SMRC
SANTA MONICA REGIONAL CONSORTIUM
FOR ADULT EDUCATION

Santa Monica Regional Consortium for Adult Education Meeting		
3.5.2018	3:30-5:00 PM	Santa Monica College—Bundy Campus
Meeting called by	Dione Carter and Evan Bartelheim	
Type of meeting	Consortium Meeting	
Facilitator	Anthony Fuller	
Note taker	Sam Mehrazar	
Timekeeper	Anthony Fuller	
Attendees	Aida Diaz, Alexandra Morgan, Carla Fantozzi, Christopher Gibson, Darcey Wark, Dione Carter, Evan Bartelheim, Flavia DeMello, Lizbeth Koenig, Lorena Martin, Lynn Harvey, Nataly Gonzalez, Norma Torres-Gonzalez, Olga Saucedo, Patricia Hernandez, Saman Mehrazar, Scott Silverman, Stephanie Lewis.	
Review and Approval of Minutes	02/05/18 Consortium Meeting Minutes Approved – Flavia Demello 1st, Scott Silverman 2nd	

Welcome/Approval of Minutes/Public Comments/Announcements		
3:30 – 3:40	Laura Manyweather and Anthony Fuller	
Discussion	Announcements regarding events, advisory groups.	

- ESL Faculty Tech-Share Day is scheduled for Friday, March 16th (11:30am-2:30pm) at Santa Monica College. Contact Liz Koenig or Flavia DeMello to submit a presentation, or to RSVP.
- Santa Monica "Day of the Dead" advisory group to plan next year's Day of the Dead event in Santa Monica. For more information, contact Carla Fantozzi.

Action Items	Person Responsible	Deadline
n/a		

Budget and Expenditures Updates		
3:40 – 3:45	Anthony Fuller	
Discussion	Budget and expenditure updates reported out to group.	

- 15-16 final reporting has been submitted and approved.
- 16-17 monies on track to be spent down by end of fiscal year.
- 18-19 allocation received.
- AEBG monies are considered an "Allocation" not a "Grant"

Action Items	Person Responsible	Deadline
Share monthly budget reporting spreadsheet every month	Laura, Anthony, Lorena, Sam	04/16/18

SMRC for Adult Education – Promotional Newspaper Insert		
3:45 - 3:50	Lorena Martin, Sam Mehrazar	
Discussion	Publication timeline of our promotional newspaper insert	

- A nearly-final proof of the newspaper has been edited.
- Next proof will be shared with SMRC Co-chairs, and SMC Vice President of Academic Affairs and Superintendent for final approval before being sent to print. Expected publish date is mid-late April

Action Items	Person Responsible	Deadline
n/a		

2nd Annual Community & Business Partners' Event		
3:50 - 4:05	Anthony Fuller, Sam Mehrazar	
Discussion	Planning of 2nd annual community and business partners' event	

- Pacific Park has been chosen as the venue.
- Student participation has been suggested; AEC/SMC student services staff to identify potential students for participation.
- Estimated total cost of the event, $5,000.00 (venue, food, marketing, promotion, etc.)

Action Items	Person Responsible	Deadline
• Sam to share "Save the Date" & invitation with SMRC members (Sam Mehrazar) • Contact Carla Fantozzi re: SM Chamber of Commerce involvement (Dione Carter) • Spread the word with colleagues, local businesses/companies, students	All SMRC members	ASAP ASAP ASAP

SMC's Noncredit Short-term Vocational/Workforce Prep Courses and Certificates

4:05 – 4:15	Dione Carter
Discussion	The courses' approval process and next steps

- All courses have been approved, currently awaiting certificates' approval.
- Noncredit Admin will meet with department chairs and noncredit faculty in late March and April to determine start date, supplies, instructors, and marketing/promotion of the courses.
- SMRC Student Services Workgroup to meet in late April or early May to further map out AEC to SMC referral process.

Action Items	Person Responsible	Deadline
Report back to consortium on Student Services Workgroup findings/development	Student Services Wkgrp	May or June

Local Professional Development Opportunities

4:15 – 4:20	Dione Carter
Discussion	Professional development opportunities to attend locally

- ESL Faculty Tech-Share Day is scheduled for Friday, March 16th (11:30am-2:30pm) at Santa Monica College. Contact Liz Koenig or Flavia DeMello to submit a presentation, or to RSVP.
- Ed Collaborative at Virginia Avenue Park. Contact Carla Fantozzi for more information.

Action Items	Person Responsible	Deadline
Inform Emeritus faculty of upcoming Tech-Share Day	Scott, Liz	03/16/2018

CommunityPro Suite

4:20 – 4:25	Sam Mehrazar, Lorena Martin
Discussion	Interagency student and service referral software rollout

- We have begun testing the product using a sample data set.
- Still working through software bugs and customization.
- Planning further training and improvements.

Action Items	Person Responsible	Deadline
n/a		

Wrap-Up

4:30 – 4:40	Anthony Fuller

- Reminder to everyone to please help promote the 2nd Annual Community & Business Partners' Event.
- Forward the "Save the Date" invite to your colleagues and local businesses.
- Direct all inquiries and RSVPs to Lorena Martin or Sam Mehrazar

Action Items	Person Responsible	Deadline
n/a		