



Building Skills, Advancing Careers

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

**DATE:** April 29, 2024

**TIME:** 10:30am – 11:00am

**ZOOM LINK:** <https://rscdd-edu.zoom.us/j/83190985156>

**College and Workforce Preparation Center**

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

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

**MINUTES**

Item	Discussion	Action
<b>Introductions</b>	The RSAEC Executive Board Meeting started at 10:30AM	
<b>Approval of agenda</b>	A motion to approve the agenda was made by M'Liss Patterson and seconded by Lorena Chavez. All members voted in favor.	
<b>Approval of consent agenda</b>		
<b>Discussion:</b> <b>CFAD Allocations and Governance</b>	No questions from members.	
<b>Vote to Approve:</b> <b>CFAD Allocations as noted:</b> <b>GGAE:</b> Calculated by: .332094842921003 <b>OUSD:</b> Calculated by: .001537218235963 <b>RSCCD:</b> Calculated by .666367938843034	A motion to approve the allocations was made by Fatimah Judah and seconded by Lorraine Perez. All members voted in favor.	

**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>\$3,820,985</b>
<b>TOTAL</b>	<b>\$5,690,799</b>	<b>\$43,248</b>	<b>\$5,734,047</b>

**Vote to Approve:**

CFAD Governance as written in NOVA (see attachment below)

A motion to approve the allocations was made by Lorena Chavez and seconded by Fatimah Judah.  
All members voted in favor.

**Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 10:00am**

- **2024:** May 28, June 25

**Fiscal Declaration - Consortium Approved**

Consortium Name: 43 Rancho Santiago Adult Education Consortium

**Funding Channel: Direct Funded**

Narrative: The Rancho Santiago Adult Education Consortium's (RSAEC) planned allocations for 2024-2025 follow the Three-Year plan and are consistent with the current annual plan. Member districts will continue to work collaboratively on the main CAEP objectives. These objectives include meeting regional needs, continuing to identify gaps in the region, creating seamless transitions and approaches to accelerate student progress, incorporating shared professional development, and leveraging resources. In addition to the objectives, the consortium is actively working on distance education and breaking down barriers caused by the impact of the pandemic as well as the transition back to on-campus learning and support services. RSAEC members are committed to supporting students and community members with academic and career pathways that will lead to post-secondary education and/or career goal success. Prioritization will be placed on aligning with CAEP priorities and AB104 objectives and programs. RSAEC members believe that Adult Education is the cornerstone to providing equity and equal access to academic and career opportunities for all adult students and ultimately, those opportunities will positively impact the entire community.

Changes: No Changes

Member Name	(2024-25)	(2023-24)	(2022-23)
Garden Grove Unified	\$1,904,247	\$1,888,312	\$1,726,176
Orange Unified	\$8,815	\$8,741	\$7,991
Rancho Santiago CCD	\$3,820,985	\$3,789,009	\$3,463,676
<b>Total Allocated to Members</b>	<b>\$5,734,047</b>	<b>\$5,686,062</b>	<b>\$5,197,843</b>
<b>Total CAEP Funds</b>	<b>\$5,734,047</b>	<b>\$5,690,799</b>	<b>\$5,258,544</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$4,737</b>	<b>\$60,701</b>

### Carryover Threshold:

20%

Carryover Threshold \*

### Corrective Action Fiscal Reporting Quarterly Thresholds

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

	Q1	Q2	Q3	Q4
% of Carryover Threshold	80%	60%	40%	20%

## Governance

### Consortia Report on Governance Compliance of Rules and Procedures v.1

1. Have all community college district s, school district s, county offices of education, or any joint powers authority, located within the boundaries of the adult education region been allowed to join the consortium as a member? \*

Yes

2. Have all members committed to reporting any funds available to that member f or the purposes of education and workforce services f or adult s and the uses of those funds? \*

Yes

3. How will the available funds be reported and evaluated? \*

All members have committed to reporting funds to be reported and evaluated. The board and/or superintendent approved members will submit fiscal reports directly into NOVA, which will then be certified by the RSAEC Executive Director/Dean of Instruction and Student Services and submitted to the state. Each member agency's fiscal office will be required to certify and validate their fiscal data for accuracy. Evaluation of funds will be consistent with funds available pursuant to AB104, Section 39, Article 9, 84916.

4. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member? \*

Each consortium agency/district member will bring the approved governing board designation and a copy of the official board meeting minutes to the consortium. In the case of OCDE, the member will bring a signed approval from an elected public official representing the COE as they do not have a board. RSAEC will keep the designated officials' information on file. The RSAEC Executive Director/Dean of Instruction and Student Services will maintain rules and procedures at all meetings and assure that all votes have been submitted by the board approved official for each member

agency/district.

5. How will you assure that each member of the consortium participates in any decision made by the consortium? \*

RSAEC will assure that all meetings are posted in advance, and they accommodate members' schedules. Reminder emails and calendar invites will be sent to all members. The agenda will be posted on the RSAEC website ([www.rsaec.org](http://www.rsaec.org)). Decision making will follow the voting guidelines decided upon by the consortium members. A consent calendar will be available to make sure that everyone has a chance to look at the upcoming decisions and has the ability to pull items of concern for further explanation. If necessary, a 2nd reading will be available.

