

Santa Monica Regional Consortium for Adult Education Meeting		
11.7.2016	3:30-5:00 PM	Santa Monica College – Bundy Campus
Meeting called by	Dione Carter & Ellen Edeburn	
Type of meeting	Consortium Meeting	
Facilitator	Laura Manyweather & Anthony Fuller	
Note taker	Lorena Martin, Lucretia Crawford	
Timekeeper		
Attendees	Lois Bostwick, Michael Bronstein, Dione Carter, Lucretia Crawford, Flavia de Mello, Ellen Edeburn, Carla Fantozzi, Anthony Fuller, Marissa Gee, Nataly Gonzalez, Paul Hammond, Patricia Hernandez, Luis Jauregui, Laura Manyweather, Lorena Martin, Alexandra Morgan, Melody Nightingale, Thomas Paccioretti, Cassie Rockwell, Cesar Rubio, Olga Saucedo, Deborah Siemer, Norma Torres-Gutierrez, Audra Wells	
Public Comments & Guest Speakers		
3:45-4:15pm	Anthony Fuller	
Discussion	Mr. Fuller introduced Carla Fantozzi, City of Santa Monica Principal Program Supervisor at Virginia Avenue Park as Neutral Third-Party Representative for SMRC Governance	
	Graciela Arreola-Munoz and Brandon Menancio, Community Relations Officers, Homeland Security, USCIS presented regarding services available through their program.	
Conclusions	SMRC members welcomed Ms. Fantozzi. Members asked questions and received informational materials from USCIS Community Relations Officers.	
Action Items	Person Responsible	Deadline
None	N/A	N/A
Consortium Updates		
4:15-4:25pm	Laura Manyweather, Anthony Fuller, Dione Carter, Ellen Edeburn	
Discussion	10/10/16 Consortium Meeting Minutes Approved - Audra Wells 1 st , Marissa Gee 2 nd	
	Ellen reported that SMC is in the process of setting up faculty Gmail accounts and will follow-up with Melody. Ellen shared SMMUSD monthly budget reports. Dione shared SMC monthly budget reports. Dione informed the group that 1516 expenditures have a deadline of 12/17. Anthony shared some highlights from the AEBG Summit in Sacramento.	
Conclusions	Google Docs transfer will be completed once all SMC staff have Gmail accounts.	
Action Items	Person Responsible	Deadline
AEBG file transfer from Dropbox to Google Docs update	Ellen Edeburn	2/6/17
Workgroups / Review of Objectives		
4:25-4:50pm	Anthony Fuller, Laura Manyweather, Team Leads	
Discussion	Consultancy Protocol introduction by Anthony. Laura spoke to the role of team lead members for AEBG objectives. Members were then asked to breakout by objective and continue working with their team leads.	

Conclusions	Team leads to gather information from members and report out to Laura Manyweather.	
Action Items	Person Responsible	Deadline
Consultancy Protocol Handout	Anthony Fuller	2/6/17
Team Leads Reporting to Laura Manyweather	Team Leads	1/20/17