

Santa Monica Regional Consortium for Adult Education Meeting		
05/07/2018	3:30-5:00 PM	SMMUSD – PDLC: 2802 4th Street. Santa Monica, California 90405
Meeting called by	Dione Carter and Evan Bartelheim	
Type of meeting	Consortium Meeting	
Facilitator	Laura Manyweather	
Note taker	Nataly Gonzalez	
Timekeeper	Anthony Fuller	
Attendees	Audra Wells, Carla Fantozzi, Chiquita Emel, Darcey Wark, Evan Bartelheim, Flavia DeMello, Lizbeth Koenig, Lois Bostwick, Laura Manyweather, Lorena Martin, Lynn Harvey, Nataly Gonzalez, Norma Torres-Gonzalez, Olga Saucedo, Patricia Hernandez, Stephanie Lewis, Angel Villasenor.	
Review and Approval of Minutes	4/17/18 Consortium Meeting Minutes Approved – Patricia Hernandez 1 st , Chiquita Emel 2 nd	
Welcome/Approval of Minutes/Public Comments/Announcements		
3:30 – 3:50	Laura Manyweather, Lorena Martin	
Discussion	Member check-in, approval of minutes and public comments.	
<ul style="list-style-type: none"> CALPRO Communities of Practice: In-person segments of training are hosted by SMC (5/7 & 6/15). SMC Noncredit ESL Faculty, Michael Bronstein is attending. 		
Budget and Expenditures Updates		
3:50 – 4:00	Laura Manyweather, Lorena Martin	
Discussion	Budget and expenditure updates reported out to group.	
<ul style="list-style-type: none"> 16-17 spent and closed & 17-18 Current Spending 18-19 Allocation 93% expended CFAD Report: Application resubmitted and approved. 		
Action Items	Person Responsible	Deadline
n/a		
SMRC Community & Business Partners' Event		
3:50 – 4:00	Laura Manyweather, Evan Bartelheim	
Discussion	Debrief following the event held on April 25 th	
<ul style="list-style-type: none"> Evan Bartelheim commented that most people who attended, walked away with a positive view of our program. Lorena Martin: Each attendee introducing themselves and expounding on their organization's activities and goals, worked very well and allowed Consortium partners and members to get better acquainted, fostering stronger and more substantive collaboration. Laura Manyweather to work with Chris Gibson to devise surveys for those who attended. Next year's event may be held at the AEC Continue to update and maintain resources and partners spreadsheet. 		
Action Items	Person Responsible	Deadline
n/a		
CommunityPro Suite (CPS) Update		
3:50 – 4:00	Laura Manyweather, Evan Bartelheim	
Discussion	Update on the referral software's rollout	
<ul style="list-style-type: none"> Evan Bartelheim shared that CPS team was given a list of design and FERPA compliance concerns. CPS team will address concerns and work on improvements. Referral functionality is priority. 		
Action Items	Person Responsible	Deadline
n/a		
Review of 17-18 Annual Plan		
4:00 – 4:40	Laura Manyweather, Evan Bartelheim	
Discussion	A look back at the annual plan and activities	
<ul style="list-style-type: none"> Laura Manyweather discussed seamless transitions SMC's New Noncredit Counseling courses awaiting approval. Student Acceleration: Liz discussed North Orange coming to present about I-BEST. I-BEST implementation at SMC/AEC was considered but then shelved. Tutoring: Now offered 2 days/week, as well as tech tutoring one day per week. Shared professional Development: <ul style="list-style-type: none"> Substitute pool has grown SMC/AEC joint "Tech Share Day" Leveraging Resources: <ul style="list-style-type: none"> Hired another part-time noncredit counselor Exploring apprenticeships with LA Hospitality Training Academy and Step Up 		

Review of 17-18 Annual Plan (Continued)		
Action Items	Person Responsible	Deadline
Set up meeting between Dione Carter, Laura Manyweather, Stephanie Lewis	Laura Manyweather	
Preliminary Discussion of 18-19 Annual Plan		
4:40 – 4:55	Laura Manyweather, Evan Bartelheim	
Discussion	Discussion of activities to implement in the coming year.	
	<ul style="list-style-type: none"> • Another targeted employment fair for SMC noncredit and AEC students. • Continued SMC/AEC joint professional development activities. • Continue to maintain and update SMRC website. • Explore childcare options for our student populations. • Invite Community Partners to all consortium meetings. 	
Action Items	Person Responsible	Deadline
Brainstorm on other activities for the new year.	All	
Wrap-Up		
4:55 – 5:00	Laura Manyweather, Evan Bartelheim	
Discussion	June retreat	
	<ul style="list-style-type: none"> • Laura will send a doodle poll to determine best date for June Retreat. 	
Action Items	Person Responsible	Deadline
n/a		