



Building Skills, Advancing Careers

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

**DATE: August 27, 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, M'Liss Patterson, Lorraine Perez

**Absent:** Fatimah Judah

**MINUTES**

Item	Discussion	Action
<b>Introductions</b>	The RSAEC Executive Board Meeting <b>started at 9:00AM</b>	
<b>Approval of agenda</b>	A motion to approve the agenda was made by <b>Lisa Green</b> and seconded by <b>M'Liss Patterson</b> . All members voted in favor.	
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>• Minutes: Approval of Minutes (6/24/24)</li> </ul>	<b>Chrissy</b> motioned to change the wording in the Discussion Items from “each person” to “member” or “institution.” A motion to approve the amended minutes was made by <b>M'Liss Patterson</b> and seconded by <b>Lorraine Perez</b> .	
<b>Discussion Items:</b> <ul style="list-style-type: none"> <li>• Updates on progress of the ELL Healthcare Pathways grant: Round 1 Reporting: Next due date: September 30, 2024</li> <li>• CAEP Annual Plan: Submitted in NOVA August 15, 2024</li> <li>• CAEP Annual 3-Year Plan: Work commences September 1, 2024</li> </ul>	<b>Chrissy</b> informed members there has been no response to the Round 2 plans yet. All still in submitted status.  <b>M'Liss Patterson</b> provided Round 1 reporting: Started with 7 students in Pharmacy Technical program. There are 6 English language learners in the program. The students have found the program to be very interesting.	<b>Chrissy</b> will follow up on the status of Round 2.

<p><b>Vote to Approve:</b></p> <ul style="list-style-type: none"> <li>Vote to approve: Change of RSAEC researcher position from RSCCD to SAC and SCC. Currently, the research position is vacant. The two colleges would like to move the position to a 50/50 split between the two campuses. 50% of the funding for the position will go to SCC and 50% will go to SAC to run individualized reporting. SCC will continue to run the district-wide reports and gather the SAC data for CAEP reporting.</li> </ul>	<p>SAC does not have anything tied to the research. SCC goes to district-wide reports.</p> <p>SCC will fund one research position of Aaron Voelcker, dean of Institutional Effectiveness, Library &amp; Learning Support Services.</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 – Approved 7/16/24</li> <li>OUSD – Approved 7/18/24</li> <li>SAUSD – Approved 6/11/24</li> <li>OCDE – Follow-up with Fatimah Judah</li> </ul>	<ul style="list-style-type: none"> <li>GGAE – Received</li> <li>OUSD – Received</li> <li>SAUSD – Received</li> <li>OCDE – Not present</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>Please inform Chrissy if you will be attending the upcoming events.</p> <p><b>Chrissy</b> will be attending the CAEP Director’s Event on 9/27/24 and will ask if someone can go as her proxy on 9/26/24.</p> <p><b>M’Liss Patterson</b> will be attending the CAEP Summit. <b>Lorena Chavez</b> will be sending a SAC representative to the CAEP Summit.</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> <p><b>September 2024</b></p> <ul style="list-style-type: none"> <li>• <b>Sep 1:</b> 22/23 and 23/24 Member Expense Report due in NOVA (Q4)</li> <li>• <b>Sep 1:</b> 23/24 Certification of Allocation Amendment due in NOVA</li> <li>• <b>Sep 30:</b> 2<sup>nd</sup> Bi-annual ELL Pathways Expenditure and Progress Report due [1/1/24 – 6/30/24]</li> <li>• <b>Sep 30:</b> 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4) *</li> <li>• <b>Sep 30:</b> 24/25 Member Program Year Budget and Work Plan due in NOVA</li> <li>• <b>Sep 30:</b> End of Q1</li> </ul>	<p><b>Member Expense Report:</b> Must meet a 20% threshold. As a consortium we are under the 20% mark. The goal was to get it to the state record.</p> <p><b>CFAD: M'Liss Patterson, Lisa Green, Chrissy</b> – must update. Members can ask Chrissy for the amounts.</p>	<p><b>The Consortium fiscal administration declaration:</b> Chrissy is unable to certify in NOVA, she will verify if it's been approved.</p>
<p><b>October 2024</b></p> <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>		

<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• <b>M'Liss</b> announced that Garden Grove Adult Education will be hosting a Stakeholder Meeting on October 4<sup>th</sup> from 9am-11am. It will be held in-person or via zoom. She welcomes and encourages everyone to attend.</li> <li>• <b>Lorena:</b> On October 24, 2024, presentation by Go-Run. A real time app developed by an R.N. where individuals and professionals can register and obtain substitute assignments. The event is open to the community.</li> </ul>		<p>Dedicate last 15 minutes of each meeting for open partnership forum. If a member has a topic of discussion, we can add to agenda as an item of discussion. Renée will put a call out 10-days before meetings to see if members have a topic to add to the agenda.</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> 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>		