



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

July 23, 2019 9:00am – 11:00am

College and Workforce Preparation Center

1572 N. Main Street, Orange, CA 92867

(714) 628-5999

Members Present: Joanne Armstrong, Chrissy Gascon (Executive Director), and Robin Patterson

Members Absent: Marci Dallazen, Lisa Green, Geoff Henderson, and Fatinah Judeh

Guests: Alicia Ayers and Cristina Gheorghe

MINUTES

Item	Discussion	Action
Introductions	<ul style="list-style-type: none"> The RSAEC Executive Board meeting started at 9:05AM 	
Approval of agenda	A quorum was not present at the meeting. <ul style="list-style-type: none"> The approval of the agenda was moved to the next meeting on August 27, 2019 	
Approval of consent agenda <ul style="list-style-type: none"> Minutes: June 18, 2019 	A quorum was not present at the meeting. <ul style="list-style-type: none"> The approval of the consent agenda was moved to the next meeting on August 27, 2019 	
Interact Marketing Update <ul style="list-style-type: none"> Photos have arrived! Please select the “top photos” to be used in the campaign. It is recommended that these photos not be used for other purposes. Landing Page: should be ready by August 15th so that we can go live on September 1. Please look over the information for your 	<ul style="list-style-type: none"> The marketing photos have arrived and overall look great <ul style="list-style-type: none"> The “top 50 photos” will be enhanced and used for the social media and the marketing campaign 	

<p>district and get back to me by August 1 with corrections.</p> <ul style="list-style-type: none"> • Link to landing page will be emailed. 	<ul style="list-style-type: none"> ○ It is recommended that we use the additional photos for other marketing items • The new landing page will go live on September 1, 2019 <ul style="list-style-type: none"> ○ Each district should review their information and get back to Chrissy Gascon by August 1, 2019 with any modifications needed • September 1, 2019 – Start date for marketing campaign • The new website was reviewed and ideas were discussed 	<ul style="list-style-type: none"> • Each district should review their information on the landing page and links. If modifications are needed, please report back to Chrissy Gascon by August 1, 2019 • Chrissy Gascon to email the link of the new landing page to all members
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<p>Upcoming Deliverables:</p> <ul style="list-style-type: none"> • July 31: Final Data and Accountability expense report due (Completed) • August 1: Student data due in TOPSPro (Q4) FINAL • August 15: 2019-2020 Annual Plan due in NOVA (must be approved by RSAEC by quorum) • August 26: Data and Accountability close out and Practice with Promise due • September 1: 17/18 and 18/19 Member Expense Report due in NOVA (Q4) • September 1: July 1, 2018 to June 30, 2019 expenses by program area due (estimates only) in NOVA • September 30: End of (Q1) • September 30: 17/18 and 18/19 Member Expense Report certified by consortia in NOVA (Q4) • September 30: Member Program Year Budget and Work Plan due in NOVA 	<ul style="list-style-type: none"> • July 31: Final Data and Accountability expense report due (Completed) • August 1: Student data due in TOPSPro (Q4) FINAL • August 15: 2019-2020 Annual Plan due in NOVA (must be approved by RSAEC by quorum) <ul style="list-style-type: none"> ○ Annual Plan Meeting Dates at CWPC from 9:00am – 12:00pm: <ul style="list-style-type: none"> ▪ July 30th ▪ August 6th • August 26: Data and Accountability close out and Practice with Promise due <ul style="list-style-type: none"> ○ Programmed close to graduation ○ Landing Page • September 1: 17/18 and 18/19 Member Expense Report due in NOVA (Q4) • September 1: July 1, 2018 to June 30, 2019 expenses by program area due (estimates only) in NOVA • September 30: End of (Q1) • September 30: 17/18 and 18/19 Member Expense Report certified by consortia in NOVA (Q4) • September 30: Member Program Year Budget and Work Plan due in NOVA 	

