



Building Skills, Advancing Careers

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

**DATE: January 24, 2023**

**TIME: 9:00am – 10:00am**

~~College and Workforce Preparation Center~~

~~1572 N. Main Street, Orange, CA 92867~~

~~(714) 628-5999~~

**Due to COVID-19, meetings for the 22-23 academic year have been moved to ZOOM per CAEP approval.**

**Members Present:** Chrissy Gascon (Executive Director), Lorena Chavez, Lisa Green, Fatimah Judah, M'Liss Patterson, and Lorraine Perez

**Members Absent:**

**Guest:**

**MINUTES**

Item	Discussion	Action
<b>Introductions</b>	The RSAEC Executive Board meeting <b>started at 9:10AM</b>	
<b>Approval of agenda</b>	A motion to add the July 26 and August 23 minutes to the consent agenda was made by <b>Lorena Chavez</b> and seconded by <b>Lisa Green</b> . Passed by a unanimous vote. A motion to approve the agenda was made by <b>M'Liss Patterson</b> and seconded by <b>Lorraine Perez</b> . Passed by a unanimous vote.	
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>• Minutes:</li> <li>• 7/26/22, 8/23/22 and 11/29/22</li> </ul>	Per motion above, the July 26 and August 23 minutes were added to the consent agenda. A motion to approve the agenda was made by <b>M'Liss Patterson</b> and seconded by <b>Lorena Chavez</b> . Passed by a unanimous vote. <b>Chrissy</b> explained that the October meeting minutes were lost due to her hard drive crashing. Unfortunately, they were not recoverable.	
<b>Vote to Approve:</b> <ul style="list-style-type: none"> <li>• No requests at this time</li> </ul>		

<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• PPT of 3-Year Plan</li> <li>• Date for 3-Year Plan overview presentation</li> <li>• Strategy Workgroup meeting dates for spring 2023</li> <li>• LAO Report</li> </ul>	<p><b>Chrissy</b> informed the committee of the LAO report that was sent out at the end of December and emailed a copy of the report to each of the committee members. There was a discussion on what it would mean to RSAEC if this report/plan became a reality. Discussion was focused on learning more about the proposed language and attending webinars when available. Upcoming conferences where discussions will take place include:</p> <ul style="list-style-type: none"> <li>• CCAEAA (K-12 Administrators)</li> <li>• ACCE (Continuing Education and Community Education)</li> </ul> <p><b>M'Liss</b> is planning to attend the upcoming Feb 3 CCAEAA meeting.</p> <p><b>Lorraine</b> will reach out to her past consortium for any information they have gathered.</p> <p><b>Chrissy and Lorena</b> are planning to attend the upcoming March 2-3 ACCE conference.</p>	
<p><b>Upcoming 2023 Due Dates and important Information:</b></p> <p><b>January 2023</b></p> <ul style="list-style-type: none"> <li>• <b>Jan 31:</b> Student Data due in TOPSPro (Q2)</li> <li>• <b>Jan 31:</b> Employment and Earnings Follow-up Survey</li> </ul> <p><b>February 2023</b></p> <ul style="list-style-type: none"> <li>• <b>Feb 28:</b> Preliminary allocations for 2022-23 and 2023-24 released by this date.</li> </ul> <p><b>March 2023</b></p> <ul style="list-style-type: none"> <li>• <b>Mar 1:</b> 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)*</li> <li>• <b>Mar 31:</b> 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) *</li> <li>• <b>Mar 31:</b> End of Q3</li> </ul>		

<p><b>April 2023</b></p> <ul style="list-style-type: none"> <li>• <b>Apr 30:</b> Student Data due in TOPSPro (Q3)</li> <li>• <b>Apr 30:</b> Employment and Earnings Follow-up Survey</li> </ul> <p><b>May 2023</b></p> <ul style="list-style-type: none"> <li>• <b>May 2:</b> CFAD for 2023-24 due in NOVA *</li> </ul>		
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Announcement</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Lorena Chavez</b> has been named Dean of Instruction and Student Services at Santa Ana College Continuing Education. Some of the duties that <b>Lorena</b> will oversee include Career Education, Project RISE and WIOA.</li> <li>• <b>Chrissy Gascon</b> has been named Dean of Instruction and Student Services at Santiago Canyon College Continuing Education. Some of the duties that <b>Chrissy</b> will oversee include Career Education, Programs for Adults with Disabilities and CAEP.</li> </ul> <p>Meeting adjourned at <b>10:01am</b>.</p>	
<p><b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.</b>                      <b>Location: ZOOM</b>                      <b>Time: 9:00am – 10:00am</b></p> <ul style="list-style-type: none"> <li>• <b>2023:</b> February 28, March 28, April 25, May 23, June 27</li> </ul>		