



Building Skills, Advancing Careers

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

DATE: November 19, 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), Roberto Vasquez, Lorena Chavez, Lisa Green, Fatinah Judah, M'Liss Patterson, Lorraine Perez

MINUTES

Item	Discussion	Action
<p>Introductions</p>	<p>The RSAEC Executive Board Meeting started at 9:05a.m. Chrissy Gascon introduced the new Associate Dean, Roberto Vasquez who will be assisting Career Education, ELL Healthcare Pathways and the Three-Year plan.</p>	
<p>Approval of agenda</p>	<p>A motion to approve the agenda was made by M'Liss Patterson and seconded by Lisa Green. All members voted in favor.</p>	
<p>Approval of consent agenda</p> <ul style="list-style-type: none"> Minutes: Approval of Minutes (9/24/24) 	<p>A motion to approve the minutes was made by Lisa Green and seconded by M'Liss Patterson. All members voted in favor.</p>	
<p>Discussion Items:</p> <ul style="list-style-type: none"> Updates on progress of the ELL Healthcare Pathways grant: Round 2 Funding CAEP Annual 3-Year Plan: Roberto Vasquez to assist with work groups 	<p>ELL Healthcare Pathways grant: Round 2 Funding: Chrissy informed the members that Round 2 Funding was approved and certified on November 18, 2024. All of SAC, SCC & Garden Grove funding and budget allocations are on the docket. They will be approved at the next board meeting. Both plans have been certified.</p> <p>Chrissy responded to M'Liss Patterson's question from the 9/24/24 RSAEC meeting,</p>	

she will be pushing back expenses to July 1st.

Round 1 must be expended by June 30, 2025.
Round 2 must be expended by June 30, 2026.

M'Liss Patterson confirmed that she will be spending down all funds by June 30th. M'Liss mentioned that registration opens on December 11th with 20 people on the interest list for second semester. Plans to go around to all the classes in December to promote the program and do another mailer after Thanksgiving break. **M'Liss** informed the members that the plan is to fly her position in January which will allow her to bring the new person alongside her during the second semester. She is going to ask to run a summer Pharmacy Technician program with the funding from Round 2.

Lorena Chavez mentioned to the members that she had a fantastic site visit with Lorraine. There is a Healthcare Fair on December 4th from 10-12pm in collaboration with UDW at Centennial Education Center, to introduce all Healthcare Pathways from Non-credit to Credit. Then at the same location from 12-3pm there will be the job fair. There will be a Student Success Conference on March 14, 2025, for all prospective and current students to learn about SAC programs. Garden Grove will be joining but all events are open to everyone.

Chrissy asked Lorena Chavez about the spend down. Lorena plans to scale up BLS & First Aid certification. Allowing faculty and staff to do the certifications within the community. She doesn't anticipate money not spent.

CAEP Annual 3-Year Plan: **Chrissy** informed the members that the template is not opened to fill out yet. Robert is assisting with putting together work groups. Rob is working on developing to where we can get information

	<p>from our students, faculty members and community. Chrissy asked the members if they would like to continue with the same goals or are there new goals that align with what will be happening in the future?</p> <p>Lorena Chavez responded that data collection should be strengthened.</p> <p>M'Liss Patterson added that continuing the transition from Adult Education to Credit should be a goal.</p>	
<p>Board Approvals for 2024-2025</p> <ul style="list-style-type: none"> • RSCCD – Approved 5/28/24 • GGAE – Approved 7/16/24 • OUSD – Approved 7/18/24 • SAUSD – Approved 6/11/24 • OCDE – Working with the new Superintendent 	<p>Fatinah Judah is planning for the new Superintendent to approve soon.</p>	
<p>RSAEC Member Update:</p> <ul style="list-style-type: none"> • GGUSD Pharmacy Technician Program • ELL Pathways Acute Care Program 	<p>M'Liss Patterson-classroom for Pharmacy Technician is no longer functioning, GGUSD gave a quote to create a more functional workspace for the students.</p> <p>Unanimous on-board decision to upgrading Pharmacy Technician classroom.</p> <p>Chrissy Gascon shared that the Acute Care program started this semester. The students did theory and clinical at St. Josephs Providence. Four C.N.A. students have been hired at St. Josephs. Chrissy added that we are in the final negotiations with Kaiser Permanente, they have asked to have our Acute Program.</p>	
<p>Announcements:</p> <p>Upcoming Events:</p> <ul style="list-style-type: none"> • 		

Upcoming 2024 Due Dates and important Information:

December 2024

- **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

January 2025

February 2025

Chrissy informed the members that Lorena the new researcher is working on instructional hours. Jose Andrade and Alicia Ayers are working on program area expenses. We should have that in and certified shortly.

Other:

- **Report on CAEP Summit on October 28-30, 2024**

Chrissy and M'Liss Patterson attended CAEP Summit. Chrissy was very impressed. There were fabulous presentations, good material. They uploaded all their slide decks and presentations. North Orange County assisted with boosting the workshops. The biggest thing Chrissy got out of the conference was how everyone in this group works well together and opens doors for each other to better serve students.

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

- **2024: December – No Meeting**
- **2025:** January 28, February 25, March 25, April 22, May 27, June 24