



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

May 22, 2018 9:00am - 11:00am

College and Workforce Preparation Center

1572 N. Main Street, Orange, CA 92867

(714) 628-5999

Members Present: Chrissy Gascon (Director), Lori Fasbinder, Geoff Henderson, Ryan Murray, Justin Stanfield, and Connie Van Luit

Members Absent: Katy Ramezani

Guests: Alicia Ayers (Minutes)

MINUTES

Item	Discussion	Action
Introduction of new attendees	<ul style="list-style-type: none"> The RSAEC Executive Board Meeting started at 9:15am No new attendees 	
Approval of agenda	<ul style="list-style-type: none"> A motion to approve the agenda was made by Justin Stanfield and seconded by Connie Van Luit Passed by a unanimous vote 	
Approval of consent agenda <ul style="list-style-type: none"> Minutes: April 24, 2018 	<ul style="list-style-type: none"> A motion to approve the minutes with minor corrections was made by Connie Van Luit and seconded by Justin Stanfield Passed by a unanimous vote 	

<p>New Meeting Calendar</p> <ul style="list-style-type: none"> • Create meeting dates for 18-19 academic year 	<ul style="list-style-type: none"> • The 4th Tuesday of the month works for everyone for the 2018-2019 academic year <ul style="list-style-type: none"> ○ July 24, 2018 ○ August 28, 2018 	<ul style="list-style-type: none"> • Chrissy Gascon to review the 2018-2019 meeting dates with new members
<p>NOVA Expense Reporting</p> <ul style="list-style-type: none"> • New this year: Each district receiving funds will need to submit an individual expense report through NOVA. • This will affect the following districts: <ul style="list-style-type: none"> • RSCCD • OUSD • GGUSD • Recap of Friday's webinar • Next steps 	<ul style="list-style-type: none"> • Fiscal Reporting is new <ul style="list-style-type: none"> ○ Each member will submit a quarterly report and Chrissy Gascon will certify ○ Member YTD Expenditure is due by June 1st and certification from Chrissy Gascon is due to state by June 30th ○ Member Agency Contacts may review and input information but only the member can submit ○ Once the information has been certified it cannot be modified ○ Must spend a certain percent by each quarter <ul style="list-style-type: none"> ▪ 1Q = 15% ▪ 2Q = 30% ▪ 3Q = 45% ▪ 4Q = 60% ○ If under the quarterly percent, a box will appear to enter an explanation • NOVA webinar was Friday, May 18th • NOVA system looks user friendly and it is easy to navigate • Chrissy Gascon reviewed the NOVA system with consortium and gave a recap of last Friday's webinar • Chrissy Gascon recommended that all members listen to the webinar <ul style="list-style-type: none"> ○ May add Member Agency Contacts to allow access to see the information in NOVA system 	<ul style="list-style-type: none"> • Members must submit YTD Expenditure by June 1, 2018 • Chrissy Gascon to certify and submit to State by June 30, 2018 • Chrissy Gascon to follow up with OUD and GGUD to review submissions and if contacts should be added to the NOVA system

	<ul style="list-style-type: none"> • Budget revisions due by Friday, May 25, 2018 	
<p>AEBG Annual Plans</p> <ul style="list-style-type: none"> • Each district receiving funds will need to contribute by sharing the objectives they intend to meet for 2018-2019. The Annual Plan will continue to be a group submission, but the plan should reflect individual district's 2018-2019 budgets. • This will affect the following districts: <ul style="list-style-type: none"> • RSCCD • OUSD • GGUSD 	<ul style="list-style-type: none"> • AEBG Annual Plan is due August 15th • Working meeting with RSCCD, OUSD, GGUSD to complete AEBG Annual Plan • Executive Summary is 2500 characters so must be brief and to the point • Regional Planning Overview is for the next 3 year plan • Regional Needs i <ul style="list-style-type: none"> ○ Gaps ○ How Do You Know? (data and research – Cristina Gheorghe to help obtain the information) ○ Effectiveness & Process • Chrissy Gascon sent a template to the Coordinators to obtain their goals for 2018/2019 and accomplishments in 2017/2018 • Chrissy Gascon received a letter from AEBG indicating the CFAD has been accepted. 	<ul style="list-style-type: none"> • Next 3 Year Plan is due May/June 2019
<p>Discussion Items:</p> <ul style="list-style-type: none"> • Voting Members: Must be board approved for the new fiscal year starting July 1, 2018 <ul style="list-style-type: none"> • Please forward board approvals via email • New calendar dates needed for 2018-2019 	<p>Copy of Board approvals needed for 2017:</p> <ul style="list-style-type: none"> ○ OUSD – received ○ RSCCD – received ○ GGUSD ○ SAUSD ○ OCDE – received <ul style="list-style-type: none"> • July 1, 2018 New Board Approvals are due to Chrissy Gascon 	<ul style="list-style-type: none"> • Connie Van Luit / GGUSD and Ryan Murray / SAUSD to forward board approvals for 2017 via email to Chrissy Gascon • July 1, 2018 New Board Approvals due to Chrissy Gascon <ul style="list-style-type: none"> ○ Please email your board approval to Chrissy Gascon upon receipt

<p>Combined Strategy Workgroup (CSW)</p> <p><u>2017-2018 Calendar</u> Location: CWPC Time: 9:00am – 11:00am Day: Second Tuesday of the month except where noted for holidays</p>	<p>Next CSW Meetings will take place starting in September 2018 due to faculty being off-contract.</p>	
<p>Upcoming Events:</p> <p>Summer CASAS Institute June 18-21, 2018 Town and Country San Diego, CA</p>	<p>Summer CASAS Institute is June 18-21, 2018</p> <ul style="list-style-type: none"> • Attending Members from RSAEC <ul style="list-style-type: none"> ○ Yuri Betancourt; ○ Chrissy Gascon; ○ Cristina Gheorghe; ○ Jarek Janio; and ○ Araceli Trujillo ○ GGUSD members are attending too 	
<p>Voting Item:</p> <p>It was proposed that the annual cap of \$10,000 for conferences be taken away to allow freedom among members in their Professional development spending.</p> <p>Budget: Conference Fees will now be a part of the overall Professional Development funding proposed in the Annual Plan and in each member's Annual Budget</p>	<ul style="list-style-type: none"> • Conference Fees for professional development in the Annual Budget were put to a vote • The current budget of \$10,000 can be limiting • A motion to approve that the amount of the professional development annual conference fees in the annual budget will be decided by each member was made by Connie Van Luit and seconded by Lori Fasbinder • Passed by a unanimous vote 	
<p>Other:</p>	<ul style="list-style-type: none"> • California Workforce Association Conference in Orange County on June 13 2018 <ul style="list-style-type: none"> ○ Lori Fasbinder, Chrissy Gascon, and Geoff Henderson to attend ○ Geoff Henderson proposed AEBG to be part of re-entry of inmates entering workforce 	

	<ul style="list-style-type: none"> ○ Requests for grant money will start in July • AEBG Field Team Meeting is June 7, 2018 <ul style="list-style-type: none"> ○ Regional Collaboration ○ Help Guide for New Three Year Plan • Ryan Murray has taken another position at the District and will be stepping down from the Consortium • OUSD and GGUSD will also have a new person joining the Consortium • The RSAEC Executive Board Meeting was adjourned at 11:15am 	
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Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 11:00am
2018: Tuesday, June 26