



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

**July 24, 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 and Robin Patterson,

**Members Absent:** Cathleen Corella, Geoff Henderson, Ryan Murray, Katy Ramezani

**Guests:** Ray Hernandez

**MINUTES**

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Introductions</b>	N/A	
<b>Approval of agenda</b>	<ul style="list-style-type: none"> <li>• A quorum was not present at the meeting</li> <li>• The approval of the agenda was moved to the next meeting on August 28, 2018</li> </ul>	
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>• Minutes: May 22, 2018 &amp; June 26, 2018</li> </ul>	<ul style="list-style-type: none"> <li>• A quorum was not present at the meeting</li> <li>• The approval of the consent agenda/minutes was moved to the next meeting on August 28, 2018</li> </ul>	
<b>NOVA Expense Reporting</b> <ul style="list-style-type: none"> <li>• <u><b>Nova Expenditure Reports are DUE by August 1</b></u> <ul style="list-style-type: none"> <li>• Q4 = spending to June 30, 2018 (with 60% of the overall budget spent)</li> <li>• Detailed budget and signed expenditure reports due to Chrissy by July 13</li> </ul> </li> </ul>	<b>Corrections to Agenda:</b> <ul style="list-style-type: none"> <li>• <u><b>Nova Expenditure Reports are DUE by August 1 <del>September 1</del></b></u> <ul style="list-style-type: none"> <li>• Q4 = spending to June 30, 2018 (with 60% of the overall budget spent) <ul style="list-style-type: none"> <li>• Detailed budget and signed expenditure reports due to Chrissy by <del>July 13</del> <b>August 17</b></li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Send NOVA fiscal input reminders to Jola Wrzesien @ OUSD and Erika Verdenelli @ GGUSD</li> </ul>

<ul style="list-style-type: none"> <li>• So far, I have not received any of the member expenditure reports</li> <li>• Q4 is due to the state by August 1</li> <li>• 2018-2019 Expenditure Reporting Dates: <ul style="list-style-type: none"> <li>• Q1 = July 1 – September 30 <ul style="list-style-type: none"> <li>• Due to Chrissy: OCT 12</li> </ul> </li> <li>• Q2 = October 1 – December 31 <ul style="list-style-type: none"> <li>• Due to Chrissy: DEC 1</li> </ul> </li> <li>• Q3 = January 1 – March 31 <ul style="list-style-type: none"> <li>• Due to Chrissy: APR 12</li> </ul> </li> <li>• Q4 = April 1 – June 30 <ul style="list-style-type: none"> <li>• Due to Chrissy: JUL 12</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• So far, I have not received any of the member expenditure reports</li> <li>• Q4 is due to the state by <del>August 1</del> <b>September 1</b></li> <li>• 2018-2019 Expenditure Reporting Dates: <ul style="list-style-type: none"> <li>• Q1 = July 1 – September 30 <ul style="list-style-type: none"> <li>• Due to Chrissy: <del>OCT 12</del> <b>DEC 1</b></li> <li>• <b>Due to the state: DEC 31</b></li> </ul> </li> <li>• Q2 = October 1 – December 31 <ul style="list-style-type: none"> <li>• Due to Chrissy: <del>DEC 1</del> <b>MAR 1</b></li> <li>• <b>Due to the State: MAR 31</b></li> </ul> </li> <li>• Q3 = January 1 – March 31 <ul style="list-style-type: none"> <li>• Due to Chrissy: <del>APR 12</del> <b>JUN 1</b></li> <li>• <b>Due to the State: JUN 30</b></li> </ul> </li> <li>• Q4 = April 1 – June 30 <ul style="list-style-type: none"> <li>• Due to Chrissy: <del>JUL 12</del> <b>AUG 1</b></li> <li>• <b>Due to the State: SEPT 1</b></li> </ul> </li> </ul> </li> </ul>	
<p><b>AEBG Annual Plans</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• This will affect the following districts: <ul style="list-style-type: none"> <li>• RSCCD</li> <li>• OUSD</li> <li>• GGUSD</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Discussion of the Annual Plan.</li> <li>• Writing and edits made by members present - see Annual Plan for details</li> <li>• Next Annual Plan meeting date scheduled for one of the following dates: 8/6 (before 2pm), 8/7 (after 11am), 8/13 (all day), 8/14 (all day)</li> <li>• Must have quorum to vote on the Annual Plan</li> <li>• Due Date: August 15</li> <li>• Out of town members: <ul style="list-style-type: none"> <li>• <b>Robin:</b> 7/31 – 8/4 &amp; 8/8 – 8/10</li> <li>• <b>Ryan:</b> Return after 8/7</li> <li>• <b>Chrissy:</b> Return after 7/31</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chrissy</b> will send out email requesting member availability on the next meeting date</li> </ul>
<p><b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>• Voting Members: Must be board approved for the new fiscal year starting July 1, 2018</li> <li>• Please forward board approvals via email</li> </ul>	<p>Copy of Board approvals needed for 2017:</p> <ul style="list-style-type: none"> <li>• OUSD – received</li> <li>• RSCCD – received</li> <li>• GGUSD – received</li> <li>• SAUSD</li> <li>• OCDE – received</li> </ul>	<ul style="list-style-type: none"> <li>• All voting members need to send their requests to their respective boards/superintendent asap</li> <li>• Send an example to <b>Robin Patterson</b></li> </ul>

	<p>Copy of Board approvals needed for 2018:</p> <ul style="list-style-type: none"> <li>• OUSD</li> <li>• RSCCD</li> <li>• GGUSD</li> <li>• SAUSD</li> <li>• OCDE</li> </ul>	
<p><b>Combined Strategy Workgroup (CSW)</b></p> <p><b><u>2018-2019 Calendar</u></b>  Location: CWPC  Time: 9:00am – 11:00am  Day: Second Tuesday of the month except where noted</p>	<p>Next CSW Meetings will take place starting in September 2018 due to faculty being off-contract.</p>	
<p><b>Voting Items:</b></p> <p>Vote to approve CEC Evening Childcare Project for Fall 2018  Budget: up to \$42,500</p> <ul style="list-style-type: none"> <li>○ Fund the cost of the evening babysitting center at CEC.</li> <li>○ Proposal includes partner agency, Think Together, implementing a recruitment and retention plan to increase and maintain attendance.</li> </ul> <p>Vote to approve Friendly Center Babysitting</p> <ul style="list-style-type: none"> <li>• Budget: \$9,000</li> <li>• Collaborate with the Friendly Center to cover the cost of babysitting for children of adult students attending the ESL classes at both the Friendly Center and Friendly Center North sites.</li> </ul> <p>Please note: Annual Plan items that are new and include expenditures must be voted on before the August 15 submission.</p>	<ul style="list-style-type: none"> <li>• A quorum was not present at the meeting</li> <li>• The approval of the voting items was moved to the next meeting on August 28, 2018</li> </ul>	

<b>Upcoming Events:</b>	N/A	
<b>Other:</b>	<b>Chrissy</b> announced that the Adult Education Block Grant (AEBG) has officially changed its name to Adult Education Program (AEP)	
<b>Tentative Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 11:00am</b> <b>2018:</b> Tuesday, August 28, Tuesday, September 18 (*3 <sup>rd</sup> Tuesday), Tuesday, October 23, Tuesday, November 27, Tuesday, December 11 <b>2019:</b> Tuesday, January 22, Tuesday, February 26, Tuesday, March 26, Tuesday, April 23, Tuesday, May 28, Tuesday, June 25		