Rancho Santiago Adult Education Consortium



RSAEC Executive Board Meeting –California Adult Education Program (CAEP) DATE: February 27, 2024 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), Lorena Chavez, Lisa Green, Fatinah Judah, M'Liss Patterson, Lorraine Perez Guests: Cristina Gheorghe, Liliana Vasquez

AGENDA

Item	Discussion	Action
Introductions	The RSAEC Executive Board meeting started at 9:05AM	
Approval of agenda	A motion to approve the revised agenda was made by Lisa Green and seconded by M'Liss Patterson . Four members voted in favor and one abstained.	
 Approval of consent agenda Minutes: 10/24/23 Minutes: 01/23/24 	A motion to approve the Minutes from 10/24/23 and 1/23/24 was made by Lisa Green and seconded by M'Liss Patterson . Four members voted in favor and one abstained.	
 Informational Item: GGAE will be updating their school website to be at the same level as their GGUSD high schools. They have received an estimate the set-up fee at approx. \$6,000 with an annual upkeep fee of \$4,500. 	M'Liss Patterson informed Executive Board of the usage of CAPE money to update their school website to the same level as their GGUSD high schools.	
Discussion: ELL Pathways Grant	 GGAE: Funds transferred to GGAE on Jan 11. Hire Pharm Tech instructor after 	
 SCC Update SAC Update 	 File Pharm rechnistractor after February 29. Also making purchases to get everything 	

GGAE Update	set up for class.	
	• Student interest list at 40 students.	
Deliverables for ELL Pathways – NOVA reporting	SAC-SCE:	
Q2 and Q4 fiscal reports listed in Portal.	 Counseling component in place of one 	
Workgroup for spring	 Counseling component in place of one FT Counselor and two PT Adjunct Counselors. In March and April, there will be four sessions for students to informed them about the current ELL Pathways. 	
	SCC-DE:	
	 Hired FT ELL Pathways Coordinator Robust program in Health Care in place this semester (Spring 2024) with 41 sessions scheduled. Figuring out how to collect data. Woking with ESL Department to do a career fair during current class times to do presentations. There will be three presentations of the ELL Pathways. Patty Sanchez sent an email to set up a 	Chrissy will forward Patty Sanchez' ema to the group.
Discussion:	Cristina Gheorghe shared the progress she has made in collecting data for Spring 2024.	
Data Management and collection of the number of ELL learners in healthcare pathways for the upcoming NOVA deliverables	Lorena Chavez had a question if the data showed students that are registered concurrently. For ELL Pathways, do students need to be enrolled concurrently? Chrissy will look into it. She will look for information regarding non concurrent registration.	

Discussion:	Chrissy informed the group about CAEP	
	Annual Report due in August.	
CAEP Annual Report – due August. Start working on basic		
plan and prepare for deliverable starting in March.		
Vote to Approve:		
No items		
Board Approvals for 2023-2024	Chrissy asked everyone to send their board	
	approvals for the 2024-2025 academic year.	
 RSCCD – received August 23 		
• GGAE – received May 23		
• OUSD – received May 23		
SAUSD – received July 23		
OCDE – received June 23		
***Please prepare and send your board approvals for the		
2024-2025 academic year. Should be approved and sent to		
Chrissy prior to July 1		
Announcements:	Chrissy went over announcements.	
	- ,	
ACCE Conference: San Diego, March 6-8	ACCE Conference: San Diego, March 6-8	
CC TAP – multiple new workshops: log into NOVA for a list		
	NOVA for a list	
	CCAE Conference in April taking place in	
	Garden Grove this year.	
	Academic Senate for California Community	
	Colleges 2024 Non-Credit Institute	
	https://www.asccc.org/events/2024-noncredit-	
	<u>institute</u>	
	Academic Senate for California Community	
	Colleges 2024 Non-Credit Institute Event in	
	May	
	Registration:	
	https://www.eventbrite.com/e/2024-noncredit-	
	institute-registration-399645820407	

Upcoming 2024 Due Dates and important Information:	Chrissy went over upcoming 2024 due dates.	
 February 2024 Feb 28: Preliminary allocations for 2024-25 and 2025-26 released by this date. 		
 March 2024 Mar 1: 21/22 and 22/23- and 23/24-Member expense report is due in NOVA. (Q2) * Mar 31: 21/22 and 22/23- and 23/24-Member Expense Report certified by Consortia in NOVA (Q2) * Mar 31: End of Q3 		
 April 2024 Apr 30: Student Data due in TOPSPro (Q3) Apr 30: Employment and Earnings Follow-up Survey 	,	
May 2024 • May 2: CFAD for 2024-25 due in NOVA *		
 June 2024 Jun 1: 21/23- and 23/24-Member Expense Report due in NOVA (Q3) Jun 30: 22/23- and 23/24-Member Expense Report certified by Consortia in NOVA (Q3) * Jun 30: End of Q4 		
Other: • Calendar updates	Chrissy will be out of town on May 28 and June 25.	Lily to send a Doodle pole to reschedule CAEP meetings on these dates.
Future Meetings: 4 th Tuesday of the month, unless othe	erwise noted. Location: CWPC Confer	ence Room Time: 9:00am – 10:00am
• 2024: March 26, April 23, May 28, June 25		

