



Building Skills, Advancing Careers

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

DATE: November 19, 2019

TIME: 9:00am – 11:00am

College and Workforce Preparation Center

1572 N. Main Street, Orange, CA 92867

(714) 628-5999

AGENDA

Item	Discussion	Action
Introductions		
Approval of agenda		
Approval of consent agenda <ul style="list-style-type: none"> • Minutes: September 24, 2019 		
Interact Marketing Update <ul style="list-style-type: none"> • Radio Ads starting soon in Vietnamese and Spanish for ESL • Bus ads starting soon for AWD and ESL • YouTube video starting soon for CTE • Facebook and Instagram ads starting soon for HSS, AWD, CTE and general • Next up: Peach Jar & retargeting ads 		
Voting Items: <ul style="list-style-type: none"> • Revise the approved hiring of two ABE/HSS Instructional Assistants (IA) for Adults with Disabilities at SCC [approved 12/14/15]. Currently, the position requires the IA to meet the DSPS minimum qualifications (MQ). The HSS Dept. has requested to change the MQs to a HSS program area so that the IAs are informed on the subject matter that they are assisting with. DSPS will become the desired qualification. 		

<p>Discussion:</p> <ul style="list-style-type: none"> • Governance Documents • RSAEC's governance documents were written during the transition from AB86 to AB104 in 2015-2016. • Voting member discussion on possibility of revising the documents and adding by-laws if deemed necessary. 		
<p>Upcoming Deliverables:</p> <ul style="list-style-type: none"> • Dec 1: 17/18 and 18/19 and 19/20 Member Expense Report due in Nova (Q1) • Dec 1: July 1, 2018 to June 30, 2019 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium • Dec 31: 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q1) • Dec 31: End of Q2 		
<p>Discussion Items:</p> <ul style="list-style-type: none"> • 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 	<p>Copy of Board approvals needed for 2019:</p> <ul style="list-style-type: none"> • OUSD • RSCCD - received • GGUSD - received • SAUSD - received • OCDE - received 	
<p>Combined Strategy Workgroup (CSW)</p> <ul style="list-style-type: none"> • Next meeting is December 10th • Meetings will be 2nd Tuesday of the month unless there is a holiday conflict 		
<p>Upcoming Events: [Please note: All events require pre-registration.]</p> <ul style="list-style-type: none"> • November 20, 2019 • <u>Effective Vocabulary Instruction</u> 01:00 PM - 02:00 PM • November 21, 2019 • <u>San Bernardino: CAEP Data and</u> 		

<u>Accountability Road Show</u> 09:00 AM - 12:00 PM • December 11, 2019 • <u>NEW! OTAN Website Live Demonstration and Resources</u> 12:00 PM - 01:00 PM		
Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 11:00am • 2019: Tuesday, December 17* (* 3 rd Tuesday due to holiday schedule) • 2020: Tuesday, January 28; Tuesday, February 25; Tuesday, March 24; Tuesday, April 28; Tuesday, May 26; Tuesday, June 23		