



RSAEC Executive Board Meeting - Adult Education Block Grant (AEBG)
June 26, 2018 9:00am - 11:00am
College and Workforce Preparation Center
1572 N. Main Street, Orange, CA 92867
(714) 628-5999

Members Present: Chrissy Gascon (Director), Ryan Murray, Robin Patterson, Katy Ramezani, and Connie Van Luit

Members Absent: Lori Fasbinder, Geoff Henderson and Justin Stanfield

Guests:

MINUTES

Item	Discussion	Action
Introduction of new Executive Board voting members & farewell to Connie, Ryan and Justin	<ul style="list-style-type: none"> • The RSAEC Executive Board Meeting started at 9:25am • Robin Patterson, Director of Adult Education and Alternative Education, will take over for Connie Van Luit as the Executive Committee voting member representing GGUSD 	
Approval of agenda	<ul style="list-style-type: none"> • A quorum was not present at the meeting • The approval of the agenda was moved to the next meeting on July 17, 2018 	
Approval of consent agenda <ul style="list-style-type: none"> • Minutes: May 22, 2018 	<ul style="list-style-type: none"> • A quorum was not present at the meeting • The approval of the consent agenda was moved to the next meeting on July 17, 2018 	

<p>New Meeting Calendar Tentative Future Meetings for 2018-2019: Date: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 11:00am</p> <ul style="list-style-type: none"> • 2018: Tuesday, July 24, Tuesday, August 28, Tuesday, September 18 (*3rd Tuesday), Tuesday, October 23, Tuesday, November 27, Tuesday, December 11 • 2019: Tuesday, January 22, Tuesday, February 26, Tuesday, March 26, Tuesday, April 23, Tuesday, May 28, Tuesday, June 25 	<ul style="list-style-type: none"> • Discussion that we will need to revisit the 18-19 calendar meetings when new members join. • Tentative dates were established for the Annual Plan Meetings (July 10, July 16, July 17 and July 24) • Next voting dates will be July 17 and July 24 if needed. 	
<p>NOVA Expense Reporting</p> <ul style="list-style-type: none"> • The NOVA expenditure reports were certified by the consortium and submitted to the state prior to the June 15 deadline • Due to the new certification process, each member will need to send a detailed budget sheet along with a signed expenditure report (from the member's Fiscal Manager) to Chrissy prior to the certification. • These reports will be due with each quarterly expenditure report. <ul style="list-style-type: none"> • Q4 = spending to June 30, 2018 (with 60% of the overall budget spent) • Detailed budget and signed expenditure reports due to Chrissy by July 13 • Q4 is due to the state by August 1 • 2018-2019 Expenditure Reporting Dates: <ul style="list-style-type: none"> • Q1 = July 1 – September 30 <ul style="list-style-type: none"> • Due to Chrissy: OCT 12 • Q2 = October 1 – December 31 <ul style="list-style-type: none"> • Due to Chrissy: DEC 1 • Q3 = January 1 – March 31 <ul style="list-style-type: none"> • Due to Chrissy: APR 12 	<ul style="list-style-type: none"> • Chrissy shared information that the Expense reporting for Q3 has been uploaded and approved by all members. Chrissy certified the report and it was "Consortium Approved" and submitted before the June 15 deadline. • Chrissy shared information about the continued expense reporting dates and due dates. She also let members know that detailed budgets and member fiscal manager sign-off on the expenditure reports and budget changes (if needed) are necessary for each quarterly report. 	

<ul style="list-style-type: none"> • Q4 = April 1 – June 30 • Due to Chrissy: JUL 12 		
<p>AEBG Annual Plans</p> <ul style="list-style-type: none"> • Each district receiving funds will need to contribute by sharing the objectives they intend to meet for 2018-2019. The Annual Plan will continue to be a group submission, but the plan should reflect individual district's 2018-2019 budgets. • This will affect the following districts: <ul style="list-style-type: none"> • RSCCD • OUSD • GGUSD 	<ul style="list-style-type: none"> • Chrissy reviewed the 2017-2018 Annual Plan and explained the expectations for the 2018-2019 plan. • Discussed meeting dates and scheduled 4 dates for writing and approval sessions <ul style="list-style-type: none"> • July 10 @ GGUSD 9am-12pm • July 16 @ GGUSD 9am-11am • July 17 @ CWPC 9am-11am • July 24 @ CWPC 9am-11am • Chrissy reminded members that all plans that will be continued or implemented for 18-19 must be in the Annual Plan. • Chrissy added Robin Patterson & deleted Connie Van Luit to NOVA as the GGUSD member representative. • Chrissy shared the new AEBG website address: www.caladulthood.org • Discussion regarding ESL levels 	<p>Action Item: (Chrissy)</p> <ul style="list-style-type: none"> • When Chrissy inputted Robin Patterson into NOVA to replace Connie Van Luit, it changed all previous documents "approver" (including the 2017-2018 CFAD) from Connie to Robin. Chrissy will follow-up with AEBG to make sure that this is corrected as Robin was not part of the consortium at the time the CFAD was signed. • Chrissy will verify ESL levels within CASAS – Advanced (GGUSD) or Advanced Low and Advanced High (RSCCD)
<p>Discussion Items:</p> <ul style="list-style-type: none"> • Voting Members: Must be board approved for the new fiscal year starting July 1, 2018 • Please forward board approvals via email 	<p>Copy of Board approvals needed for 2017:</p> <ul style="list-style-type: none"> • OUSD – received • RSCCD – received • GGUSD – received • SAUSD – goes to board 6/26/18 • OCDE – received 	<p>Action Item: (All members) Board Approvals needed for 2018-2019:</p> <ul style="list-style-type: none"> • OUSD • RSCCD • GGUSD • SAUSD • OCDE
<p>Combined Strategy Workgroup (CSW)</p> <p><u>2018-2019 Calendar</u> Location: CWPC Time: 9:00am – 11:00am Day: Second Tuesday of the month except where noted</p>	<p>Next CSW Meetings will take place starting in September 2018 due to faculty being off-contract.</p>	
<p>Voting Items:</p>		

Please note: Annual Plan items that are new and include expenditures must be voted on before the August 15 submission.		
Upcoming Events: None		
Other:	The RSAEC Executive Board Meeting was adjourned at 10:55am	
<p>Tentative Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 11:00am 2018: Tuesday, July 24, Tuesday, August 28, Tuesday, September 18 (*3rd Tuesday), Tuesday, October 23, Tuesday, November 27, Tuesday, December 11 2019: Tuesday, January 22, Tuesday, February 26, Tuesday, March 26, Tuesday, April 23, Tuesday, May 28, Tuesday, June 25</p>		