



RSAEC Executive Board Meeting - Adult Education Program (AEP)

August 14, 2018 9:00am - 11:00am

College and Workforce Preparation Center
1572 N. Main Street, Orange, CA 92867
(714) 628-5999

Members Present: Cathleen Corella, Lori Fasbinder, Chrissy Gascon (Director), Geoff Henderson, Ryan Murray, Robin Patterson, and Katy Ramezani

Members Absent: N/A

Guests: Alicia Ayers and Cristina Gheorghe

MINUTES

Item	Discussion	Action
Introductions	<ul style="list-style-type: none"> • The RSAEC Executive Board meeting started at 9:15am • All attendees introduced themselves 	
Approval of agenda	<ul style="list-style-type: none"> • A motion to approve the agenda was made by Lori Fasbinder and seconded by Robin Patterson <ul style="list-style-type: none"> ▪ Passed by a unanimous vote 	
Approval of consent agenda <ul style="list-style-type: none"> • Minutes: May 22, 2018, June 26, 2018 & July 24, 2018 	<ul style="list-style-type: none"> • A motion to approve the May 22, 2018 minutes was made by Lori Fasbinder and seconded by Cathleen Corella <ul style="list-style-type: none"> ▪ Passed by a unanimous vote • A motion to approve the June 26, 2018 minutes was made by Katy Ramezani and seconded by Geoff Henderson <ul style="list-style-type: none"> ▪ Passed by a unanimous vote • A motion to approve the July 24, 2018 minutes was made by Lori Fasbinder and seconded by Robin Patterson <ul style="list-style-type: none"> ▪ Passed by a unanimous vote 	

<p>Corrections to Agenda:</p> <ul style="list-style-type: none"> • <u>Nova Expenditure Reports are DUE by September 1</u> <ul style="list-style-type: none"> • Q4 = spending to June 30, 2018 (with 60% of the overall budget spent) <ul style="list-style-type: none"> • Detailed budget and signed expenditure reports due to Chrissy by SEPT 1 • Q4 is due to the state by SEPT 30 • <u>2018-2019 Expenditure Reporting Dates:</u> <ul style="list-style-type: none"> • Q1 = July 1 – September 30 <ul style="list-style-type: none"> • Due to Chrissy: DEC 1 • Due to the state: DEC 31 • Q2 = October 1 – December 31 <ul style="list-style-type: none"> • Due to Chrissy: MAR 1 • Due to the State: MAR 31 • Q3 = January 1 – March 31 <ul style="list-style-type: none"> • Due to Chrissy: JUN 1 • Due to the State: JUN 30 • Q4 = April 1 – June 30 <ul style="list-style-type: none"> • Due to Chrissy: SEPT 1 • Due to the State: SEPT 30 	<p>Please note the corrections to the July 24, 2018 Agenda</p> <ul style="list-style-type: none"> ▪ <u>Nova Expenditure Reports are DUE by September 1</u> <ul style="list-style-type: none"> ▪ Q4 = spending to June 30, 2018 (with 60% of the overall budget spent for 2016/17 and 2017/18) ▪ GGUSD and OUSD detailed budget with narrative and signed expenditure reports due to Chrissy by SEPT 1 ▪ Q4 is due to the state by SEPT 30 ▪ <u>2018-2019 Expenditure Reporting Dates:</u> <ul style="list-style-type: none"> ▪ Q1 = July 1 – September 30 <ul style="list-style-type: none"> ▪ Due to Chrissy: DEC 1 ▪ Due to the state: DEC 31 ▪ Q2 = October 1 – December 31 <ul style="list-style-type: none"> ▪ Due to Chrissy: MAR 1 ▪ Due to the State: MAR 31 ▪ Q3 = January 1 – March 31 <ul style="list-style-type: none"> ▪ Due to Chrissy: JUN 1 ▪ Due to the State: JUN 30 ▪ Q4 = April 1 – June 30 <ul style="list-style-type: none"> ▪ Due to Chrissy: SEPT 1 ▪ Due to the State: SEPT 30 	<ul style="list-style-type: none"> ▪ Q4 Nova Expenditure Report is due to the State by September 30th
<p>AEBG Annual Plan</p> <ul style="list-style-type: none"> • Discussion • Vote to approve the 2018-2019 Rancho Santiago Adult Education Consortium Annual Plan • Must have Executive Committee quorum • All members must approve electronically in NOVA • Executive Director will certify and submit to the state by August 15, 2018 	<ul style="list-style-type: none"> • Discussed that the AEBG Annual Plan fiscal strategies meet GGUSD and OUSD goals • A motion to approve the 2018-2019 Rancho Santiago Adult Education Annual Plan was made by Lori Fasbinder and seconded by Robin Patterson <ul style="list-style-type: none"> ▪ Passed by a unanimous vote 	
<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 	<p>Copy of Board approvals needed for 2017:</p> <ul style="list-style-type: none"> • OUSD – Received • RSCCD – Received 	<ul style="list-style-type: none"> • Chrissy Gascon to contact Mirah H./SAUSD to obtain the 2017/2018 board approval for Ryan Murray/SAUSD

