, 2026
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Action Items	Person Responsible	Deadline
Attendees should notify Scott Silverman if they would like to present.	Attendees (General)	Ongoing.

Governing Board Follow-up & Updates

4:15 - 4:30 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.

NEXT MEETING: Monday, March 23, 2026

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.

Following a successful student panel, the governing board discussed enhancing future meetings by adding 3-year plan growth targets to agendas and exploring a student-led club to boost social media and Google review marketing. Key programmatic updates centered on the HEAL Academy proposal, which aims to create ELL pathways into healthcare fields like EMT and Nursing through IET training and dual enrollment.

Regarding fiscal planning, the group reviewed a "spend-down" strategy for CAEP carryover funds, focusing on GED and ESL marketing via College App, while noting new state guidance on carryover approval windows. The meeting adjourned at 5:27 p.m., with upcoming highlights including a March 23 meeting featuring an employer panel and a March 27 professional development session on learner persistence.

Conclusions	The Governing Board concluded by identifying hosts and presenters for the next meeting and assigning follow-up actions for the carryover expenditure plan and the March Employer Panel.
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Action Items	Person Responsible	Deadline
Update future meeting structures to include three-year plan growth targets, student highlights, and scheduled breaks.	Scott Silverman	March 23rd
Finalize the CAEP carryover "spend-down" plan and ensure the response meets the state's 30-day conditional approval window.	Patrick Miller Scott Silverman Cynthia McGregory	March 13th
Secure guest speakers Dr. Shelton and Josh Kahn for March 23rd meeting and distribute a list of discussion questions to the group.	Patrick Miller Cynthia McGregory	March 23rd
Promote the March 27 CALPRO workshop on learner persistence and recruit 1–2 area employers for upcoming panel.	Liz Koenig All	March 27th
Launch a GED marketing campaign via College App, with office staff managing incoming leads. Concurrently, boost program visibility by exploring a student club and encouraging students to use social media "tags" and Google reviews.	Luis Jauregui Cynthia McGregory	Ongoing