

Minutes (Public Meeting)

General Meeting

SMRC for Adult Education Meeting		
10.20.25	2:30 pm – 4:00 pm	Santa Monica Public Library
Meeting called by	Scott Silverman	
Type of meeting	Consortia Meeting	
Facilitator	Scott Silverman	
Note taker	Lorena Martin	
Timekeeper	Saman Mehrazar	
Attendees	Andrea Leiva (SMPL), Christopher Lee (UCLA Health), Cristina Torres (SMC), Cynthia McGregor (SMMUSD), John Gutierrez (JVS), Kiersten Elliott, Liz Koenig (SMC), Lorena Martin (SMMUSD), Luis Jauregui (SMC), Maria Leon-Vazquez (SMC), Michelle Newsom (Hospitality Training Academy), Nancy Bender (Santa Monica Public Library), Natalie Gonzalez (SMC), Patrick Miller, (SMMUSD), Patty Martinez (JVS), Saman Mehrazar (SMC), Scott Silverman (SMC), Tara Crow (Santa Monica Public Library), Vanessa Alvarado (SMPL)	
Review of Minutes	N/A	

Welcome and Ice Breaker			
2:30 - 2:40 pm		Patrick Miller, Scott Silverman	
Discussion		Welcome and introductions.	
Scott Silverman welcomed attendees, which began with a thought exercise highlighting the impactful work of adult education.			
Conclusions		Following the welcome, attendees participated in a reflective exercise on the topic of mentors.	
Action Items		Person Responsible	Deadline
None			

SMC District & Noncredit Updates	
2:40 - 3:00 pm	Scott Silverman, Luis Jauregui
Discussion	Updates and planning for SMC District and Noncredit programs.
<p>Scott Silverman outlined SMC's goal to boost adult learner enrollment, focusing on program pathways maps that connect training to corresponding jobs and salaries. He noted the SMRC is a Brown Act body and that Governing Board decisions will be shared.</p>	
<p>Luis Jauregui provided a budget overview, noting the majority is allocated to staff salary, zero-cost textbooks, marketing, and professional development (PD). Carryover funds will be used for student support services and marketing. Updates included new non-credit art certificates and in-person basic computer skills classes. He announced a holiday celebration and a new partnership with the Malibu Labor Exchange. The LA Fire Recovery grant funds are being used to maintain class offerings even if enrollment minimums are not met.</p>	

NEXT MEETING: Monday, Jan. 26, 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.

Conclusions	SMC shared updates on its strategic goal to boost enrollment through program pathways, provided a budget overview with carryover fund allocation, and announced new non-credit certificates and partnerships.	
Action Items	Person Responsible	Deadline
Add the budget report to the final meeting minutes.	Saman Mehrazar	Before minutes finalization
Forward fliers to Scott Silverman for dissemination to partners to boost student referrals.	All Partners	Ongoing

SMMUSD & Adult Education Center Updates			
3:00 - 3:20 pm	Patrick Miller, Cynthia McGregory		
Discussion	Updates and planning for SMMUSD and Adult Education Center.		
Patrick Miller emphasized the importance of sharing information about the AEC, noting that many in the community are unaware of its free adult programs.			
Cynthia McGregory shared updates on supporting students through challenging times. PD was provided for teachers to use OWLs (a technology tool) to help students engage remotely, addressing safety and childcare barriers. Key goals for AEC 25-26 include increasing ESL/ABE transition percentages, reviewing data with teachers, and targeting student re-engagement.			
Conclusions	The SMMUSD/AEC updates emphasized the need for community awareness of free programs and outlined 25-26 goals focused on student transition rates, data review, and re-engagement strategies.		
Action Items		Person Responsible	Deadline
Share events that can be distributed via the listserv.		All Partners/ Attendees	Ongoing

