



Building Skills, Advancing Careers

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

**DATE: May 14, 2024**

**TIME: 11:00am – 12:00pm**

**ZOOM LINK: Meeting ID: 218 848 3051**

**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, Fatimah Judah, M'Liss Patterson, Lorraine Perez  
**Guest:** Cristina Gheorghe

**AGENDA**

Item	Discussion	Action
<b>Introductions</b>	The RSAEC Executive Board Meeting started at 11:03AM	
<b>Approval of agenda</b>	<p>Lorena Chavez motioned to add to the agenda the following Pathways to SAC: Home Health Aide, Personal Caregiver and Acute C.N.A. Fatimah Judah seconded the motion. All members voted in favor.</p> <p>Lorena Chavez motioned to add Personal Caregiver to SCC Continuing Ed Career Paths and seconded by Lisa Green. All members voted in favor.</p> <p>No other corrections or amendments to the agenda.</p> <p>A motion to approve the amended agenda was made by M'Liss Patterson and seconded by Lorena Chavez. All members voted in favor.</p>	
<b>Approval of consent agenda:</b> <ul style="list-style-type: none"> <li>Minutes: 3/26/24 and 4/29/24</li> </ul>	<p>A motion to approve the minutes from 3/26/24 and 4/29/24 was made by M'Liss Patterson and seconded by Lisa Green. All members voted in favor.</p>	

**Discussion:**

ELL Healthcare Pathways Year 2

RSAEC was awarded \$1,749,289 through the letter of intent emailed May 01, 2024, by the California Community Colleges Chancellor's Office.

**Letter of Intent Overview**

To become a Grantee for this investment, the identified CAEP Consortia must submit a completed application, including the signed Letter of Intent to Participate (see attached [Appendix A](#)), project workplan, budget estimate, and signed Letter of Support from employers and partnerships, on behalf of the consortium and its members, all in NOVA by 5:00 p.m., Friday, May 31, 2024.

The CAEP consortium must agree to comply with all the Grant requirements and commitments articulated in the (see attached [Letter of Intent](#)). Available grant awards are identified in the (see attached [Chancellor's Office Memo Exhibit A](#)).

The eligible partners include: RSCCD (Santiago Canyon College Continuing Education and Santa Ana College Continuing Education) and GGUSD (Garden Grove Adult Education)

Chrissy informed the members that year two was to be \$50 million, they awarded \$40 million. In year one they awarded 50 consortia and in year two they awarded 44 consortia. The Consortia that were awarded in year one was also awarded in year two. If you declined in year one you did not get year two.

RSAEC was awarded \$1,749,289 in the letter of intent.

This is now being considered as a grant. Must follow all grant processes moving forward. There will be a grant award face sheet, the Fiscal Lead will have to do invoicing to the state. More information to come on this portion of it.

If we add **new program areas**, we must show Labor Market Data and we are given three sources. It must be from the Nationally Recognized Data Source from the Insight Center, Self Sufficiency Standard or MIT Living Wage.

They are accepting questions from the FAQ up until Wednesday, May 15<sup>th</sup>, 2024.

If continuing the same partnerships, it's not necessary to request letters. However, if adding new occupations to round two must provide new letters.

Funds may be used to support costs associated with Development of Pathways. Funds *may not* be used for student stipends, internships, or other methods to pay students for participations.

Duration of Round 2 funding is 24 months. July 1, 2024 - June 30, 2026.

Information will not be taken after 5:00pm Friday, May 31, 2024. If an extension is needed, must email the request, and only allowing 30 days.

