



Building Skills, Advancing Careers

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

DATE: September 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
Introductions	The RSAEC Executive Board Meeting started at 9:07AM	
Approval of agenda	A motion to approve the agenda was made by M'Liss Patterson and seconded by Fatimah Judah . All members voted in favor.	
Approval of consent agenda <ul style="list-style-type: none"> Minutes: Approval of Minutes (8/27/24) 	Chrissy mentioned that on the Board Approval 2024-2025 column RSCCD is missing and it should say "Received." A motion to approve the amended minutes was made by Lisa Green and seconded by M'Liss Patterson . All members voted in favor.	
Discussion Items: <ul style="list-style-type: none"> Updates on progress of the ELL Healthcare Pathways grant: Round 1 Reporting: Next due date: September 30, 2024 CAEP Annual 3-Year Plan: Work commences September 1, 2024 	Chrissy will be reporting on each program. ELL Healthcare Pathways: ELL students do not have to be co-enrolled in an ESL class. However, ELL students need to self-identify as ELL and have been enrolled in one of the classes.	

**Vote to Approve:
Additional COLA Funds added to the CFAD:**

CAEP CFAD Allocation Amendment 2024-25			
	2025-2025 Allocation	Percent	Reallocation Amount
GGAE	\$ 1,904,247.00	0.3320947665758580	\$ 5,860.81
OUSD	\$ 8,815.00	0.0015373086408256	\$ 27.13
RSCCD	\$ 3,820,985.00	0.6663679247833160	\$ 11,760.06
	\$ 5,734,047.00	1.0000000000000000	\$ 17,648.00

Vote to Approve:
An update of the RSAEC Researcher funds that were approved to be split between SAC and SCC by the RSAEC Executive Committee on 8/27/24. Please see details below:
Total allocated to District Research \$200,633.00
Minus July payroll \$9,943.12
Funds to be split after payroll \$190,689.88

For SCC: Vote to approve as follows:
Up to 50% of researcher (Mahbod Parvar) [Grade 17-6]
The remainder to be used for % of PT custodian

For SAC: Vote to approve as follows:
25% of a curriculum specialist [Grade15-3]
The remainder to be used for the OCTA bus pass program

A motion to approve the additional COLA funds added to the CFAD was made by **M'Liss Patterson** and seconded by **Fatinah Judah**.

All members voted in favor.

Chrissy mentioned that the RSAEC Researcher will be doing all of CAEP for SAC and SCC, but it will be handled through SCC. These funds will not be considered carry-over funds, these are on-going funds. If it is decided later to move funding over, it will need to come back for a vote.

A motion to approve the RSAEC Researcher funds was made by **Lorena Chavez** and seconded by **M'Liss Patterson**.
All members voted in favor.

Board Approvals for 2024-2025

- RSCCD – Approved 5/28/24
- GGAE – Approved 7/16/24
- OUSD – Approved 7/18/24
- SAUSD – Approved 6/11/24
- OCDE –

OCDE-Will be working with the new Superintendent.

RSAEC Member Update:

- SAC Dental Assistant Program

Lorena Chavez-the Dental Assistant program has been a labor of love. There are all the elements that can kick off the program with the college support. They are looking for sights, the partners have identified several locations. In addition to

	<p>curriculum, they would have to set up the learning environment and get it approved to ensure that it would be set up properly. However, Lorena wants to take this opportunity to ask our members if there are any places that she can explore within the district boundaries.</p> <p>Lorraine Perez mentioned to Lorena Chavez that the location at Valley is always an option. Lorraine has asked Cecilia to schedule a time for Lorraine and Lorena to meet.</p> <p>Lorena Chavez informed the members of the Advisory Board Meeting that is scheduled for October 18, 2024, in collaboration with the Orange County California Dental Association Also, Lorena Chavez will be working with Community Health Worker.</p>	
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<p>Announcements:</p> <p>Upcoming Events:</p> <ul style="list-style-type: none"> • September 26-27, 2024: CAEP Director's Event: Hilton, Arden Way, Sacramento, CA • October 28-30, 2024: CAEP Summit: Oakland Marriott City Center, Oakland, CA 	<p>Chrissy will be attending the CAEP Directors Event. Please send questions you would like Chrissy to ask at the Directors Event.</p> <p>Chrissy will be talking about 23-24 CFAD Amendment, ELL Pathways, how do we re-evaluate for year 2 and since the CFAD was \$155 million off (will affect Orange, GG and RSCCD) the budgets don't align due to the way it was inputted into NOVA. As a result, two things have to happen to be fixed: either un-certify 23-24, then resubmit the CFAD and change all the ongoing carry overs OR give the money and call it a wash.</p> <p>M'Liss Patterson- A question that can be asked is, "Do we have to spend all of ELL Pathways 1 before spending 2."</p> <p>M'Liss Patterson will be attending the CAEP Summit with Counselor and Ray. M'Liss will be presenting. Chrissy will be attending, to represent SCC.</p>	
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	Representation for Garden Grove.	
<p>Upcoming 2024 Due Dates and important Information:</p> <h2>September 2024</h2> <ul style="list-style-type: none"> Sep 30: ELL Healthcare Pathways 2nd 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 <h2>October 2024</h2> <ul style="list-style-type: none"> Oct 30: 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA * Oct 31: Student data due in TOPSPRO (Q1) Oct 31: Employment and Earnings Follow-up Survey <h2>December 2024</h2> <ul style="list-style-type: none"> Dec 1: July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium * Dec 1: 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1) Dec 31: 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1) Dec 31: End of Q2 	<p>Chrissy informed the members to do the work plans as is for the 22/23 and 23/24 Member Expense Report. Then the members can go in and make corrections with the \$155 split.</p> <p>Chrissy mentioned that the members don't have to certify workplans until October 30, 2024.</p> <p>Chrissy shared that North Orange Continuing Education will be hosting the 2024 Vision 2030 Conference October 3-4, 2024.</p> <p>Chrissy will be presenting on Non-credit to Credit Pathways within Healthcare.</p> <p>Lorena Chavez will be presenting on Articulation and Non-credit to Credit Pathways.</p> <p>Chrissy asked everyone to please make sure to add any event to our 3-year plan. These will help us in our planning for our next three years in our major strategic goals.</p>	
<p>Other:</p> <ul style="list-style-type: none"> 		<p>Renée to send an email to reschedule the next meeting on October 22</p>

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

- **2024:** October 22, November 19 (adjusted due to Thanksgiving break), **December – no meeting**
- **2025:** January 28, February 25, March 25, April 22, May 27, June 24