<p>Discussion Items:</p> <ul style="list-style-type: none"> • Annual Plan • Expenses by Program Area • Budget and Work Plan • Voting Members: Must be board approved for the new fiscal year starting July 1, 2019 <ul style="list-style-type: none"> • Please forward board approvals via email 	<ul style="list-style-type: none"> • Distributed Template for the Annual Plan – Budget/Work Plan from NOVA <ul style="list-style-type: none"> ○ Check-off what you will be working on for the year ○ Expenses listed by program area ○ Due August 14, 2019 and will need to be approved by quorum <p>Copy of Board approvals needed for 2019:</p> <ul style="list-style-type: none"> • OUSD • RSCCD – received • GGUSD – received • SAUSD • OCDE 	<ul style="list-style-type: none"> • All board members – please submit 2019-2020 board approvals and email to Chrissy Gascon when completed.
<p>Combined Strategy Workgroup (CSW)</p> <ul style="list-style-type: none"> • Will resume in September when the coordinators return from the summer break • Meetings will be 2nd Tuesday of the month unless there is a holiday conflict 	<ul style="list-style-type: none"> • Combined Strategy Workgroup will resume on September 10th 	
<p>Upcoming Events:</p> <p>CAEP Director’s Meeting in Sacramento</p> <ul style="list-style-type: none"> • Chrissy will attend (mandatory) • Friday, September 27, 2019 <p>CAEP Summit at the Hyatt Regency Orange County</p> <ul style="list-style-type: none"> • New fee: \$295 per person • Must have pin to register: RSAEC was given 10 pins • Date: October 29-30, 2019 <p>AEBGTAP Webinars – please check the website for more details</p>	<ul style="list-style-type: none"> • Chrissy Gascon will be attending the CAEP Director’s Meeting in Sacramento on Friday, September 27, 2019 • Need to register for the CAEP Summit at the Hyatt Regency Orange County on October 29-30, 2019 <u>before the end of August</u> <ul style="list-style-type: none"> ○ Pins were given to : <ul style="list-style-type: none"> ✓ GGUSD – Robin Patterson and Ray Hernandez ✓ OEC – Joanne Armstrong and Chrissy Gascon ✓ OUSD – Lisa Green and Marci Dallazen ✓ SAUSD – Fatinah Judeh • CCCAOE Event - ?????? <ul style="list-style-type: none"> ○ AEBGTAP Webinars – please check the website for more details 	<ul style="list-style-type: none"> • Chrissy Gascon to reach out to faculty to see who would like to attend the CAEP Summit • Chrissy Gascon to research and report back on how to pay for members of the Consortium that do not receive funding

<p>Other:</p>	<ul style="list-style-type: none"> • Update from Cristina Gheorghe: <ul style="list-style-type: none"> ○ Student Satisfaction Survey finished ○ Transition Study (historical trend last 3 years) ○ Economical Social Study (Quick Facts and Stats for SAC & SCC) <ul style="list-style-type: none"> ✓ How does it help the economy? • Cristina Gheorghe to pull the incoming phone reports for OEC Admissions and Records incoming lines (5900, 5999, & 5929) for 2018 and 2019 <ul style="list-style-type: none"> ○ Obtain baseline incoming call data to track the marketing campaign call increases • The RSAEC Executive Board meeting was adjourned at 10:55AM 	<ul style="list-style-type: none"> • Chrissy Gascon to email Cristina Gheorghe with verified OEC Admissions and Records incoming lines and time period for marketing campaign
<p>Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 11:00am</p> <ul style="list-style-type: none"> • 2019: Tuesday, July 23; Tuesday, August 27; Tuesday, September 24; Tuesday, October 22; Tuesday, November 19*; Tuesday, December 17* (* 3rd Tuesday due to holiday schedule) • 2020: Tuesday, January 28; Tuesday, February 25; Tuesday, March 24; Tuesday, April 28; Tuesday, May 26; Tuesday, June 23 		