



Building Skills, Advancing Careers

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

**DATE: June 24, 2024**

**TIME: 9:00am – 10:00am**

**ZOOM:**

**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

**MINUTES**

Item	Discussion	Action
<b>Introductions</b>	The RSAEC Executive Board Meeting started at 9:06AM	
<b>Approval of agenda</b>	A motion to approve the agenda was made by Lorena Chavez and seconded by M'Liss Patterson. All members voted in favor.	
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>Minutes: Approval of Minutes (5/14/24)</li> </ul>	A motion to approve the minutes was made by Lorena Chavez and seconded by Lorraine Perez. All members voted in favor.	
<b>Discussion Items:</b> <ul style="list-style-type: none"> <li>Updates on progress of the ELL Healthcare Pathways grant submission – due in NOVA June 30, 2024.</li> <li>Round 1 Reporting: Next due date: September 30, 2024</li> <li>CAEP Annual Plan: Due in NOVA August 15, 2024</li> <li>CAEP Annual 3-Year Plan: Work commences September 1, 2024</li> </ul>	<b>Chrissy</b> informed members that the details for the ELL Healthcare Pathways grant submission are the same as last time. The biggest adjustments are the consortia wide budget and allocations. The objective, outcomes and accounts are the same.  The 12 pathways from Round 1 and additional 8 Pathways were approved. Round 1 approved 12 pathways, and now it's 20 pathways. An extension was granted right away due to everything being completed. Chrissy has asked that you let her know if anyone else needs to be added as one of our	

contacts.

Please send Partner Letters of Commitment and let Chrissy know what they are covering. Must have coverage for all programs. The letter must include employment purposes and where the training facilities are located. The Letters of Employment (Facilities) should be included.

**Chrissy** mentioned that we do not have Collaborative Partners however, she has received many calls from many private organizations interested with collaborating with us.

Budget: only one person had funding in the 2000's and all three had 3000, 4000, 5000 and two had 6000 and SAC had 7000. The indirect is at 4% for each agency and all funding per our budgets is in the final column. Round 2 smart goals must be attained within 48 months. Round 1 should be coming close to completions in December 2024 and doing close out in Spring of 2025. Chrissy is checking on the final date of spending as it look as if R1 was changed form 3 years to two years.

**Lorena Chavez** asked if the title of Laboratory Technician can be updated to Laboratory Assistant in NOVA.

**Chrissy** responded to Lorena that the title was listed like this last year, once the program is in you will have to give deliverables all the way through. Chrissy will have to ask about that.

Quarter Two Fiscal Reporting-**Chrissy** informed members that nowhere does it say that these are ESL students. Chrissy sent the question up to the state saying that she followed what the writing said.

<p><b>Vote to Approve:</b></p> <ul style="list-style-type: none"> <li>Vote to approve ELL Healthcare Pathways budgets and workplans as presented.</li> </ul>	<p>A motion to approve ELL Healthcare Pathways budget and workplans was made by M'Liss Patterson and seconded by Lorena Chavez. All members voted in favor.</p> <p>M'Liss Patterson motioned to add that she would like to allocate funds from the 1000 to allocate funding for clerical support in the 2000 budget and will not be asking for additional funds, only allocating funds in a different way to provide clerical support to the program.</p> <p>A motion to approve allocating funds was made by Lorena Chavez and seconded by Lisa Green. All members voted in favor.</p>	<p>Chrissy informed members she will be redefining the Smart Goals and they will be added this week. Upon completion the PDF will be sent out.</p> <p>Chrissy will put a new budget line for the allocation and M'Liss will need to fill it in.</p>
<p><b>Board Approvals for 2024-2025</b></p> <ul style="list-style-type: none"> <li>RSCCD – Approved 5/28/24</li> <li>GGAE –</li> <li>OUSD –</li> <li>SAUSD –</li> <li>OCDE –</li> </ul>	<ul style="list-style-type: none"> <li>GGAE – M'Liss Patterson will go through the minutes to verify approval.</li> <li>OUSD – Approved</li> <li>SAUSD –</li> <li>OCDE – In the process to be approved.</li> </ul>	
<p><b>Announcements:</b></p> <p><b>Upcoming Events:</b></p> <ul style="list-style-type: none"> <li><b>September 26-27, 2024:</b> CAEP Director's Event: Hilton, Arden Way, Sacramento, CA</li> <li><b>October 28-30, 2024:</b> CAEP Summit: Oakland Marriott City Center, Oakland, CA</li> </ul>	<p>Chrissy is making everyone aware of the upcoming events in the event they will need to get board approval.</p>	
<p><b>Upcoming 2024 Due Dates and important Information:</b></p> <p><b>** Please note: We do not have due dates for the ELL Healthcare Pathways Round 2 Funding as of yet (with the exception of the June 30 application due date). The calendar will be updated once they are received.</b></p>		

## June 2024

- **Jun 1:** 22/23 and 23/24 Member Expense Report due in NOVA (Q3)
- **Jun 30:** ELL Healthcare Pathways Grant due in NOVA
- **Jun 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) \*
- **Jun 30:** End of Q4

23/24 Member Expense Report certified by Consortia in NOVA (Q3) – Due in NOVA June 1<sup>st</sup>. Due for Certification on June 30, 2024. Chrissy is waiting for her fiscal to be updated.

Lisa will have her report tomorrow, June 25, 2024.

## July 2024

- **Jul 15:** Student Data due in TOPSPRO (Q4) FINAL

## August 2024

- **Aug 15:** Annual Plan for 2024-25 due in NOVA \*

## September 2024

- **Sep 1:** 22/23 and 23/24 Member Expense Report due in NOVA (Q4)
- **Sep 1:** 23/24 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 2<sup>nd</sup> Bi-annual Expenditure and Progress Report due [1/1/24 – 6/30/24]
- **Sep 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4) \*
- **Sep 30:** 24/25 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

## October 2024

<ul style="list-style-type: none"> <li>• <b>Oct 30:</b> 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA *</li> <li>• <b>Oct 31:</b> Student data due in TOPSPro (Q1)</li> <li>• <b>Oct 31:</b> Employment and Earnings Follow-up Survey</li> </ul> <p><b>December 2024</b></p> <ul style="list-style-type: none"> <li>• <b>Dec 1:</b> July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *</li> <li>• <b>Dec 1:</b> 22/23, 23/24 &amp; 24/25 Member Expense Report Due in NOVA (Q1)</li> <li>• <b>Dec 31:</b> 22/23, 23/24 &amp; 24/25 Member Expense Report certified by Consortia in NOVA (Q1)</li> <li>• <b>Dec 31:</b> End of Q2</li> </ul>		
<b>Other:</b> <ul style="list-style-type: none"> <li>•</li> </ul>		
<b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.      Location: CWPC Conference Room      Time: 9:00am – 10:00am</b>		
<ul style="list-style-type: none"> <li>• <b>2024:</b> July 23, August 27, September 24, October 22, November 19 (adjusted due to Thanksgiving break), <b>December – no meeting</b></li> <li>• <b>2025:</b> January 28, February 25, March 25, April 22, May 27, June 24</li> </ul>		