



Building Skills, Advancing Careers

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

**DATE: March 26, 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), Lisa Green, Fatinah Judah, M'Liss Patterson, Lorraine Perez

**Guest:** Cristina Gheorghie

**Absent:** Lorena Chavez

**AGENDA**

Item	Discussion	Action
<b>Introductions</b>	The RSAEC Executive Board Meeting started at 9:04AM	
<b>Approval of agenda</b>	A motion to approve the revised agenda was made by M'Liss Patterson and seconded by Lorraine Perez. All members voted in favor.	
<b>Approval of consent agenda</b> • Minutes: 02/27/24	A motion to approve the Minutes from 2/27/24 was made by M'Liss Patterson and seconded by Lisa Green. All members voted in favor.	
<p><b>Discussion:</b></p> <p>ELL Pathways Grant</p> <ul style="list-style-type: none"> <li>• SCC Update</li> <li>• SAC Update</li> <li>• GGAE Update</li> </ul> <p>Deliverables for ELL Pathways – NOVA reporting Q2 and Q4 fiscal reports listed in Portal.</p> <p><b>Q2 DUE: March 31</b></p>	<p><b>GGAE:</b></p> <ul style="list-style-type: none"> <li>• Officially hired Pharm Tech instructor. Still currently working at St. Josephs hospital as Pharm Tech.</li> <li>• Have a list of over 40 ELL students who have expressed interest in Medical Pathway courses but have 25 students specifically for Pharm Tech.</li> </ul> <p><b>SCC:</b></p> <ul style="list-style-type: none"> <li>• Q2- zero dollars spent. Everything that was done started with a January start date.</li> <li>• Associate dean was approved at cabinet yesterday. Proportion to help</li> </ul>	

	<p>on this (50% working on this project). The other percentage will be General Fund. 3-year pathway into General Funds. It will post the end of the week.</p> <ul style="list-style-type: none"> <li>• Associate Dean start date: July 1, 2024. Level D position (\$158-\$212) 7-year step.</li> <li>• Working on expanding Health Care, Apprenticeship, and ESL into Career Education.</li> <li>• Hired full-time faculty member that will be with us for one year. Started in January.</li> <li>• The new faculty member has written a course. The revised certificate is now ESL for CNA and Caregiving. Onramp program: The class is now ESL for Healthcare Careers, revised it to 32 hours. ESL 801: ESL for Patient Care Skills (64-96 hours).</li> <li>• The courses should be in place to be taught Fall 2024.</li> <li>• CTE Day at Chapman location that will promote our programs. It is geared for ESL students to make the move over to medical occupations.</li> <li>• Patty is leading medical occupations. The other two faculty will have classrooms with Digital Media Arts and Business &amp; Technology.</li> </ul>	
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<p><b>CFAD Approvals needed at the April meeting</b></p> <ul style="list-style-type: none"> <li>• Certification to NOVA due date is 05.02.24</li> <li>• Proposed allocated COLA calculated by determined consortium percentages:</li> </ul> <p><b>GGAE:</b> Calculated by: .332094842921003</p> <p><b>OUSD:</b> Calculated by: .001537218235963</p> <p><b>RSCCD:</b> Calculated by .666367938843034</p>	<p><b>Chrissy</b> informed the members if they receive COLA (center section), have to approve CFAD based on this. It is what the preliminary allocations states.</p> <p>Will be voting on this next month.</p> <p>Chrissy asked the members if there are any discussions or questions in regard to this. The members responded that it all looks good.</p>	
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**Please Note:** There was a memo that was released by the DOL that stated that COLA might be taken away from the 24/25 budgets due to deficits. I have highlighted the column that represents what members will receive if COLA is not received.

<b>Member</b>	<b>FY 24/25 Preliminary</b>	<b>+COLA</b>	<b>FY 24/25 TOTAL</b>
GGUSD	\$1,889,885	\$14,362	<b>\$1,904,247</b>
OUSD	\$8,748	\$67	<b>\$8,815</b>
RSCCD	\$3,792,166	\$28,819	<b>\$8,820,985</b>
<b>TOTAL</b>	<b>\$5,690,799</b>	<b>\$43,248</b>	<b>\$5,734,047</b>

**Discussion:**

**AB1491 Legislation and its impacts on RSAEC**

- AB1491 Consortium-Level Carryover limited to 20% overall

**Chrissy** informed the members that it is going good paying down the Consortium Carryover. However, now with the deficits it may be an area that they may sweep if there is more than what was allocated in carryover. Be aware of this.

**M'Liss Petterson** mentioned she received one time funding that had to be spent by 12/31/23. In April they will desegregate the money and she will go from receiving zero dollars to receiving \$125,000.00.

**Vote to Approve:**

- No items

**Board Approvals for 2023-2024**

- RSCCD – received August 23
- GGAE – received May 23
- OUSD – received May 23
- SAUSD – received July 23
- OCDE – received June 23

- Everyone should be going out for their board approvals now.
- Please prepare them before June 30<sup>th</sup>, 2024.

