

**Rancho Santiago Adult Education Consortium (RSAEC) Executive Board Meeting - Adult Education Block Grant (AEBG)**  
**July 11, 2016      2:00 – 4:00**

**College and Workforce Preparation Center**  
**1572 Main Street, Orange, CA 92867 - Conference Room**  
**(714) 628-5999**

**MINUTES**

**Members Present:** Lori Fasbinder, Chrissy Gascon (Director), Geoff Henderson, Kerrie Torres (by phone), Mary Lou Vachet, Connie Van Luit (by phone)

**Members Absent:** Ryan Murray

**Guests:** Raymond Hernandez, Eric Padget

Item	Discussion	Action
Introduction of new attendees	Eric Padget, Interim Director at GGUSD Adult Education while Connie is on medical leave	
Approval of agenda	<ul style="list-style-type: none"><li>A motion to approve agenda was made by <b>Mary Lou Vachet</b> and seconded by <b>Geoff Henderson</b></li><li>Passed by a unanimous vote</li></ul>	
Approval of consent agenda <ul style="list-style-type: none"><li>Minutes: June 13, 2016</li></ul>	<ul style="list-style-type: none"><li>A motion to approve agenda was made by <b>Mary Lou Vachet</b> and seconded by <b>Geoff Henderson</b></li><li>Passed by a unanimous vote</li></ul>	
Vote to approve the following items: <ul style="list-style-type: none"><li>1. Chromebooks Budget:</li></ul>	<ul style="list-style-type: none"><li>Chromebooks for Lincoln Education Center were discussed. Ray explained that the purpose is to accelerate career and educational pathways as well as support digital literacy.</li><li>Eric mentioned that there has been great success with Chromebooks with students in grades 9-12 and thinks that adults will receive these same benefits.</li></ul>	

	<ul style="list-style-type: none"> <li>• A motion to approve agenda was made by <b>Kerrie Torres</b> and seconded by <b>Lori Fasbinder</b></li> <li>• Passed by a unanimous vote</li> </ul>	
<p>2. AEBG Center at Santa Ana College Budget: \$300,000</p>	<ul style="list-style-type: none"> <li>• Discussion of the new facility:</li> <li>• <b>Chrissy</b> explained that as a result of not finding a suitable lease space in Santa Ana, the \$300,000 set aside for rent would be repurposed to renovate the existing Middle College high school classes at SAC. SAC has made a 3-year commitment to allocate 8 recently vacated classrooms for AEBG utilization. Initially funding will be used to renovate classrooms and mediate them. After, the funds would be used to support ongoing operations. SAC will pick up the cost of maintenance and custodial expenses and will not charge facility fees.</li> <li>• <b>Lori</b> explained that all of the CTE classes are state-approved vocational programs with the ability to earn state-approved certificates</li> <li>• <b>Ray</b> felt that there was a great opportunity for students wanting to transition</li> <li>• <b>Mary Lou</b> spoke about CEC and OEC's ability to give elective credits for some of the CTE classes and intermediate level ESL classes. <b>Mary Lou</b> is working on a way to cross programs and award credits (for example at OCDE and GGUSD)</li> <li>• A motion to approve agenda was made by <b>Mary Lou Vachet</b> and seconded by <b>Lori Fasbinder</b></li> <li>• Passed by a unanimous vote</li> </ul>	

