



Building Skills, Advancing Careers

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

DATE: January 23, 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), M'Liss Patterson, Lorena Chavez

Members Absent: Lisa Green, Fatinah Judah, Lorraine Perez

Guests: Cristina Gheorghe

MINUTES

Item	Discussion	Action
Introductions		
Approval of agenda		
Approval of consent agenda <ul style="list-style-type: none"> • Minutes: 10/24/23 	Tabled. Did not meet quorum	
<p>Discussion:</p> <p>ELL Pathways Grant</p> <ul style="list-style-type: none"> • SCC Update • SAC Update • GGAE Update <p>Deliverables for ELL Pathways – NOVA reporting Q2 and Q4 fiscal reports listed in Portal.</p>	<p>GGAE:</p> <ul style="list-style-type: none"> • Posted for position and hired Pharm Tech instructor (bi-lingual) • Red tape: pre-spending funds to build program with no students • Funds transferred to GGAE on Jan 11 • Student interest list at 10 students • Marketing: graphic artist working on a mailer for spring to promote for fall • Goal: classes start mid-March (pilot) <p>SAC-SCE:</p> <ul style="list-style-type: none"> • Hire a Director through a re-org process-currently at the Chancellor’s Cabinet • Will be staffing an adjunct coordinator • Coalition building in the fall • Identified 2 counselors that will assist with the pathways 	

	<ul style="list-style-type: none"> • Career Education Week: Open houses for several programs – virtual and in-person • ESL for healthcare occupations ran concurrently with the fall 23 CNA program • Hiring event: 4 new faculty for CNA program-allowing for 2 cohorts in the spring • Programmatic: Expand two existing pathways: CNA and Lab Tech and two new pathways: Community Healthcare Worker and Dental Asst. • Now need FMR's to purchase equipment • Meetings with Valley HS where Dental Assistant will take place. Concentrating on hiring faculty <p>SCC-DE:</p> <ul style="list-style-type: none"> • Re-org for Associate Dean • Hired FT ELL Pathways Coordinator 	
<p>Vote to Approve:</p> <ul style="list-style-type: none"> • No items 		
<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 – received July 23 • OCDE – received June 		
<p>Announcements:</p> <p>Happy 10-year Anniversary to CAEP [2014-2024]</p>		

Upcoming 2024 Due Dates and important Information:

January 2024

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

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:

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

- **2024:** February 27, March 26, April 23, May 28, June 25

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
Totals	\$0	\$343,243	0%	\$343,243	0%	\$343,243



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Santa Ana College
2023-24

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

Encumbered Funds Off
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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
Totals	\$0	\$503,399	0%	\$503,399	0%	\$503,399



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Garden Grove Unified School District 2023-24

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

Encumbered Funds Off
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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
Totals	\$0	\$299,992	0%	\$299,992	0%	\$299,992