



**RSAEC Executive Board Meeting - Adult Education Block Grant (AEBG)**

**September 18, 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, Robin Patterson, and Katy Ramezani

**Members Absent:** Ryan Murray

**Guests:** Alicia Ayers and Cristina Gheorghe

**MINUTES**

Item	Discussion	Action
<b>Introductions</b>	<ul style="list-style-type: none"> <li>The RSAEC Executive Board meeting <b>started at 9:05am</b></li> </ul>	
<b>Approval of agenda</b>	<ul style="list-style-type: none"> <li>A motion to approve the agenda was made by <b>Geoff Henderson</b> and seconded by <b>Robin Patterson</b></li> <li>Passed by a unanimous vote</li> </ul>	
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>Minutes: August 14, 2018</li> </ul>	<ul style="list-style-type: none"> <li>A motion to approve the August 14, 2018 minutes was made by <b>Lori Fasbinder</b> and seconded by <b>Cathleen Corella</b></li> <li>Passed by a unanimous vote</li> </ul>	
<b>Upcoming Deliverables:</b> <ul style="list-style-type: none"> <li><b><u>Nova Expenditure Reports Update</u></b> <ul style="list-style-type: none"> <li>Q4 = spending to June 30, 2018 (with 60% of the overall budget spent)               <ul style="list-style-type: none"> <li>Submitted status of Q4 and detailed budget and signed expenditure reports</li> </ul> </li> </ul> </li> </ul>	<b>NOVA Expenditure Reports Update</b> Upcoming deliverables were announced on the Webinar: <ul style="list-style-type: none"> <li>Q4 = Spending to June 30, 2018 has been delayed and new date TBD</li> </ul>	

<p>due to Chrissy by <b>SEPT 1</b> has been delayed: New date TBD</p> <ul style="list-style-type: none"> <li>• Q4 certified status due to the state by <b>SEPT 30</b> has been delayed: New date TBD</li> <li>• Budgets were originally due by September 1, but the state has had some glitches with the NOVA system, which is causing delays. <ul style="list-style-type: none"> <li>• Members are unable to access their budgets to complete budget changes</li> <li>• State will send an email when the glitch has been fixed so that members can submit their budget changes and submit their Q4 expenditure report</li> <li>• Once all is complete, Chrissy will certify</li> </ul> </li> <li>• <b><u>NOVA Member Budget Plans</u></b> <ul style="list-style-type: none"> <li>• Each member must submit their budget plan by September 30, 2018.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Budgets have been delayed due to some glitches with the NOVA system <ul style="list-style-type: none"> <li>▪ Members unable to access their budgets</li> <li>▪ State will send an email when the glitches are fixed</li> </ul> </li> </ul> <p><b>NOVA Member Budget Plans</b></p> <ul style="list-style-type: none"> <li>• Each member must submit their budget plan by September 30, 2018</li> </ul>	
<p><b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>• Voting Members: Must be board approved for the new fiscal year starting July 1, 2018 <ul style="list-style-type: none"> <li>• Please forward board approvals via email</li> </ul> </li> </ul>	<p>Copy of Board approvals needed for 2017:</p> <ul style="list-style-type: none"> <li>• Still need SAUSD</li> </ul> <p>Copy of Board approvals needed for 2018:</p> <ul style="list-style-type: none"> <li>• OUSD – sent to Chrissy Gascon</li> <li>• RSCCD – received</li> <li>• GGUSD – received</li> <li>• SAUSD – need when member appointed</li> <li>• OCDE – received</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chrissy Gascon</b> to look for OUSD Board Approval email</li> </ul>
<p><b>Combined Strategy Workgroup (CSW)</b></p> <p><b><u>2018-2019 Calendar</u></b>  Location: CWPC  Time: 9:00am – 11:00am  Day: Second Tuesday of the month except where noted</p>	<p>The CSW Focus for 2018-2019 will be on writing the new 3-year plan.</p> <ul style="list-style-type: none"> <li>• The plan is due to the state in Spring 2019 (exact date unknown)</li> <li>• The nine AEBG Coordinators and TOSA have joined a PD course on Human-Centered Design offered through AEP and West-Ed.</li> </ul>	

<p><b>Voting Items:</b>  Vote to approve technology in the CHAP testing center for online CASAS testing</p> <ul style="list-style-type: none"> <li>• Budget: up to \$8,000</li> </ul> <p>Vote to approve AEP funding for 2 instructors in the direct-instruction math courses at SCC. These classes will not collect apportionment.</p> <ul style="list-style-type: none"> <li>• Budget: up to \$10,000</li> </ul>	<p>Technology in the CHAP testing center for online CASAS testing:</p> <ul style="list-style-type: none"> <li>• A motion to approve up to \$8,000 for the technology in the CHAP testing center for online CASAS testing was made by <b>Robin Patterson</b> and seconded by <b>Katy Ramezani</b> <ul style="list-style-type: none"> <li>▪ Passed by a unanimous vote</li> </ul> </li> </ul> <p>AEP funding for two instructors:</p> <ul style="list-style-type: none"> <li>• A motion to approve up to \$10,000 for the AEP funding for 2 instructors in the direct-instruction math courses at SCC was made by <b>Geoff Henderson</b> and seconded by <b>Lori Fasbinder</b> <ul style="list-style-type: none"> <li>▪ Passed by a unanimous vote</li> </ul> </li> </ul>	
<p><b>Upcoming Events:</b></p>	<ul style="list-style-type: none"> <li>• <b>Chrissy Gascon, Robin Patterson, and Cristina Gheorghe</b> will be attending the CCAOE next week</li> <li>• AEBG Directors Event is Sept. 27<sup>th</sup> <ul style="list-style-type: none"> <li>▪ A stand-in will be attending for Chrissy Gascon since she is on vacation and it is a mandatory event</li> </ul> </li> </ul>	
<p><b>Other:</b></p>	<ul style="list-style-type: none"> <li>• The RSAEC Executive Board meeting <b>ended at 9:40am</b></li> </ul>	
<p><b>Tentative Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.</b>  <b>Location: CWPC Conference Room Time: 9:00am – 11:00am</b>  <b>2018:</b> Tuesday, September 18 (*3<sup>rd</sup> Tuesday); Tuesday, October 23; Tuesday, November 27; Tuesday, December 11  <b>2019:</b> Tuesday, January 22; Tuesday, February 26; Tuesday, March 26; Tuesday, April 23; Tuesday, May 28; Tuesday, June 25</p>		