



Building Skills, Advancing Careers

**RSAEC Executive Board Meeting –California Adult Education Program (CAEP)**

**DATE: August 22, 2023**

**TIME: 9:00am – 10:00am**

**College and Workforce Preparation Center**

**1572 N. Main Street, Orange, CA 92867**

**(714) 628-5999**

**Members Present:** Lorena Chavez, Chrissy Gascon (Executive Director), Lisa Green, Fatinah Judah, M'Liss Patterson, Lorraine Perez

**Members Absent:**

**Guests:** Lily Vasquez

**MINUTES**

Item	Discussion	Action
<b>Introductions</b>	The RSAEC Executive Board meeting <b>started at 9:20AM</b>	
<b>Approval of agenda</b>	A motion to approve the agenda was made by <b>Lisa Green</b> and seconded by <b>Lorraine Perez</b> . Passed by a unanimous vote.	
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>• Minutes: 07/25/23</li> </ul>	A motion to approve the minutes with correction of Sarah Santoyo's name and title was made by <b>M'Liss Patterson</b> and seconded by <b>Fatinah Judah</b> . Passed by a unanimous vote.	
<b>Discussion:</b> <ul style="list-style-type: none"> <li>• English Language Learner (ELL) Healthcare Pathways Funding</li> <li>• RSAEC awarded \$1,146,634</li> <li>• Eligible Partners: RSCCD &amp; GGAE</li> </ul>	<b>Chrissy</b> informed members that RSAEC was awarded \$1,146,634. <ul style="list-style-type: none"> <li>• There is a 24-month period for spending. Anything not spent during those 24 months will go back to the state.</li> <li>• There are limitations on capital outlay. For purchases, there is a limitation on the amount of funding you can spend and on what you can spend it on. The amount limit is \$5,000 per item including, taxes, shipping, installation. Prior approval is needed for items higher than \$5,000.</li> <li>• Eligible partners: RSCCD &amp; GGAE</li> </ul>	

<p>ELL Pathways Information:  <b>Letter of Intent Overview</b>  To become a Grantee for this investment, CAEP Consortia identified in the Chancellor’s Office Memo interested in applying must submit a single application of Intent in the Chancellor’s Office NOVA system, which includes the signed Letter of Intent, a project workplan, budget estimate, and signed Letter of Support from employer and partnerships, on behalf of the consortium and its members by <b>5:00 p.m., Friday September 8, 2023.</b></p> <ul style="list-style-type: none"> <li>Per the FAQs, finalized workplans and letters of support have been extended and must be submitted through NOVA <b>5:00 p.m., Monday November 6, 2023.</b></li> </ul>	<p><b>Chrissy</b> reminded members that the Letter of Intent and application in NOVA is due by 5:00 p.m. on Friday September 8, 2023.</p>	
<p><b>Vote to Approve:</b></p> <ol style="list-style-type: none"> <li>Vote to approve RSCCD as the Fiscal Agent for the ELL Healthcare Pathways allocation.</li> <li>Vote to approve Chrissy Gascon as the CAEP/RSAEC Lead for the ELL Healthcare Pathways allocation.</li> </ol>	<ol style="list-style-type: none"> <li>A motion to approve RSCCD as the Fiscal Agent for the ELL Healthcare Pathways allocation was made by <b>M’Liss Patterson</b> and second by <b>Lisa Green</b>. Passed by a unanimous vote.</li> <li>A motion to approve <b>Chrissy Gascon</b> as the CAEP/RSAEC Lead for the ELL Healthcare Pathways allocation was made by <b>M’Liss Patterson</b> and second by <b>Lorraine Perez</b>. Passed by a unanimous vote.</li> </ol>	
<p><b>Board Approvals for 2023-2024</b></p> <ul style="list-style-type: none"> <li>RSCCD – received August 23</li> <li>GGAE – received May 23</li> <li>OUSD – received May 23</li> <li>SAUSD</li> <li>OCDE</li> </ul> <p>Please let Chrissy know of upcoming Board meeting dates and/or Superintendent meeting dates</p>	<p>SAUSD – Lorraine emailed it to Chrissy.  OCDE - Missing</p>	
<p><b>Discussion:</b></p> <p><b>CAEP Summit: October 24-26, 2023</b></p> <ul style="list-style-type: none"> <li>Call for proposals: Deadline passed</li> </ul>		

<ul style="list-style-type: none"> <li>• Registration is now open.</li> <li>• Cost: \$450 until August 25, then \$550</li> <li>• Location: Hilton Universal City Room Block at Hilton \$219/night.</li> </ul> <p>Please let me know if you will be attending.</p> <ul style="list-style-type: none"> <li>• So far: <b>M'Liss</b> and <b>Chrissy</b> will be attending</li> </ul>		
<p><b>Upcoming 2023 Due Dates and important Information:</b></p> <p><b>September 2023</b></p> <ul style="list-style-type: none"> <li>• <b>Sep 1:</b> 21/22 and 22/23 Member Expense Report due in NOVA (Q4)</li> <li>• <b>Sep 1:</b> July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA *</li> <li>• <b>Sep 1:</b> 22/23 Certification of Allocation Amendment due in NOVA</li> <li>• <b>Sep 8:</b> ELL Healthcare Pathways Letter of Intent due in NOVA</li> <li>• <b>Sep 30:</b> 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *</li> <li>• <b>Sep 30:</b> 22/23 Member Program Year Budget and Work Plan due in NOVA</li> <li>• <b>Sep 30:</b> End of Q1</li> </ul> <p><b>October 2023</b></p> <ul style="list-style-type: none"> <li>• <b>Oct 30:</b> 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA *</li> <li>• <b>Oct 31:</b> Student data due in TOPSPro (Q1)</li> <li>• <b>Oct 31:</b> Employment and Earnings Follow-up Survey</li> </ul> <p><b>December 2023</b></p>		

<ul style="list-style-type: none"> <li>• <b>Dec 1:</b> July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *</li> <li>• <b>Dec 1:</b> 20/21, 21/22 &amp; 22/23 Member Expense Report Due in NOVA (Q1)</li> <li>• <b>Dec 31:</b> 20/21, 21/22 &amp; 22/23 Member Expense Report certified by Consortia in NOVA (Q1)</li> <li>• <b>Dec 31:</b> End of Q2</li> </ul>		
<b>Other:</b>	Special meeting scheduled for Tuesday, August 29, 2023, to vote for ELL Healthcare Pathways.  Meeting adjourned <b>10:06AM</b>	<b>Lily</b> will send Appendix A out for signatures via Adobe Sign to eligible members: <b>Chrissy Gascon, Lorena Chavez, and M'Liss Patterson.</b>
<b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.      Location: CWPC Conference Room      Time: 9:00am – 10:00am</b> <ul style="list-style-type: none"> <li>• <b>2023:</b> September 26, October 24, November 28, <b>December – No Meeting</b></li> <li>• <b>2024:</b> January 23, February 27, March 26, April 23, May 28, June 25</li> </ul>		