Minutes
Governing Board Planning Retreat

SMRC for Adult Education Meeting		
10.1.25	12:30 pm – 5:00 pm	SMC Bundy Campus - (Bundy 421)

Meeting called by	Scott Silverman Meeting Called to order @ 12:30 pm Meeting adjourned @ 4:00 pm
Type of meeting	Consortia Governing Board Retreat
Facilitator	Patrick Miller
Note taker	Lorena Martin
Timekeeper	
Attendees	Patrick Miller, Scott Silverman, Cynthia McGregory, Luis Jauregui, Patricia Hernandez, Liz Koenig, Lorena Martin, Saman Mehrazar
Review/Approval of Minutes	N/A

CAEP Summit Reflections & Takeaways:	
Time:	12:30 pm
Discussion	The meeting began with consortium members sharing their reflections and key takeaways from the recent California Adult Education Program (CAEP) Summit.

General takeaways and reflections were shared by the members present.

Conclusions	The insights from the CAEP Summit provided a strategic foundation for the day's planning activities.

Action Items	Person Responsible	Deadline
None		

Calendar/Map Out Agendas for the year.	
Time:	12:45 PM
Discussion	The board collaboratively mapped out the meeting calendar, planned future agendas, confirmed logistics, and discussed strategies for community partner engagement.

Patrick Miller: Suggested that district and program updates from SMC and SMMUSD be included as standing agenda items. Proposed that budget updates and other relevant documents be compiled into a packet and attached to the agenda in advance of meetings. Recommended that SMRC promote community partner activities via partner school communication channels.
Scott Silverman: Stated that the consortium's primary goals for the year should be summarized on the agenda. Suggested that community and industry partners could be identified via email.
Luis Jauregui: Suggested holding a student panel in January and inviting industry partners to hear directly from students about their needs and experiences.
Cynthia McGregory: Recommended highlighting student stories as a "hot topic" on meeting agendas.
Patricia Hernandez: Proposed that a general invitation regarding the licensing process be sent out, with the January meeting being the preferred time for this topic.
Liz Koenig: Proposed hosting a "partner table" at partner sites.

NEXT MEETING: Monday, 10/20/2025, 4:00 - 5:00 pm. 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.

<table>
<tr><td colspan="3">Saman Mehrazar: Noted that large-scale resource fairs have not been as effective as other engagement methods.</td></tr>
<tr><td>Conclusions</td><td colspan="2">A template for standing agenda items was established, and a topical outline for the October, January, and March general meetings was finalized.
October Meeting: Will be held at the SMPL Library. The agenda will include consortium, agency, and budget updates, along with presentations from community partners, including SMPL (confirmed) and potentially JVS, UCLA Health, Chrysalis, and the SMC Nursing Department.
January Meeting: Will be held at the SMC Noncredit Bundy Campus. The agenda will feature a student panel, a review of success data and student survey data, and reports from student and staff representatives.
March Meeting: Will be held tentatively at AEC, with the SMC Bundy Campus as the alternate location. The agenda will focus on curriculum, with a potential for it to be faculty-led.</td></tr>
<tr><td>Action Items</td><td>Person Responsible</td><td>Deadline</td></tr>
<tr><td>Add AEC counselors to the SMCNC counseling email list.
Gauge interest from community partners for presentations and identify what SMRC can do for them.</td><td>Lorena Martin
TBD</td><td>10/20/25
Ongoing</td></tr>
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<tr><th colspan="3">Highlight agency and consortium priorities for the year.</th></tr>
<tr><td>Time:</td><td colspan="2">1:30 pm</td></tr>
<tr><td>Discussion</td><td colspan="2">Members identified and discussed key priorities for the 2025-2026 year, focusing on the creation of clear student pathways, the exploration of dual enrollment, and the alignment of programs between member agencies.</td></tr>
<tr><td colspan="3">Patrick Miller: Proposed creating a certification-level course at ACE that would serve as an entry point to an SMC pathway. Suggested updating the language on the SMRC website and agendas.
Scott Silverman: Recommended developing feeder courses and updating the consortium's pathway map to fully incorporate SMMUSD AEC. Noted that SMC NC uses the College App for marketing and inquired if AEC uses it.
Luis Jauregui: Suggested using CAEP funds for American Heart Association certification and questioned if the SMRC mission statement needs updating.
Cynthia McGregory: Discussed dual enrollment opportunities where a single class would count for both institutions.
Lorena Martin: Will research approved CPR curriculum options. Will also research if CAEP funds can cover out-of-the-country transcript evaluations. Will review the AEC adult secondary program course list for alignment opportunities with SMC programs. Proposed adding dual enrollment as a March agenda item.
Saman Mehrazar: Inquired whether the SMC Noncredit curriculum could meet the requirements of a for-credit course.</td></tr>
<tr><td>Conclusions</td><td colspan="2">The board identified a primary consortium-wide goal of strengthening and clearly mapping student pathways from adult education to noncredit and for-credit programs. Key strategies include exploring feeder courses, dual enrollment, and curriculum alignment.</td></tr>
<tr><td>Action Items</td><td>Person Responsible</td><td>Deadline</td></tr>
<tr><td>Incorporate SMMUSD AEC into the updated SMC pathway mapping.
Research approved CPR curriculum/certification options. | LM (to send to Luis Jauregui)</td><td>Scott Silverman

