



Building Skills, Advancing Careers

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

DATE: October 24, 2023

TIME: 9:00am – 10:00am

College and Workforce Preparation Center

1572 N. Main Street, Orange, CA 92867

(714) 628-5999

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

Members Absent: Lorena Chavez

Guests: Cristina Gheorghe, Lily Vasquez

MINUTES

Item	Discussion	Action
Introductions	The RSAEC Executive Board meeting started at 9:15AM	
Approval of agenda	A motion to approve the agenda was made by Lisa Green and seconded by M'Liss Patterson . Passed by a unanimous vote.	
Approval of consent agenda <ul style="list-style-type: none"> • Minutes: 08/22/23 & 8/29/23 	A motion to approve the consent agendas was made by M'Liss Patterson and seconded by Fatinah Judah . Passed by a unanimous vote.	
Discussion: <ul style="list-style-type: none"> • ELL Healthcare Pathways Budgets <ul style="list-style-type: none"> • SAC, SCC & GGAE budget reviews • Overview of submittal • Next steps 	Chrissy led the discussion about ELL Healthcare Pathways Budgets GGAE – Pharmacy Tech \$299,992 SAC – Dental Assistant, Community Health Worker, Bio Tech Lab Technician, C.N.A. \$503,399 SCC – C.N.A., Medical Assistant, Medical Billing, Medical Coding, Lactation Educator Specialist, Peer Support Worker, Behavior Technician \$343,243	
Vote to approve: <ul style="list-style-type: none"> • Vote to approve the addition of the Behavior Technician Program as the 7th program area in the 	A motion to approve the addition of Behavior Technician Program as the 7 th program area in the ELL Healthcare pathways application	

<p>ELL Healthcare Pathways application – as per telephone call approvals on September 7.</p>	<p>was made by Lisa Green and second by Lorraine Perez. Passed by unanimous vote.</p>	
<p>Discussion: CAEP Annual Workplan and Budget due Sept 30</p> <ul style="list-style-type: none"> • Extensions were granted due to NOVA glitch <p>October 20: The consortium will have until October 20, 2023, to certify the Quarter 4 Expenditure Reports.</p> <p>October 20: The Member Budget and Work Plan deadline has been extended and is now due in NOVA by October 20, 2023.</p> <p>November 17: The consortium now has until November 17, 2023 to certify the Member Budget and Work Plans.</p>	<p>Chrissy went over the Annual Workplan and Budgets</p>	
<p>Board Approvals for 2023-2024</p> <ul style="list-style-type: none"> • RSCCD – received August 23 • GGAE – received May 23 • OUSD – received May 23 • SAUSD • OCDE <p>Please let Chrissy know of upcoming Board meeting dates and/or Superintendent meeting dates</p>	<p>Chrissy got board approval for</p> <ul style="list-style-type: none"> • SAUSD – received 10/24/23 • OCDE - pending 	
<p>Discussion:</p> <p>CAEP Summit: October 24-26, 2023</p> <ul style="list-style-type: none"> • Registration is now open. • Cost: \$450 until August 25, then \$550 • Location: Hilton Universal City Room Block at Hilton \$219/night. <p>Please let me know if you will be attending.</p> <ul style="list-style-type: none"> • So far: M'Liss and Chrissy will be attending 	<p>Chrissy and M'Liss will be attending.</p>	

<p>Upcoming 2023 Due Dates and important Information:</p> <p>September 2023</p> <ul style="list-style-type: none"> • Sep 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) * • Sep 30: 22/23 Member Program Year Budget and Work Plan due in NOVA • Sep 30: End of Q1 <p>October 2023</p> <ul style="list-style-type: none"> • Oct 30: 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA * • Oct 31: Student data due in TOPSPro (Q1) • Oct 31: Employment and Earnings Follow-up Survey <p>December 2023</p> <ul style="list-style-type: none"> • Dec 1: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium * • Dec 1: 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1) • Dec 31: 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) • Dec 31: End of Q2 	<p>Chrissy reminded members of the upcoming due dates.</p>	
<p>Other:</p>	<p>November 28, 2023, meeting moved to December 12, 2023</p> <p>Meeting adjourned 10:00AM</p>	
<p>Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 10:00am</p> <ul style="list-style-type: none"> • 2023: November 28, December 12 • 2024: January 23, February 27, March 26, April 23, May 28, June 25 		