



**RSAEC Executive Board Meeting – California Adult Education Program (CAEP)**

**October 23, 2018 9:00am - 11:00am**

**College and Workforce Preparation Center**

**1572 N. Main Street, Orange, CA 92867**

**(714) 628-5999**

**MINUTES**

**Members Present:** Cathleen Corella, Lori Fasbinder, Chrissy Gascon (Director), Robin Patterson, and Katy Ramezani

**Members Absent:** Ryan Murray

**Guests:**

Item	Discussion	Action
<b>Introductions</b>	The RSAEC Executive Board meeting <b>started at 9:15am</b>	
<b>Approval of agenda</b>	<ul style="list-style-type: none"> <li>A motion to approve the agenda was made by <b>Robin Patterson</b> and seconded by <b>Cathleen Corella</b></li> <li>Passed by a unanimous vote</li> </ul>	
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>Minutes: September 18, 2018</li> </ul>	Moved to November 27, 2018	
<b>Upcoming Deliverables:</b> <ul style="list-style-type: none"> <li><b><u>NOVA Member Budget Plans</u></b> <ul style="list-style-type: none"> <li>Still not available in NOVA – due date to be determined</li> <li>3-year plan template is still in draft form. We should be hearing something from the AEP Technical Assistance Team soon.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Discussion regarding the plan. Details will be sent out by <b>Chrissy Gascon</b> when new information becomes available.</li> <li>Strategy Proposal Workgroup is focusing on incorporating Human Centered Design into the plan.</li> </ul>	

	<ul style="list-style-type: none"> <li>The Fiscal Year 2018-2019 Program and Accountability Requirements for Student Outcome Data Collection and Submission was handed out to the executive board. Chrissy explained the data will be collected differently this year with the community college using MIS/Launchboard and the K-12 adult education programs using TopsPRO.</li> </ul>	
<p><b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>I spoke to Ryan Murray (SAUSD) and his replacement will be joining us in January 2019.</li> <li>Voting Members: Must be board approved for the new fiscal year starting July 1, 2018 <ul style="list-style-type: none"> <li>Please forward board approvals via email</li> </ul> </li> </ul>	<p>Copy of Board approvals needed for 2017:</p> <ul style="list-style-type: none"> <li>Still need SAUSD</li> </ul> <p>Copy of Board approvals needed for 2018:</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>	
<p><b>Combined Strategy Workgroup (CSW)</b></p> <p>Location: CWPC  Time: 9:00am – 11:00am  Day: Second Tuesday of the month except where noted</p>	<p>Discussion regarding the Human-Centered Design training. All AEP coordinators are participating.</p>	
<p><b>Voting Items:</b></p> <p>Vote to approve babysitting at Boys and Girls Club for Spring 2019</p> <ul style="list-style-type: none"> <li>Budget: up to \$3,500</li> <li>Collaborate with B&amp;G Club to cover the cost of childcare for adult students attending ESL, GED and CTE classes. SAUSD will provide the babysitting services and be reimbursed for the cost.</li> </ul> <p>Vote to approve CTE curriculum for city jails</p> <ul style="list-style-type: none"> <li>Budget: up to \$7,200</li> </ul>	<ul style="list-style-type: none"> <li>A motion to approve the babysitting at the Boys and Girls Club was made by <b>Robin Patterson</b> and seconded by <b>Cathleen Corella</b></li> <li>Passed by a unanimous vote</li> <li>A motion to approve the curriculum for the city jails with an increased budget of \$7,750 (due to CEFA contracted</li> </ul>	

<ul style="list-style-type: none"> <li>Curriculum for the following courses need to be updated to better meet the needs of the inmates: Word, Excel, PPT, Publisher, Access, Photoshop and Webpage Development</li> </ul>	<p>wage increases) was made by <b>Lori Fasbinder</b> and seconded by <b>Katy Ramezani</b></p> <ul style="list-style-type: none"> <li>Passed by a unanimous vote</li> </ul>	
<p><b>Upcoming Events:</b></p>		
<p><b>Other:</b></p>	<ul style="list-style-type: none"> <li>Discussion between RSCCD and OCDE regarding programs at juvenile hall.</li> <li>Discussion between RSCCD and GGAE to leverage facilities at Lincoln Education Center so that Career Education classes can be offered at the site for free through Santa Ana College.</li> </ul> <p>The RSAEC Executive Board meeting <b>ended at 10:45am</b></p>	
<p><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, 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</p>		