Community Partner Presentations			
3:20 - 4:15 pm	SMPL Literacy Team, John Gutierrez, Christopher Lee		
Discussion	Overview of services and collaboration opportunities.		
SMPL Literacy Team (Nancy Bender, Tara Crow, Andrea Leiva): Led a brainstorming session based on a community mapping survey. They highlighted the library as a crucial resource for accessing information and developing digital literacy. The Tech & Task program offers drop-in, one-on-one tutoring for task-based help (resumes, cell phone use) and serves as a pipeline for resource referrals (e.g., SMC, AEC).			
John Gutierrez (AJCC/JVS WorkSource Center): Presented on JVS's efforts to address the aging workforce (30-40% retiring) through no-cost training (e.g., Class A truck driver, dental assistant) and reskilling. Services include on-the-job training (covering up to 90% of wages for small/mid-sized businesses), resume/interview preparation, and supportive services (gas, clothing, tools). Noted, JVS has fire recovery grant funds for affected individuals in Palisades and Altadena.			
Christopher Lee (UCLA Health): Presented on the "Cultivating Helping Hands @ UCLA Health" Noncredit CNA Pilot Program, a successful partnership with SMC. The program fully funded tuition and wages for non-clinical staff (e.g., custodial services) to become CNAs, with guaranteed job protection. Four out of five original participants successfully transitioned into clinical roles.			
Conclusions	Community partners presented a range of successful initiatives, including the Santa Monica Public Library's digital literacy program, JVS's workforce re-skilling efforts, and the UCLA Health/SMC Noncredit CNA pilot, demonstrating strong collaborative efforts.		
Action Items		Person Responsible	Deadline
Complete the Community Mapping Survey (SMPL) Literacy Team item.		Participants	By end of the meeting.
Work to collaborate with education training partners to create student pathways. Forward fliers to partners upon request. Share the monthly calendar with partner sites.		John Gutierrez (AJCC/JVS WorkSource Center)	Ongoing/Monthly

Minutes (Public Meeting)

General Meeting

Public Announcements			
4:15 - 4:25 pm	Open		
Discussion	Open forum for members to share time-sensitive public announcements relevant to the consortium and the wider adult education community.		
Maria Leon Vasquez shared updates on the SMC Career Pathway Partnership Grant, including dual enrollment for high school students. She offered to conduct presentations at partner facilities or host facility visits at SMC to showcase career education programs. The grand opening of the new Science & Math building and Planetarium is scheduled for November 1st.			
Conclusions	The public announcements highlighted the SMC Career Pathway Partnership Grant and dual enrollment opportunities, along with the upcoming grand opening of the new Science & Math building and Planetarium on November 1st.		
Action Items		Person Responsible	Deadline
Coordinate a presentation on the SMC Career Pathway Partnership Grant or invite attendees to visit SMC to highlight it. Serve as the contact person to coordinate a facility visit to the new SMC Science & Math building (grand opening Nov. 1st).		Maria Leon Vasquez	To be scheduled and ongoing.

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.					
The closing remarks included an announcement about the January meeting, which will feature a student panel showcasing successful students from consortium programs. Members were invited to notify the organizers if they would like to present their students for the panel.						
Conclusions	Closing remarks centered on the January student panel and encouraged attendees to volunteer to present at future meetings. Next Meeting: January 26, 2025					
Action Items		<table><tr><th>Person Responsible</th><th>Deadline</th></tr><tr><td>Attendees (General)</td><td>Ongoing.</td></tr></table>	Person Responsible	Deadline	Attendees (General)	Ongoing.
Person Responsible	Deadline					
Attendees (General)	Ongoing.					
Attendees should notify Scott Silverman if they would like to present during the January student panel.						

Governing Board Follow-up & Updates	
4:15 - 4:30 pm	Patrick Miller, Scott Silverman, Luis Jauregui, Cynthia McGregory, Liz Koenig, 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.
The discussion covered logistics for the next consortium meeting, including confirmation of the host agency. Administrative items reviewed included the upcoming graduation date (June 3rd) and progress on the carryover expenditure plan, with agencies tasked with drafting and sharing their responses. Additionally, members reviewed finalization procedures for the agenda and planning for the January Student Panel, including developing open-ended questions and student recruitment efforts.	

NEXT MEETING: Monday, Jan. 26, 2026

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Conclusions	The Governing Board discussion concluded with setting the next meeting's hosts and presenters, and assigning follow-up actions for the carryover expenditure plan and the January Student Panel.		
Action Items		Person Responsible	Deadline
The SMRC Governing Board's upcoming action items focus primarily on administrative compliance and preparation for the January student panel. Key administrative tasks include drafting responses for the 2425 carryover compliance plan, updating meeting minutes, and establishing new agenda protocols, such as early submission to Saman Mehrazar and distributing Brown Act notes. Preparation for the student panel requires drafting open-ended questions, recruiting students via school counselors, requesting presenter videos, and coordinating logistics for certificates and swag bags. Additionally, all partners must maintain ongoing communication by forwarding program fliers for listserv distribution.		Each Agency (SMC NC & SMMUSD AEC) Patrick Miller Cynthia McGregory Luis Jauregui Scott Silverman Lorena Martin Saman Mehrazar	Fri., October 31st - January 26th Ongoing