



**SOUTH BAY**  
ADULT EDUCATION

## AEBG Advisory Committee Meeting Minutes

DATE: OCTOBER 26, 2016

TIME 2:00 – 4:00 PM

LOCATION: CVA ROOM 208

<b>NOTE TAKER</b>	Melissa Torres			
<b>CO-CHAIRS</b>	Mia McClellan	Rudy Kastelic		
<b>ATTENDEES:</b>	Tiffany Bouchard	Alicia Hernandez	Virginia Mendoza	Crystal Robinson
	Susan Brenner	Monty Lish	Mary Murphy	
	Michelle Dullea	Kevin McClelland	Jenny Nominni	
	Sara Garcia-Salgado	Mark Meadows	Kevin Patrick	
<b>HANDOUT(S)</b>	October 5, 2016 Meeting Minutes 15-16 Workgroup Summary			
<b>DISCUSSION / INFORMATION</b>	<ul style="list-style-type: none"> <li>• <b>Welcome and Introductions</b> – Mia and Rudy.</li> <li>• <b>Approval of Minutes</b> – Rudy called for the review of minutes. Adoption of Minutes: October 5, 2016 – APPROVED with no correction.</li> <li>• <b>Agenda item 1</b> – Marketing Update: David from Cook and Schmid presented the final draft of the postcard. The post card is not designed to have a front or back. It's not designed to be mailed. It will go to schools, libraries and other community organizations to be handed out. There was a suggestion to add the word school somewhere so people know education services is what's being provided. Another suggestion was to add school websites.</li> </ul> <p>David presented the consortium website. The website template responds to any device. Logos on bottom of the home page are links to each district's adult education page. Crystal and Melissa will be trained and will have complete control over the site. The Contact Us message will go to Melissa who will redirect to the appropriate person. Digital buy will start as soon as the website is up and running, this is already included in the budget. Our website has the space for a video. SUHSD has a video, CUSD and SWC can be added to the existing video. There is a class search feature. Students can search by class or program and end up with the school offering the class. Cook and Schmid don't have all the data from the districts for this feature. Class search only includes AEBG courses. Presentation of website concluded with SUHSD's CTE video.</p> <p>At the next advisory committee meeting we will discuss future marketing including the brochure.</p> <ul style="list-style-type: none"> <li>• <b>Agenda item 2</b> – Consortium Activities: Crystal will email information.</li> <li>• <b>Agenda item 3</b> – Super Region Update: Crystal will email information.</li> <li>• <b>Agenda item 4</b> – Deliverables: Crystal will email information.</li> <li>• <b>Agenda item 5</b> – CDC Items: The Data and Accountability Work Plan is the action item going to the board. It is due to the state on December 20, 2016. If it's approved on 11/16/16 Crystal will submit it on 11/17/16. Will also present the Workgroup Summary and the Adults with Disabilities Professional Development series.</li> <li>• <b>Agenda item 6</b> – Other: Pattie Flores will replace Jenny Nominni at Advisory Committee meetings.</li> </ul>			

Meeting adjourned at 3:08 p.m.