<ul style="list-style-type: none"> • Please forward board approvals via email 	<ul style="list-style-type: none"> • GGUSD – Received • SAUSD – Board pulled so being re-submitted • OCDE – Received <p>Copy of Board approvals needed for 2018:</p> <ul style="list-style-type: none"> • OUSD - Received • RSCCD - Need • GGUSD - Received • SAUSD - Need • OCDE - Received 	<ul style="list-style-type: none"> • Ryan Murray/SAUSD to forward board approval for 2017 via email to Chrissy Gascon • Lori Fasbinder/RSCCD and the Representative for SAUSD, to forward board approvals for 2018 via email to Chrissy Gascon
<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>	<ul style="list-style-type: none"> • Due to faculty being off-contract, the next CSW meeting will take place at CWPC on September 11, 2018 at 9:00am. <p><u>2018-2019 Calendar</u> Location: CWPC Time: 9:00am – 11:00am Day: Second Tuesday of the month except where noted</p>	
<p>Voting Items:</p> <p>Vote to approve CEC Evening Childcare Project for Fall 2018 Budget: up to \$42,500</p> <ul style="list-style-type: none"> ○ Fund the cost of the evening babysitting center at CEC. ○ Proposal includes partner agency, Think Together, implementing a recruitment and retention plan to increase and maintain attendance. <p>Vote to approve Friendly Center Babysitting</p> <ul style="list-style-type: none"> • Budget: up to: \$11,294 • Collaborate with the Friendly Center to cover the cost of babysitting for children of adult students attending the ESL classes at 	<ul style="list-style-type: none"> • Approximately 75 children per night for children 3 years old to 6th grade • Data for CEC Evening Childcare Project will be helpful in making future decisions for program • A motion to approve the CEC Evening Childcare Project for Fall 2018 was made by Robin Patterson and seconded by Cathleen Corella • Passed by a unanimous vote • A motion to approve the Friendly Center Babysitting was made by Robin Patterson and seconded by Katy Ramezani • Passed by a unanimous vote 	

<p>both the Friendly Center and Friendly Center North sites.</p> <p>Please note: Annual Plan items that are new and include expenditures must be voted on before the August 15 submission.</p>	<ul style="list-style-type: none"> • Next meeting discussion regarding voting method • Members to come to a consensus on how to simplify process to vote and approve budget items 	
<p>Upcoming Events:</p>		
<p>Other:</p>	<ul style="list-style-type: none"> • AEBG has been changed to Adult Education Program (AEP) • The new AEBG Regional Comprehensive Plan is due in Spring 2019. Each member to contribute to the new 3 year plan, which is for the 2019/2020, 2020/2021, and 2021/2022 fiscal years. • A motion to cancel the August 28, 2018 RSAEC Executive Board meeting was made by Lori Fasbinder and seconded by Robin Patterson <ul style="list-style-type: none"> ▪ Passed by a unanimous vote • The RSAEC Executive Board meeting ended at 10:45am 	<ul style="list-style-type: none"> • Chrissy Gascon to email a copy of the signed AEBG Annual Plan to all members ▪ Chrissy Gascon to email the research statistics to all members
<p>Tentative Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 11:00am</p> <p>2018: Tuesday, September 18 (*3rd Tuesday); Tuesday, October 23; Tuesday, November 27; Tuesday, December 11</p> <p>2019: Tuesday, January 22; Tuesday, February 26; Tuesday, March 26; Tuesday, April 23; Tuesday, May 28; Tuesday, June 25</p>		