



RSAEC Executive Board Meeting –California Adult Education Program (CAEP) DATE: November 29, 2022 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, M'Liss Patterson, and Lorraine Perez

Members Absent: Fatinah Judeh

Guest: Liliana Vasquez

## AGENDA

| ltem  | Discussion   | Action |
|---|--|--------|
|   |  |        |
| Introductions: New Executive Members  | The RSAEC Executive Board meeting <b>started at</b><br><b>9:05AM</b><br>Introduction of Lorena Chavez as new Dean of<br>Instruction and Student Services at CEC.                               |        |
| Approval of 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.  |        |
|   |  |        |
| Approval of consent agenda  | October minutes will be approved during January 24 <sup>th</sup> meeting.  |        |
|   |  |        |
| <b>Vote to Approve:</b><br>GGAE would like to request approval to use CAEP<br>funds to cover the cost of upgrading our internet<br>campus wide. The cost of this upgrade is below:<br>GGUSD - Aruba 535 Aps and Mounts Avidex will<br>provide the materials listed on the proposal. | A motion to use CAEP funds to cover the cost<br>of upgrading GGAE internet campus wide was<br>made by <b>Lisa Green</b> and seconded by<br><b>Lorraine Perez.</b><br>Passed by unanimous vote. |        |

| <ul> <li>11/15/2022 Project Number: BOX 41529 Mfr-Part<br/>No. Qty Description Unit Price Extended Materi<br/>Aruba JZ337A 50 Aruba AP-535 (US) Unified AP<br/>633.75 31,687.50<br/>Aruba Q9G69A 5 AP-MNT-MP10-B AP mount<br/>bracket 10-pack B 75.31 376.55 Material</li> <li>Total \$32,064.05</li> <li>This will support 32 classrooms, three computer<br/>labs, the main office, the MPR, and two additional<br/>office spaces used for our support staff.</li> <li>GGUSD IT Personnel will provide the installation at<br/>no additional cost.</li> </ul> |  |  |
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| <b>Discussion:</b><br>Date for 3-Year Plan overview presentation   | Move the 3-Year Plan overview presentation to<br>January 4 <sup>th</sup> during Spring Professional<br>Development week as a meet and greet via<br>Zoom on 1/04/23 1:00-2:00PM |  |
|  |  |  |
| Upcoming 2022 Due Dates and important<br>Information:  | Work Plan was certified. Chrissy received an approval letter.  |  |
| November 2022  | 12/1 – Instructional Hours and Expenses by<br>Program  |  |
| <ul> <li>Nov 30: 22/23 Member Program Year Budget<br/>and Work Plan certified by Consortia in NOVA<br/>* (Extended for 2022)</li> </ul>  |  |  |
| December 2022  | Q1 Reports<br>• GGSD – It looks like the number were   | Q1 Reports   |
| • <b>Dec 1:</b> July 1, 2021 to June 30, 2022<br>Instructional Hours and Expenses by Program<br>Area due (actuals) in NOVA and certified by<br>Consortium *  | <ul> <li>entered but submit report bottom needs to be hit.</li> <li>OUSD - no numbers in</li> <li>RSCCD – no numbers in</li> </ul>   | Please have accountants sign that the reports<br>are accurate and send a PDF to Chrissy<br>Gascon. |
| • Dec 1: 20/21, 21/22 & 22/23 Member<br>Expense Report Due in NOVA (Q1)  |  |  |

| <ul> <li>Dec 31: 20/21, 21/22 &amp; 22/23 Member<br/>Expense Report certified by Consortia in<br/>NOVA (Q1) *</li> <li>Dec 31: End of Q2</li> </ul>             |   |                           |
|---|---|---------------------------|
| Other:  | Chrissy on vacation 12/19 and 12/26; back on 1/03/23.<br>Meeting <b>adjourned at 9:30AM</b> . |                           |
| <ul> <li>Future Meetings: 4<sup>th</sup> Tuesday of the month,</li> <li>2022: no meeting in December</li> <li>2023: January 24, February 28, March 2</li> </ul> |   | OM Time: 9:00am – 10:00am |