



**RSAEC Executive Board Meeting - Adult Education Block Grant (AEBG)**

**December 12, 2016      2:00 – 4:00**

**College and Workforce Preparation Center**

**1572 N. Main Street, Orange, CA 92867 - Conference Room**

**(714) 628-5999**

## **MINUTES**

**Members Present:** Lori Fasbinder, Chrissy Gascon (Director), Geoff Henderson, Ryan Murray, Mary Lou Vachet, Connie Van Luit

**Members Absent:** Kerrie Torres

**Guests:** Raymond Hernandez, Elizabeth Salas (Minutes)

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Introduction of new attendees</b>	N/A	
<b>Approval of agenda</b>	<ul style="list-style-type: none"> <li>A motion to approve agenda made by <b>Lori Fasbinder</b> and seconded by <b>Connie Van Luit</b></li> <li>Passed by a unanimous vote</li> </ul>	
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>Minutes: November 14, 2016</li> </ul>	<ul style="list-style-type: none"> <li>A motion to approve the November 14<sup>th</sup> minutes was made by <b>Lori Fasbinder</b> and seconded by <b>Ryan Murray</b></li> <li>Passed by a unanimous vote</li> </ul>	
<b>Discussion of the Data and Accountability Plan</b> <ul style="list-style-type: none"> <li>Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Need to meet soon. The plan is due to the state in February 2017</li> </ul>	<ul style="list-style-type: none"> <li>Will meet in early January with sub-committee</li> </ul>

<ul style="list-style-type: none"> <li>Objectives</li> <li>Budget</li> </ul>	<ul style="list-style-type: none"> <li>During the meeting it was discussed, <b>Chrissy</b> will work on a format during winter break.</li> </ul>	
<b>Winter Deliverables Update:</b> <ul style="list-style-type: none"> <li>2016-2018 Data and Accountability Plan: Due on February 20, 2016 (EXTENDED)</li> <li>2015-2016 (Year 2) Annual Grant Expenditure Report: Due on January 31, 2107</li> <li>2016-2017 (Year 1) Annual Grant Expenditure Report: Due on January 31, 2017</li> </ul>	<ul style="list-style-type: none"> <li>No questions arose during meeting regarding deliverables.</li> </ul>	
<b>Submitted Voting Items</b> <ul style="list-style-type: none"> <li>Vote to approve purchase of 100 computers (CPUs only), 5 LED projectors, 4 laserjet printers, and 100 Microsoft Office 2016 textbooks for the inmate education program at the OC County Jails.</li> <li><b>Budget: \$81,500</b></li> </ul>	<ul style="list-style-type: none"> <li>A motion to approve the purchase of 100 computers (CPUs only), 5 LED projectors, 4 laserjet printers, and 100 Microsoft Office 2016 textbooks for inmate education program at the OC County Jails was passed by <b>Mary Lou Vachet</b> and seconded by <b>Geoff Henderson</b></li> <li>Passed by a unanimous vote</li> </ul>	
<ul style="list-style-type: none"> <li>Vote to approve purchase of 5 portable LED projectors for OEC offsite locations</li> <li><b>Budget: \$4,675</b></li> </ul>	<ul style="list-style-type: none"> <li>A motion to approve the purchase of 5 portable LED projectors for OEC offsite locations was passed by <b>Mary Lou Vachet</b> and seconded by <b>Ryan Murray</b></li> <li>Passed by a unanimous vote</li> </ul>	
<ul style="list-style-type: none"> <li>Vote to amend the 15-16 RSAEC Annual Plan to include the reallocation of \$200,000 in rental fees to cover the expense of upgrading classroom technology at Centennial Education Center.</li> </ul>	<ul style="list-style-type: none"> <li>A motion to approve to amend the 2015-2016 RSAEC Annual Plan to include the re-allocation of \$200,000 in rental fees to cover the expense of upgrading classroom technology at</li> </ul>	

	<p>Centennial Education Center was passed by <b>Connie Van Luit</b> and seconded by <b>Ryan Murray</b></p> <ul style="list-style-type: none"> <li>• Passed by a unanimous vote</li> </ul>	
<ul style="list-style-type: none"> <li>• Vote to approve the reallocation of rental facility fees to upgrade student classrooms as CEC with the purchase of 30 projectors</li> <li>• <b>Budget: \$88,054</b></li> </ul>	<ul style="list-style-type: none"> <li>• A motion to approve the re-allocation of rental facility fees to upgrade student classrooms at CEC with the purchase of 30 projectors was passed by <b>Connie Van Luit</b> and seconded by <b>Ryan Murray</b></li> <li>• Passed by a unanimous vote</li> </ul>	
<ul style="list-style-type: none"> <li>• Vote to approve the reallocation of rental facility fees to upgrade the technology in the business skills classroom at CEC with the purchase of 65 computers including a teacher station</li> <li>• <b>Budget: \$69,960</b></li> </ul>	<ul style="list-style-type: none"> <li>• A motion to approve the re-allocation of rental facility fees to upgrade the technology in the business skills classroom at CEC with the purchase of 65 computers including one teacher station was passed by <b>Mary Lou Vachet</b> and seconded by <b>Ryan Murray</b></li> <li>• Passed by a unanimous vote</li> </ul>	
<p><b>All District/Superintendent AEBG Voting Member Designees have been approved:</b></p> <ul style="list-style-type: none"> <li>• RSCCD- received 5/31/16</li> <li>• OUSD- received 7/21/16</li> <li>• GGUSD-received 8/9/16</li> <li>• SAUSD- received 7/26/16</li> <li>• OCDE-received 6/6/16</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chrissy</b> informed the executive committee she has received OUSD's approval</li> <li>• <b>Chrissy</b> informed the executive committee of a new AEBG data requirement. In order to be able to collect data, TOPSpro must be purchased and used</li> </ul>	
<p><b>Discussion Item: Spring Information Fair/Open House promoting RSAEC</b></p> <ul style="list-style-type: none"> <li>• <b>Ideas:</b></li> <li>• Invite all member schools to participate in an open house promoting programs at the various sites in the AEBG program areas</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chrissy</b> informed the executive committee of an open house promoting programs at various sites in the AEBG program areas</li> </ul>	<ul style="list-style-type: none"> <li>• Send any ideas to <b>Chrissy</b> before next meeting</li> <li>• Fair/Open House promoting RSAEC will be a voting item January 9's meeting</li> </ul>

<ul style="list-style-type: none"> <li>• Possible location: Centennial Park</li> <li>• Send out a Mailer to advertise information fair in February – hold event in late March</li> <li>• Create a banner to promote the event</li> <li>• Invite community partners, businesses, nonprofits and members of the community</li> </ul>	<ul style="list-style-type: none"> <li>• The open house will be held in late March and may possibly be held at Centennial Park</li> <li>• It was discussed this may be a good way to promote and gain notoriety within the community</li> </ul>	
<b>Strategy Proposal Workgroup:</b>	Next Meeting: Monday, January 30 <sup>th</sup> at CWPC	
<b>Other:</b>	<ul style="list-style-type: none"> <li>• During the meeting there was a discussion of the adults with disabilities (AWD) program at CWPC</li> <li>• 9 brand new AWD courses will be available during fall semester at CWPC (pending approval)</li> <li>• Certificates will be offered to students upon completion of grouped courses</li> <li>• Classes will be geared towards adults with intellectual, developmental and/or learning disabilities</li> <li>• <b>Chrissy</b> informed the executive committee ESL literacy research showed ESL literacy classes are not being offered as much as other levels</li> </ul>	

**Future Meetings:** 2017: February 13, March 13, April 10, May 8, June 12