6. What will be the relative voting power of each member? \*

1 member = 1 vote

7. How will decisions be approved? \*

by majority vote of 51%

8. How did you arrive at that decision-making model? \*

The consortium members and partners reviewed and discussed various governance models and worked together to decide and agree upon the decision-making model that works best for the consortium. It has been decided that votes will be voiced by stating yes or no. Abstentions will be noted. Three of the five state mandated representatives (2/3) from the approved voting agencies must be present to meet Quorum. For a vote to be approved, simple majority of voting members present (by majority vote of 51%) will be needed from voting agencies/districts. Meeting attendance and voting by phone or via zoom is allowable with prior state approval. A consent calendar will be provided for each meeting so that items of concern can be pulled. Votes will be recorded and the names of the members making and seconding each motion will be recorded in the meeting minutes.

9. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment? \*

Proposed decisions will be posted on the agenda which will be available three (3) calendar days prior to the consortium meeting. Prior to voting, there will be an allotment of time (up to 3 minutes per person) given to members of the public for comment. Additional time will be given to the voting members to consider public comments. After discussion, the executive committee will vote or agree to pull the item for a second reading if members feel more time and/or information is necessary.

10. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. \*

All meeting times, locations and current agendas for the academic year will be posted on the RSAEC website ([www.rsaec.org](http://www.rsaec.org)). Agendas and notices of proposed decisions that will be on the monthly docket, will be posted three (3) calendar days prior to the meeting. Information regarding how to make the public comments will be posted on the RSAEC website. Emails informing the public of the RSAEC website and calendar will be distributed to schools, stakeholders and agencies involved with adult education.

11. Describe how comments submitted by members of the public will be distributed publicly. \*

Only comments made in person or via zoom at the Executive Committee meetings will be addressed. A general summary of comments made by members of the public will be recorded in the meeting minutes. All meeting minutes will be posted on the RSAEC website after minutes have been approved.

12. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. \*

An invitation to attend the open consortium meetings will be sent to other providers of education and workforce services for adults. A concerted effort will be made to direct these entities to key information regarding the consortium. The consortium will also encourage its members to network with other agencies and/or committees to help increase public involvement through stakeholder meetings and other networking opportunities.

13. How will you determine approval of a distribution schedule pursuant to Section 84913? \*

All allocations have been disbursed, but RSAEC will continue to look at innovative ways of collaborating and leveraging funding. RSAEC will evaluate proposals brought forth to the Executive Committee to ensure that they align with the Regional Comprehensive Plan priorities. Accordingly, the Executive Committee will vote to approve the requested budget and include it as part of the distribution schedule pursuant to Section 84913.

14. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule? \*

B) chosen to have funds flow directly to the member districts based upon the approved distribution schedule.

15. How will members join, leave, or be dismissed from the consortium? \*

A district's board/elected official's approval will be needed from any K-12 or community college district, county department of education or JPA located within the RSAEC district boundaries that would like to join the consortium as a member. Currently, there are no JPA's within RSAEC. The RSAEC Executive Director/Dean of Instruction and Student Services will keep a file of all documented items. If a member opts to leave the consortium, RSAEC will request written notification from the district's board or agency elected official confirming the change. For members to be dismissed, RSAEC will adhere to the member guidelines in AB104.

16. How does the consortium monitor and administer carryover funds? \*

The consortium reviews the quarterly fiscal reports to confirm that all members are within their spending percentages. If a member is below the spending allocation within a particular quarter, they are required to submit an explanation and a plan to spend down the funds in a timely manner via NOVA. The consortium also reviews the percentages annually during the CFAD process to make sure that the consortium is within its carryover threshold of 20%. If a member is over the approved carryover amount at the end of the fiscal year, the consortium members will be given 12 months to return to compliance. If they remain out of compliance after the twelve months, and it affects the 20% carryover threshold for the consortium, the executive committee would choose to enact the established member effectiveness guidelines listed below.

17. What bylaws do you have that governs carryover? \*

The consortium follows the guidelines based on AB104 and the more recent AB1491 legislation. All consortium bylaws are listed in this questionnaire as this serves as RSAEC's governance document.

18. How does your consortium define member effectiveness? \*

The consortium defines member effectiveness as spending a minimum of the CAEP allocation by 80% per the guidelines set in the AB1491 legislation as well as adhering to the member guidelines in AB104. In addition, all members should be actively involved in the consortium activities and be consistently working on achieving the goals set within the one-year annual plans and three-year comprehensive plan.

19. What bylaws does your consortium have addressing member effectiveness? \*

The consortium does not have a separate list of bylaws. If a member is out of compliance or not meeting member effectiveness as defined by the CAEP

guidelines, the matter will be discussed amongst the RSAEC voting members at a scheduled Executive Board meeting so that all members can participate in creating a plan to assist the member at a local level. A timeline will be set and goals put in place to assist the member. If needed, members will meet throughout the year to further assist. If the member who is out of compliance is unable to meet effectiveness within 12 months and puts the consortium at risk of being over the 20% carryover threshold, the RSAEC Executive Director/Dean of Instruction and Student Services will request that CAEP TAP assist with further guidance pursuant to the AB1491 legislation.

20. Does the consortium have a formal document detailing its work beyond the questionnaire? \*

No

21.1. (No) If no, could you please address why not? \*

This questionnaire has been deemed completely satisfactory to RSAEC's governance by all members of the consortium.

20.1 (No) If no, could you please address why not? \*

This questionnaire has been deemed completely satisfactory to RSAEC's governance needs by all members of the consortium.

