



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

February 6, 2017 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), Kerrie Torres, Mary Lou Vachet, Connie Van Luit

Members Absent: Geoff Henderson, Ryan Murray

Guests: Karla Frizler, Raymond Hernandez, Elizabeth Salas (Minutes)

Item	Discussion	Action
Introduction of new attendees	N/A	
Approval of agenda	<ul style="list-style-type: none"> • A motion to approve agenda was made by Kerrie Torres and seconded by Connie Van Luit • Passed by a unanimous vote 	
Approval of consent agenda <ul style="list-style-type: none"> • Minutes: January 9, 2016 	<ul style="list-style-type: none"> • A motion to approve the January 9th minutes was made by Kerrie Torres and seconded by Mary Lou Vachet • Passed by a unanimous vote 	
Draft of the Data and Accountability Plan <ul style="list-style-type: none"> • Executive Committee overview of the objectives and budgets • Revisions to be made if needed 	<ul style="list-style-type: none"> • Chrissy shared with the executive committee the objectives and budget of the data and accountability plan 	<ul style="list-style-type: none"> • Funds held by state, and now passed on to AEBG, funds expire December 30, 2017

<ul style="list-style-type: none"> Executive Committee Vote Needed: Vote for approval of the Data and Accountability Grant Plan for allocation period July 1, 2015 - December 31, 2017 	<ul style="list-style-type: none"> Chrissy will revise items from the 5,000's to the 6,000's A motion to approve the Data and Accountability Grant Plan with the suggested changes and updates discussed was made by Lori Fasbinder and seconded by Kerrie Torres Passed by a unanimous vote <p>***Please note Geoff Henderson and Ryan Murray approved the motion via email</p>	<ul style="list-style-type: none"> When Connie Van Luit receives quotes/budget information on AERIES, she will send it to Chrissy
<p>Winter Deliverables Update:</p> <ul style="list-style-type: none"> 2015-2016 (Year 2) Annual Grant Expenditure Report: Due on January 31, 2017 – COMPLETED 2016 – 2017 (Year 1) Annual Grant Expenditure Report: Due on January 31, 2017 – COMPLETED 2016 – 2018 Data and Accountability Plan: Due on February 20, 2016 (EXTENDED) 2017 – 2018 CFAD: Due May 9 2017 – 2018 Annual Plan, Governance Template, and 3 – Year Plan Amendments/Revisions: Due May 15 	<ul style="list-style-type: none"> CFAD is due in May, it will be up for voting in April's meeting <p>****Please note – It is required that all members vote on the CFAD. If you cannot make it, please send your vote via email or phone-in.</p> <ul style="list-style-type: none"> Annual Plan, Governance template, and 3 – Year Plan Amendments/Revisions are due in May, there will be a vote at April's meeting 	
<p>Submitted Voting Items</p> <p>Vote to approve funding for ESL Curriculum Writing Budget: \$36,442</p> <ul style="list-style-type: none"> Proposal to hire seven ESL Curriculum Writers to assist in the implementation of 	<ul style="list-style-type: none"> A motion to approve the hire of seven ESL Curriculum Writers was passed by Mary Lou Vachet and seconded by Kerrie Torres Passed by a unanimous vote 	

<p>an updated ESL noncredit core curriculum for SCC-CE and SAC-SCE.</p> <ul style="list-style-type: none"> • See attached Project Timeline & Budget <p>Vote to approve AE Spelling Curriculum Budget: \$2,814</p> <ul style="list-style-type: none"> • Revise spelling course for the Adult High School Diploma Program using a combination of textbooks and teach created materials. This basic skills course helps address a reading, spelling, and writing gap that exists for some of the basic skills students. • See additional information attached 	<p>***Please note Geoff Henderson and Ryan Murray approved the motion via email</p> <ul style="list-style-type: none"> • A motion to approve the funding for ABE Spelling Curriculum was passed by Connie Van Luit and seconded by Mary Lou Vachet • Passed by a unanimous vote <p>***Please note Geoff Henderson and Ryan Murray approved the motion via email</p>	
<p>Updates:</p> <ul style="list-style-type: none"> • CASAS/TOPSPRO Regional Training: Wednesday, February 22, 2017, 9am-4pm at CWPC • AIR Curriculum Retreat: Friday, March 3, 2017 at CWPC • Adult Education and Community Resource Fair: Saturday, April 22, 2017 at Centennial Park, Santa Ana 	<ul style="list-style-type: none"> • Chrissy informed the executive committee of upcoming events at CWPC • Karla Frizler brought in a draft agenda for the AIR Curriculum Planning Retreat • Please note the change of date for the Adult Education and Community Resource Fair 	<ul style="list-style-type: none"> • Investigate ways to advertise the fair in April: bag flyers from grocery store, and possible announcement on Univision
<p>Strategy Proposal Workgroup:</p>	<p>Next Meeting: Monday, February 27 at CWPC</p>	

Future Meetings: 2017: April 17, May 8, June 12