<p>***Please prepare and send your board approvals for the 2024-2025 academic year. Should be approved and sent to <b>Chrissy</b> prior to July 1</p>		
<p><b>Announcements:</b></p>		
<p><b>Upcoming 2024 Due Dates and important Information:</b></p> <p><b>March 2024</b></p> <ul style="list-style-type: none"> <li><b>Mar 31:</b> 21/22 and 22/23- and 23/24-Member Expense Report certified by Consortia in NOVA (Q2) *</li> <li><b>Mar 31:</b> End of Q3</li> <li><b>Mar 31:</b> ELL Healthcare Pathways (Q2)</li> </ul> <p><b>April 2024</b></p> <ul style="list-style-type: none"> <li><b>Apr 30:</b> Student Data due in TOPSPRO (Q3)</li> <li><b>Apr 30:</b> Employment and Earnings Follow-up Survey</li> </ul> <p><b>May 2024</b></p> <ul style="list-style-type: none"> <li><b>May 2:</b> CFAD for 2024-25 due in NOVA *</li> </ul> <p><b>June 2024</b></p> <ul style="list-style-type: none"> <li><b>Jun 1:</b> 21/23- and 23/24-Member Expense Report due in NOVA (Q3)</li> <li><b>Jun 30:</b> 22/23- and 23/24-Member Expense Report certified by Consortia in NOVA (Q3) *</li> <li><b>Jun 30:</b> End of Q4</li> </ul>	<p><b>Chrissy</b> went over upcoming due dates.</p> <ul style="list-style-type: none"> <li>ELL Healthcare Pathways (Q2) – not CAEP</li> <li>M'Liss Patterson was able to get in as fiscal reporter.</li> </ul>	
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>Calendar updates</li> </ul>	<p>Lisa Green is not available the week of 4/22/24.</p>	<p><b>Lily</b> will reach out to schedule the next CAEP meeting.</p>
<p><b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.      Location: CWPC Conference Room      Time: 9:00am – 10:00am</b></p>		
<ul style="list-style-type: none"> <li><b>2024:</b> April 23, May 28, June 25</li> </ul>		

**NOVA**  
 PLAN. INVEST. TRACK.

- Dashboard
- All Programs
- ELL Healthcare Pathways
  - Plans
  - Fiscal Reporting**
  - Analytics
- Institutions
- Help

**Rancho Santiago Adult Education Consortium - Round 1 - ELL Healthcare Pathways Plan (2023-24)** Printable View

**Santiago Canyon College**  
 2023-24

Q2 **Incomplete**    Q4 **Incomplete**

Encumbered Funds  Off  
 Encumbered Funds are funds which have been obligated for 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	\$235,387	0%	\$235,387	0%	\$235,387
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$94,654	0%	\$94,654	0%	\$94,654
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$13,202	0%	\$13,202	0%	\$13,202
<b>Totals</b>	<b>\$0</b>	<b>\$343,243</b>	<b>0%</b>	<b>\$343,243</b>	<b>0%</b>	<b>\$343,243</b>

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**Santa Ana College**  
 2023-24

Q2 Incomplete | Q4 Incomplete

Encumbered Funds  Off  
 Encumbered Funds are funds which have been obligated for 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
2000 - Non-Instructional Salaries	\$0	\$133,411	0%	\$133,411	0%	\$133,411
3000 - Employee Benefits	\$0	\$109,377	0%	\$109,377	0%	\$109,377
4000 - Supplies and Materials	\$0	\$36,000	0%	\$36,000	0%	\$36,000
5000 - Other Operating Expenses and Services	\$0	\$53,307	0%	\$53,307	0%	\$53,307
6000 - Capital Outlay	\$0	\$5,000	0%	\$5,000	0%	\$5,000
7000 - Other Outgo	\$0	\$3,600	0%	\$3,600	0%	\$3,600
Indirect Costs	\$0	\$19,361	0%	\$19,361	0%	\$19,361
<b>Totals</b>	<b>\$0</b>	<b>\$503,399</b>	<b>0%</b>	<b>\$503,399</b>	<b>0%</b>	<b>\$503,399</b>



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**Rancho Santiago Adult Education Consortium - Round 1 - ELL Healthcare Pathways Plan (2023-24)** Printable View

### Garden Grove Unified School District 2023-24

Q2 **Incomplete**    Q4 **Incomplete**

**Encumbered Funds**  Off  
 Encumbered Funds are funds which have been obligated for 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	\$157,881	0%	\$157,881	0%	\$157,881
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$60,924	0%	\$60,924	0%	\$60,924
4000 - Supplies and Materials	\$0	\$49,649	0%	\$49,649	0%	\$49,649
5000 - Other Operating Expenses and Services	\$0	\$20,000	0%	\$20,000	0%	\$20,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$11,538	0%	\$11,538	0%	\$11,538
<b>Totals</b>	<b>\$0</b>	<b>\$299,992</b>	<b>0%</b>	<b>\$299,992</b>	<b>0%</b>	<b>\$299,992</b>