	/ell/fiscal-reports/22104?duration=2024002 s	g S 🗾 SUNY N NEI	0ED 🚾 2023 Adn	nin 201 Res 🔅 NOVA: Invest & Pla.	🌀 CHAT GBT	📕 FTES Power Bl 🛛 🔿 Directors' Corner	🖙 🛧 🔲	
	ELL Healthcare Pathways Fiscal Reporting (Fund: Round 1 – ELL Healthcare Pathy Rancho Santiago Adult Education Co	ways (2023-24) [ID: ELL Healt	hcare Paths])				😩 😧 Chrissy G	
Dashboard	Rancho Santiago Adult Education Ci	onsoruum - Rounu	I - ELL Healun	<u>care Pathways Ptan (2025</u>	<u>-24)</u> N		Frinta	Die
All Programs	Santiago Canyon College	1						
lealthcare Pathways	2023-24							
Plans	Q2 Q4							
Fiscal Reporting	Incomplete Incomplete							
	Encumbered Funds are funds which	have been obligated fo	r use by contract	or invoice.				
	Object Code	Project to Date (PTD)		% Expended of DTD Expense	Depinet Rudget	1/ Evanded of Breisst Budget	Rudget Demoining	
	Object Code	Expenditure				% Expended of Project Budget		
	Object Code 1000 - Instructional Salaries		PTD Forecast \$235,387	% Expended of PTD Forecast	Project Budget \$235,387	% Expended of Project Budget	Budget Remaining \$235,387	
		Expenditure						
	1000 - Instructional Salaries	Expenditure \$0	\$235,387	0%	\$235,387	0%	\$235,387	
	1000 - Instructional Salaries 2000 - Non-Instructional Salaries	Expenditure \$0 \$0	\$235,387 \$0	0%	\$235,387 \$0	0%	\$235,387 \$0	
	1000 - Instructional Salaries 2000 - Non-Instructional Salaries 3000 - Employee Benefits	Expenditure \$0 \$0 \$0	\$235,387 \$0 \$94,654	0% 100% 0%	\$235,387 \$0 \$94,654	0%	\$235,387 \$0 \$94,654	
	1000 - Instructional Salaries 2000 - Non-Instructional Salaries 3000 - Employee Benefits 4000 - Supplies and Materials 5000 - Other Operating Expenses	Expenditure \$0 \$0 \$0 \$0 \$0 \$0	\$235,387 \$0 \$94,654 \$0	0% 100% 0%	\$235,387 \$0 \$94,654 \$0	0% 100% 0%	\$235,387 \$0 \$94,654 \$0	
	1000 - Instructional Salaries2000 - Non-Instructional Salaries3000 - Employee Benefits4000 - Supplies and Materials5000 - Other Operating Expensesand Services	Expenditure \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$235,387 \$0 \$94,654 \$0 \$0 \$0	0% 100% 0% 100%	\$235,387 \$0 \$94,654 \$0 \$0	0% 100% 0% 100%	\$235,387 \$0 \$94,654 \$0 \$0	
nstitutions	1000 - Instructional Salaries2000 - Non-Instructional Salaries3000 - Employee Benefits4000 - Supplies and Materials5000 - Other Operating Expensesand Services6000 - Capital Outlay	Expenditure \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$235,387 \$0 \$94,654 \$0 \$0 \$0	0% 100% 0% 100% 100%	\$235,387 \$0 \$94,654 \$0 \$0 \$0	0% 100% 0% 100% 100%	\$235,387 \$0 \$94,654 \$0 \$0 \$0	