<b>Expenditure Report</b> <ul style="list-style-type: none"> <li>• RSAEC forms were sent to OUSD and GGUSD to facilitate reporting expenditures to the consortium</li> <li>• Forms due to Chrissy Gascon <b><u>by Friday, July 15, 2016</u></b></li> <li>• Expenditure Report certified and due to the state <b><u>by Friday, July 29, 2016</u></b></li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Expenditure report is almost finished – the fiscal agent is waiting for the last invoices to clear and then they will input the numbers.</li> <li>• Once the numbers are in, <b>Chrissy</b> will write the narrative and submit to the state</li> <li>• <b>Karen Duong</b> forwarded all budget information for GGUSD.</li> <li>• Waiting on budget information from OUSD</li> </ul>	<p><b>Chrissy</b> will follow-up with <b>Kerrie</b> at OUSD</p> <p><b>Chrissy</b> will send the report to the state by the July 29 deadline</p>
<b>Data Collection</b> <ul style="list-style-type: none"> <li>• State released Data Templates July 7<sup>th</sup></li> <li>• Forms due to Chrissy Gascon <b><u>by Friday, July 22, 2016</u></b></li> <li>• Data Report due to the state <b><u>by Monday, August 1, 2016</u></b></li> </ul>	<p><b>Chrissy</b> explained that the consortium has just received the guidelines and data templates – the actual submission form is “coming soon”.</p> <ul style="list-style-type: none"> <li>• <b>Cristina Gheorghe</b> is the new AEBG research coordinator that will be compiling the data for the consortium.</li> <li>• <b>Eric Padget</b> said that he has the names of two GGUSD district researchers who can work with the research coordinator.</li> </ul>	<p><b>Eric</b> will forward the GGUSD research contacts via email to Chrissy.</p>
<b>Annual Plan</b> <ul style="list-style-type: none"> <li>• State released Annual Plan template July 6<sup>th</sup></li> <li>• Budgets and activities for 16-17 MUST be included in the Annual Plan to receive 16-17 funding (<b><i>This includes all funding that was previously allocated as MOE.</i></b>)</li> <li>• Budgets and activities due to Chrissy Gascon <b><u>by Monday, August 1, 2016</u></b></li> <li>• Annual Plan MUST be approved by all members and signed digitally</li> <li>• Annual Plan due to the state <b><u>by Monday, August 15, 2016</u></b></li> </ul>	<p><b>Chrissy</b> explained that the consortium has just received the template for the Annual Plan.</p> <p>There was a discussion regarding the needed information</p> <ul style="list-style-type: none"> <li>• Summary of 16-17</li> <li>• Stakeholder engagement</li> <li>• Levels and types of services (successes and challenges)</li> <li>• Regional needs (successes and challenges)</li> <li>• Consortium expenditures</li> <li>• Regional Assessment Plan</li> <li>• Student Data Tracking</li> <li>• 2015-16 Annual Plan Review and Update by objectives (3-7)</li> </ul>	<p><b>Chrissy</b> will create a draft form and email it to members to review.</p> <p>All members need to be available for the August 8<sup>th</sup> meeting so that we can discuss the final plan and sign it.</p>

<b>Renewal Needed for District/Superintendent Approved AEBG Voting Member Designees:</b> <ul style="list-style-type: none"> <li>• RSCCD- received</li> <li>• OUSD</li> <li>• GGUSD</li> <li>• SAUSD</li> <li>• OCDE</li> </ul>	<b>Update:</b> <ul style="list-style-type: none"> <li>• RSCCD- received</li> <li>• OUSD- has been sent to Board</li> <li>• GGUSD – possibly August Board</li> <li>• SAUSD- has been sent to Board</li> <li>• OCDE-has received approval from Superintendent, will forward to RSAEC</li> </ul>	<b>Chrissy</b> will follow-up with voting members
<b>Review Governance Plan</b> Discussion Items <ul style="list-style-type: none"> <li>• Amend plan to include board approved alternates</li> </ul>	<b>Discussion:</b> Items to address at the next meeting: <ul style="list-style-type: none"> <li>• Look over governance between now and the next meeting to see if any other changes need to be made</li> <li>• Discuss whether to change existing governance plan to include phone-in and/or email voting for members</li> <li>• Discuss whether to change voting member status to include board-approved alternates?</li> <li>• </li> </ul>	<b>Chrissy</b> will email the Governance to the voting members
<b>Strategy Proposal Workgroup:</b>	Next Meeting: Monday, July 25, 2016	
<b>Other:</b>		

**Future Meetings:**     2016: August 8, September 12, October 10, November 14, December 12  
                                  2017: January 9, February 13, March 13, April 10, May 8, June 12