<p><b>Vote to Approve:</b></p> <ol style="list-style-type: none"> <li>1) Vote to approve RSCCD as the Fiscal Agent for the ELL Healthcare Pathways allocation.</li> <li>2) Vote to approve Chrissy Gascon as the CAEP/RSAEC Lead for the ELL Healthcare Pathways allocation.</li> </ol>	<ol style="list-style-type: none"> <li>1) A motion to approve RSCCD as the Fiscal Agent for the ELL Healthcare Pathways allocation by Lisa Green and seconded by Lorena Chavez. All members voted in favor.</li> <li>2) A motion to approve Chrissy Gascon as the CAEP/RSAEC Lead for the ELL Healthcare Pathways allocation by Fatinah Judah and seconded by M'Liss Patterson. All members voted in favor.</li> </ol>	
<p><b>Vote to Approve:</b></p> <p>Vote to approve Work plans to serve the following ELL Healthcare Pathways Program Areas by each funded member:</p> <p>GGAE:</p> <ul style="list-style-type: none"> <li>• Pharmacy Technician</li> </ul> <p>SAC-CE:</p> <ul style="list-style-type: none"> <li>• Nursing Assistant Training Program (CNA)</li> <li>• Community Healthcare Worker</li> <li>• Dental Assistant</li> <li>• Laboratory Technician (Biotechnology)</li> <li>• Surgical Technologist</li> </ul> <p>SCC-CE:</p> <ul style="list-style-type: none"> <li>• Nursing Assistant Training Program (CNA)</li> <li>• CNA Acute Care</li> <li>• Phlebotomist</li> <li>• Licensed Vocational Nurse (LVN)</li> <li>• Medical Billing</li> <li>• Medical Coding</li> <li>• Peer Support Worker</li> <li>• Lactation Education Specialist/Consultant</li> <li>• Behavior Technician</li> </ul>	<p>A motion to approve work plans was made by M'Liss Patterson and seconded by Lorena Chavez. All members voted in favor.</p>	

<p><b>Vote to Approve:</b></p> <p>Vote to approve the distribution of ELL Healthcare Pathway funds to eligible members RSCCD and GGAE as follows:</p> <ul style="list-style-type: none"> <li>• <b>Total Allocation: \$1,745,289</b></li> <li>• <b>RSCCD: \$1,425,000</b> <ul style="list-style-type: none"> <li>• <b>SAC-SCE: \$650,000</b></li> <li>• <b>SCC-DCE: \$775,000</b></li> </ul> </li> <li>• <b>GGAE: \$320,289</b></li> </ul>	<p>A motion to approve the distribution of ELL Healthcare Pathway funds by Lisa Green and seconded by M'Liss Patterson. All members voted in favor.</p>																					
<p><b>Vote to Approve:</b></p> <p>Vote to approve indirect at 4% for all funded allocations across members.</p> <table border="1" data-bbox="117 711 842 938"> <thead> <tr> <th>Member</th> <th>Direct Costs</th> <th>IC 4%</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>GGUSD</td> <td>\$307,970</td> <td>\$12,319</td> <td><b>\$320,289</b></td> </tr> <tr> <td>SAC</td> <td>\$625,000</td> <td>\$25,000</td> <td><b>\$650,000</b></td> </tr> <tr> <td>SCC</td> <td>\$745,192</td> <td>\$29,808</td> <td><b>\$775,000</b></td> </tr> <tr> <td><b>Total</b></td> <td><b>\$1,678,162</b></td> <td><b>\$67,127</b></td> <td><b>\$1,745,289</b></td> </tr> </tbody> </table>	Member	Direct Costs	IC 4%	Total	GGUSD	\$307,970	\$12,319	<b>\$320,289</b>	SAC	\$625,000	\$25,000	<b>\$650,000</b>	SCC	\$745,192	\$29,808	<b>\$775,000</b>	<b>Total</b>	<b>\$1,678,162</b>	<b>\$67,127</b>	<b>\$1,745,289</b>	<p>A motion to approve the indirect at 4% for all funded allocations by Fatinah Judah and seconded by M'Liss Patterson. All members voted in favor.</p>	
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<p><b>Vote to Approve:</b></p> <p>Vote to approve that <b>SAC, SCC</b> and <b>GGAE</b> can submit their detailed budgets for each of their workplans as informational items at the next monthly meeting, so that all members are able to enter all deliverables into NOVA by the <b>May 31, 2024 5:00pm</b> deadline.</p>	<p>A motion to approve the distribution of funds by M'Liss Patterson and seconded by Fatinah Judah. All members voted in favor.</p>																					
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Annual Plan is due August 15, 2024. We need to work with members to get the annual plan situated.</li> <li>• Calendar updates: June 25<sup>th</sup> meeting will need to be rescheduled.</li> <li>• July starts our new year and Chrissy will calendar the invite for the 4<sup>th</sup> Tuesday 9am-10am of each month.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Renée</b> will send out a Doodle Poll for the June meeting.</li> </ul>																				

**Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.**

**Location: CWPC Conference Room**

**Time: 9:00am – 10:00am**

- **2024: June 24**