	 I/fiscal-reports/22104?duration=2024002 Search Scheduled C Global Proctorin 	ng S 🗾 SUNY N NE(0ED 🚾 2023 Adn	nin 201 Res 🔅 NOVA: Invest & Pla.	🜀 CHAT GBT	📕 FTES Power Bl 🛛 🔿 Directors' Corner	🖙 🛧 🔲 🌘
	L Healthcare Pathways Lal Reporting (Fund: Round 1 – ELL Healthcare Path	ways (2023-24) [ID: ELL Healt!	hcare Paths])				😩 😧 Chrissy Gasco
Dashboard All Programs Healthcare Pathways	ncho Santiago Adult Education C Santa Ana College 2023-24 Q2 Q4	onsortium - Rouna	<u>I-ELL Health</u>	<u>care Patnways Plan (2023</u> :	-24) N		Printable
Plans Fiscal Reporting	Incomplete Incomplete						
Analytics	Encumbered Funds Off Encumbered Funds are funds which	have been obligated fo	r use by contract	or invoice.			
	Object Code	Project to Date (PTD) Expenditure	PTD Forecast	% Expended of PTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
	1000 - Instructional Salaries	\$0	\$143,343	0%	\$143,343	0%	\$143,343
	1000 - Instructional Salaries 2000 - Non-Instructional Salaries	\$0	\$143,343 \$133,411	0%	\$143,343 \$133,411	0%	\$143,343 \$133,411
	2000 - Non-Instructional Salaries	\$0	\$133,411	0%	\$133,411	0%	\$133,411
	2000 - Non-Instructional Salaries 3000 - Employee Benefits	\$0	\$133,411 \$109,377	0%	\$133,411 \$109,377	0%	\$133,411 \$109,377
	2000 - Non-Instructional Salaries 3000 - Employee Benefits 4000 - Supplies and Materials 5000 - Other Operating Expenses	\$0 \$0 \$0	\$133,411 \$109,377 \$36,000	0% 0% 0%	\$133,411 \$109,377 \$36,000	0% 0%	\$133,411 \$109,377 \$36,000
	2000 - Non-Instructional Salaries 3000 - Employee Benefits 4000 - Supplies and Materials 5000 - Other Operating Expenses and Services	\$0 \$0 \$0 \$0 \$0	\$133,411 \$109,377 \$36,000 \$53,307	0% 0% 0%	\$133,411 \$109,377 \$36,000 \$53,307	0% 0% 0%	\$133,411 \$109,377 \$36,000 \$53,307
Institutions	2000 - Non-Instructional Salaries 3000 - Employee Benefits 4000 - Supplies and Materials 5000 - Other Operating Expenses and Services 6000 - Capital Outlay	\$0 \$0 \$0 \$0 \$0 \$0	\$133,411 \$109,377 \$36,000 \$53,307 \$5,000	0% 0% 0% 0%	\$133,411 \$109,377 \$36,000 \$53,307 \$5,000	0% 0% 0% 0%	\$133,411 \$109,377 \$36,000 \$53,307 \$5,000

	ell/fiscal-reports/22104?duration=2024002 Search Scheduled C Global Proctorin	ng S 🗾 SUNY N NE	0ED 🛛 🤕 2023 Adr	nin 201 Res 🔅 NOVA: Invest & Pla	🝥 CHAT GBT	📲 FTES Power Bl 🛛 🔿 Directors' Corner	🖙 🛠 🔲 🌗
	L Healthcare Pathways cal Reporting (Fund: Round 1 – ELL Healthcare Path						😩 🤨 Chrissy Gasco
Dashboard All Programs L Healthcare Pathways	ancho Santiago Adult Education C Garden Grove Unified Scl 2023-24		<u>1 - ELL Health</u>	<u>care Pathways Plan (2023-</u>	- <u>24)</u> W		Printable
Plans	Q2 Q4 Incomplete Incomplete						
Analytics	Encumbered Funds Off Encumbered Funds are funds which Object Code	Project to Date (PTD)			Project Budget	% Expended of Project Budget	Budget Permaining
	1000 - Instructional Salaries	\$0	\$157,881	0%	\$157,881	0%	\$157,881
	2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
							4-
	3000 - Employee Benefits	\$0	\$60,924	0%	\$60,924	0%	\$60,924
	3000 - Employee Benefits 4000 - Supplies and Materials	\$0	\$60,924 \$49,649	0%	\$60,924 \$49,649	0%	
							\$60,924
	4000 - Supplies and Materials 5000 - Other Operating Expenses	\$0	\$49,649	0%	\$49,649	0%	\$60,924 \$49,649
	4000 - Supplies and Materials 5000 - Other Operating Expenses and Services	\$0	\$49,649 \$20,000	0%	\$49,649 \$20,000	0%	\$60,924 \$49,649 \$20,000
Institutions	4000 - Supplies and Materials 5000 - Other Operating Expenses and Services 6000 - Capital Outlay	\$0	\$49,649 \$20,000 \$0	0%	\$49,649 \$20,000 \$0	0%	\$60,924 \$49,649 \$20,000 \$0