



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 started at 9:05AM Introduction of Lorena Chavez as new Dean of Instruction and Student Services at CEC.	
Approval of agenda	A motion to approve the agenda was made by M'Liss Patterson and seconded by Lorena Chavez.	
	Passed by a unanimous vote.	
Approval of consent agenda	October minutes will be approved during January 24 th meeting.	
Vote to Approve: GGAE would like to request approval to use CAEP funds to cover the cost of upgrading our internet campus wide. The cost of this upgrade is below: GGUSD - Aruba 535 Aps and Mounts Avidex will provide the materials listed on the proposal.	A motion to use CAEP funds to cover the cost of upgrading GGAE internet campus wide was made by Lisa Green and seconded by Lorraine Perez. Passed by unanimous vote.	

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

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