Lorena Martin</td><td>Ongoing

10/20/25</td></tr>
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Research dual enrollment possibilities between member agencies.	Cynthia McGregory	Ongoing
Add Counseling 12 dual enrollment discussion to the March meeting agenda.	Luis Jauregui	March 2026
Review the AEC ASE course list to align and articulate with SMC programs	Lorena Martin	March 2026
Research if CAEP funding can be used for out-of-country transcript evaluation.	Lorena Martin	March 2026
Investigate using the "College App" for marketing at AEC.	Patrick Miller Cynthia McGregory	March 2026

Brown Act Discussion:	
Time:	2:30 pm
Discussion	The board reviewed its obligations under the Brown Act to ensure full compliance with public meetings, including agenda posting, public comments, and overall meeting structure.

Patrick Miller: Stressed the need for a consensus model, ensuring agendas are publicly available, and clarifying what can be discussed in a governing board meeting.
Scott Silverman: Suggested setting internal deadlines based on Brown Act requirements and recommended that member agencies consult their respective legal departments.
Luis Jauregui: Clarified that GB retreats must be public meetings and outlined topics appropriate for closed sessions, such as legal matters, student or faculty matters, and real estate.
Cynthia McGregory: Recalled that a lawyer at the CAEP Summit provided relevant information.

Conclusions	The board reaffirmed its commitment to Brown Act compliance. A key decision was made to integrate the Governing Board meeting as part of the general session moving forward, rather than holding it as a separate meeting. Members will seek further clarification from legal counsel and other resources.

Action Items	Person Responsible	Deadline
Integrate the Governing Board session as part of the general meeting going forward.	All	October 2025
Look up Brown Act information shared by the lawyer at the CAEP Summit.	Luis Jauregui	October 2025
Consult with the respective agency's legal departments regarding Brown Act compliance.	All	October 2025

Timeline and Due Dates	
Time:	3:00 pm
Discussion	The board reviewed upcoming and recently passed deadlines for state-mandated reporting and other key deliverables.

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<tr><td>Conclusions</td><td colspan="3">Members acknowledged that the Q4 reports and the Member Budget & Workplan were due in NOVA on September 30, 2025. The next major deadline discussed is the CAEP Written Expenditure Plan, which is due November 15, 2025.</td></tr>
<tr><td colspan="2">Action Items</td><td>Person Responsible</td><td>Deadline</td></tr>
<tr><td colspan="2">None</td><td></td><td></td></tr>
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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)