SAN MATEO COUNTY CONSORTIUM for Adult & Career Education
"YOUR GATEWAY TO A NEW FUTURE"

New Future
START WITH A DREAM. BELIEVE. SUCCEED.

Minutes Steering Committee

Date: Thursday, November 20, 2025

Time: 12:30 p.m. to 1:00 p.m. - Lunch
1:00 p.m. to 2:00 p.m. - Meeting

Location: San Mateo Adult & Career Education
789 E. Poplar Avenue
San Mateo, CA 94401

Agenda Topic
Welcome and Introductions
New CTE Programs ● South Francisco Adult Education ○ EKG Technician ○ Medical Billing & Coding ○ Pharmacy Technician ○ Phlebotomy Technician ● La Costa Adult School ○ Google Basics ○ Math for the Trades **New Proposed CTE Programs** Education Code Section 84906 (3) (a) states that before establishing a Career Technical Education Program, each member of a local adult education consortium, or the consortium as a whole, shall conduct a job market study of the labor market area in which it proposes to establish the career technical education training program or rely upon the most recent job market study of the labor market area conducted by the local workforce development board. The study shall use local labor market

information and consider a supply analysis of existing career technical education programs for adults maintained by high schools, community colleges, and other postsecondary educational institutions in the geographic area to ensure that the anticipated employment demand for adults enrolled in the proposed training program justifies the establishment of the proposed courses of instruction. After completing the job market study and before establishing the career technical education training program, the governing body of a member of a local adult education consortium, or the consortium as a whole, as applicable, shall determine if the job market study justifies the proposed career technical education program.

SMCCACE Proposed New Career Technical Education Training Programs

The following proposed New Career Technical Education Training Programs were submitted to SMCCACE's executive leadership team. The leadership team consists of the directors of each of the five K12 adult schools, and the workforce directors/deans of the three community colleges.

The proposed new programs were presented to the SMCCACE's executive leadership team by the schools hosting the programs. The proposed programs were reviewed, discussed and approved for recommendation for presentation and approval by the SMCCACE steering committee at its meeting scheduled for Thursday, November 20, 2025.

South San Francisco Adult School

EKG Technician

- EKG tech programs focus on teaching students to understand cardiac anatomy and physiology, operate EKG equipment, perform accurate lead placement, and interpret basic EKG rhythm strips to identify abnormalities and provide crucial data for patient diagnosis and treatment. Key objectives include mastering technical EKG procedures, understanding common cardiac conditions, ensuring proper patient care and safety, and preparing for national certification exams.

Medical Billing & Coding

- Medical billing and coding program objectives include applying coding systems (ICD-10, CPT, HCPCS) to patient records, completing insurance claims, managing the revenue cycle, adhering to healthcare regulations like HIPAA, and using billing software to ensure accurate billing for healthcare services. Graduates will gain expertise in medical terminology and anatomy, understand

payer types, and develop soft skills such as professional communication and teamwork necessary for success in the healthcare industry.

Pharmacy Technician

- Pharmacy technician programs focus on developing skills in prescription processing, medication preparation, inventory management, patient communication, and applying pharmacy laws and ethics under pharmacist supervision. Key objectives include accurately preparing and dispensing medications, performing pharmaceutical calculations, and demonstrating professional behavior in a variety of pharmacy settings.

Phlebotomy Technician

- Phlebotomy learning objectives focus on acquiring practical skills like performing venipuncture and capillary puncture, adhering to infection control and safety protocols, and accurately labeling and processing specimens. Students also learn to apply knowledge of anatomy, physiology, and medical terminology, while demonstrating professionalism, effective communication, and an understanding of legal and ethical standards in patient care.

La Costa Adult School

Google Basics

- The Google Basics course provides students with essential digital literacy skills by teaching them to use Google Docs, Sheets, Slides, Gmail, Calendar, and Drive confidently for work, home, and general communication. For example, parents being able to communicate effectively with their children's schools. Students will learn to create, organize, and share documents, manage email and schedules. The program emphasizes responsible, efficient, and professional use of digital tools, preparing students for success in higher education, the workplace, and in communicating effectively. By the end of the course, students will be able to apply digital citizenship skills, produce and manage documents and presentations, and communicate clearly across professional and personal contexts.

