



Minutes - Steering Committee

Date: Thursday, August 20, 2026

**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**

Lunch 12:30 p.m. to 1:00 p.m.

Agenda Topic	Outcomes
Welcome and Opening Remarks • Welcome new Steering Committee members • Quick introductions • Interactive Icebreaker: "The 2026–27 Headline" — If SMCCACE has an extraordinary year, what headline would you want to read in June 2027?	
From Momentum To Impact • 2025–26 Annual Review Highlights & 2026–27 "What's Next" • Celebrate regional accomplishments and partnerships • Highlight key program and career pathway wins • Spotlight the Funeral Services Assistant regional model • Preview 2026–27 strategic priorities: AI + Workforce, flexible learning, regional CTE, employer partnerships, adult learner navigation and measurable outcomes	2025–26: A Year of Building Momentum • Strengthened regional collaboration among member adult schools • Expanded career education opportunities across the county • Connected adult learners to industry-aligned, stackable credentials • Built stronger employer and community partnerships • Expanded outreach to priority populations • Explored AI and workforce development as strategic priorities

	Regional Accomplishments Funeral Service Assistant Program • The program prepares students with a foundational understanding of funeral service operations and professional expectations • Students are prepared to assist client families and provide competent support to licensed funeral professionals • This certificate program consists of 60 hours of instruction in a hybrid format includes lectures, demonstrations, applied learning, and hands-on training • Jefferson Adult Education hosting in person classes on Saturdays • Program begins September 15, 2026 • Received \$10,000 donation from North Star for students needing financial aid • Cost: \$495.00 Veterinary Assistant Program • This online, entry-level Veterinary Assistant program trains individuals to support veterinarians and veterinary technicians in providing quality care for animals in clinics, hospitals, and practices • Each school will sign a contract with Career Training Solutions • There will be one class/teacher • All schools register their own students • Outreaching to Veterinary businesses in the Peninsula Medical Billing & Coding • The program aims to equip students with the skills to assign standardized medical codes to
--	--

	diagnoses and procedures, manage the health insurance claim process, and understand medical terminology and regulations, preparing them for certification and successful entry into healthcare careers Clinical Medical Assistant Pathways • Pathway to phlebotomy, EKG, and nursing programs 2026-2027 What's Next? • Explore how AI is changing jobs, skills and workplace expectations • Integrate practical AI awareness and digital literacy into adult education • Identify workforce sectors where AI is reshaping entry-level and incumbent work • Build educator capacity to use AI responsibly and effectively • Help learners become adaptable, confident and competitive Discussed funding allocation and COLA increase Discussion held regarding future strategy concerning workforce programs
Chat & Chew: Connections That Create Opportunity • One-hour virtual lunchtime meeting concept • Explore topics designed to strengthen our collective capacity and spark practical collaboration • Grant Writing: Turning Ideas Into Fundable Opportunities • Business Partnerships: From Introductions to Impact • Building a Stronger Financial Portfolio	Tabled

• Mental Health & Self-Care for Leaders	
Your Voice • Your Connections • Our Next Chapter • Steering Committee discussion • What workforce trends should SMCCACE be watching? • Where do you see opportunities for adult learners? • What connections, employers or partners should we pursue? • What is one idea or opportunity you can help bring to the table in 2026–27?	Tabled
Public Comments, Announcements, and Next Steps • Share updates, upcoming opportunities, important dates and action items	Congratulations to South San Francisco Adult Education on being nominated for the Diversity and Inclusion Award of the Year as part of the 2026 Best of South San Francisco Awards presented by the South San Francisco Chamber of Commerce
Adjourn	

Attendees:

Angulo, Nereida, Skyline College
 Arrizon, Crystal, College of San Mateo
 Artola Soza, Silvio, San Mateo Career & Education
 Benau, Tami, San Mateo County, Office of Education
 Beshirs, Mark, Jefferson Adult Education
 Bonilla Pereira, Heidi, College of San Mateo
 Brown, Gloria, Bay Area Community Health Advisory Council
 Cervantes, Xochitl, South San Francisco Public Library, Project Read
 Corella, Romany, San Mateo Career & Adult Education
 Crenshaw, Terrie, San Mateo Career & Adult Education
 Efigenio, Araceli, San Mateo County Libraries
 Eva, Twyla, Jefferson Adult Education
 Garcia, Alexis, Sequoia Adult Education
 Garcia, Lynette, San Mateo Career & Adult Education
 Jaciw, Jasmine, Cañada College
 Kravtsova, Marina, San Mateo Career & Adult Education
 Livingstone, Todd, Sequoia Adult School
 Okunnuga, Jasen, San Mateo Career & Adult Education
 Ramirez, Janet, Cañada College

Roganova, Tatiana, Sequoia Adult School
Salinas, Carolina, San Mateo County Immigrant Services
Smith, Sharadon, NOVAworks
Simotas, Michelle, College of San Mateo
Sparks, Lisa, San Mateo Career & Adult Education
Taylor, Angela, San Mateo Career & Adult Education
Villar, Patty, San Mateo Career & Adult Education
Xiao, Lani, South San Francisco Adult Education