Math for Trades

- Students who complete this course will be able to: Confidently perform calculations relevant to trade work, including measurements, fractions, decimals, percentages, ratios, and applied algebra/geometry; interpret and apply technical diagrams and blueprints in trade-related contexts; estimate

quantities, materials, and project costs for construction and mechanical projects, and apply math skills to solve real-world trade tasks and workplace problems.

After presentation and discussion, the proposals were submitted for a vote. The proposals were approved and are open for registration immediately.

Presentation by Terrie Crenshaw, Workforce Development Consultant,
San Mateo Adult & Career Education

Consultant Experience

- 3+ years at JobTrain establishing the Employer Engagement Function
- 5+ years in consulting to nonprofit and for profit organizations
- 10+ years in Finance and Administration

Framework of Engagement

- 6 months pilot at SMACE
- Capture learning and effective models for potential rollout at other sites
- Regular communication with other adult schools

Consultant Update, November 2025

- Four “Meet and Greet” sessions to connect with students, understand student needs, and establish database of current jobseekers
- Ongoing 1:1 job preparation meetings with jobseeking students
- Three Employer Spotlights held, one scheduled for December
- Resource Fair day and evening sessions held in November, 11 resource partners tabled
- Apprenticeship/Internship Fair in plans for Spring 2026
- Launched website update, events page is up, employer contact page is up, and jobs board coming soon
- Working with committee to formalize partnership with Nova for ETPL referrals with potential for up to $500k in tuition funding among 3 organizations
- Finalizing regular resume workshop schedule with Nova, interview practice workshops with internal older adult volunteers
- Worked with Student Advisor to create meaningful volunteer activities for student volunteers
- Outreach at CSM Veterans Resource Fair

SMCCACE’s 5/5/5 Advocacy Project Campaign

The purpose of this activity is to address expiring federal funding and competing state budget priorities resulting in under-resourced programs that cannot meet the demand for essential services such as ABE/ASE, High School Diploma/High School Equivalency, Short Term In-Demand Career Technical Education, and Workforce Development.

The 5/5/5 Advocacy Campaign is designed to identify the top 5 regional San Mateo County specific stakeholders, create the core components of the consortium's urgent message on Adult K-12 funding, and create a unified, high impact advocacy plan.

- Step No. 2: Defining the Crisis Impact (The "So What?")
    - The Focus Areas:
        1. Economic/Workforce Impact
        2. Equity/Access Impact
        3. System/Capacity Impact

- Reviewed top 5 power brokers who hold the most influence over Adult K-12 funding and policy in San Mateo County region (local and state level)
    - Requests to add the following:
        - MacKenzie Scott
        - Laurene Powell Jobs
        - Local Mayors
        - School Board Members

- Breakout groups assembled into 3 groups and were assigned one area of funding impact to draft 2 to 3 clear, measurable statements that show the impact of underfunding on the San Mateo region.

Public Comments and Announcements

- No public comments or announcements

Adjourn

Attendees:

Bernhardt, Christopher, NovaWorks
Carrillo, Maggie, La Costa Adult School
Cervantes, Xochitl, South San Francisco Public Library
Corella, Romany, San Mateo Adult & Career Education
Crenshaw, Terrie, San Mateo Adult & Career Education
Efigenio, Araceli San Mateo County Library
Garcia, Alexis, Sequoia Adult School
Garcia, Lynette, San Mateo Adult & Career Education
Kramer, Alex, Cañada College
Livingstone, Todd, Sequoia Adult School
Prasad, Seemaa, South San Francisco Adult School
Roganova, Tatiana, Sequoia Adult School
Taylor, Angela, San Mateo Adult & Career Education
Villar, Patty, San Mateo Adult & Career Education