



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

November 27, 2018 10:30am - 12:00pm

College and Workforce Preparation Center

1572 N. Main Street, Orange, CA 92867

(714) 628-5999

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

Members Absent:

Guests: Cristina Gheorghe

MINUTES

Item	Discussion	Action
Introductions	The RSAEC Executive Board meeting started at 10:30 a.m.	
Approval of agenda	<ul style="list-style-type: none"> A motion to approve the agenda was made by Lori Fasbinder and seconded by Katy Ramezani Passed by a unanimous vote 	
Approval of consent agenda <ul style="list-style-type: none"> Minutes: September 18, 2018 Minutes: October 23, 2018 	<ul style="list-style-type: none"> A motion to approve the September 18, 2018 minutes was made by Lori Fasbinder and seconded by Robin Patterson Passed by a unanimous vote A motion to approve the October 23, 2018 minutes was made by Lori Fasbinder and seconded by Robin Patterson with minor changes Passed by a unanimous vote 	

<p>Upcoming Deliverables:</p> <ul style="list-style-type: none"> • <u>NOVA Member Budget Plans</u> <ul style="list-style-type: none"> • Plans will be certified this week. Once certified, Q1 expenditure reports can be submitted. They are due (certified) by December 31 • 3-year plan template is ready and in NOVA. • 3-year plan is due on June 7, 2019. 	<ul style="list-style-type: none"> • Plans will be certified this week. Once certified, Q1 expenditure reports can be submitted. They are due (certified) by December 31 • 3-year plan template is ready and in NOVA. • 3-year plan is due on June 7, 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 	<p>Copy of Board approvals needed for 2018:</p> <ul style="list-style-type: none"> • OUSD – received • RSCCD – received • GGUSD – received • SAUSD – goes to board on 12/11/18 • OCDE – received 	
<p>Combined Strategy Workgroup (CSW) Location: CWPC Time: 9:00am – 11:00am Day: Second Tuesday of the month except where noted</p>	<p>Combined Strategy Workgroup (CSW) Location: CWPC Time: 9:00am – 11:00am Day: Second Tuesday of the month except where noted</p>	
<p>Voting & Informational Items:</p> <p>Vote to approve contextualized teaching pilot</p> <ul style="list-style-type: none"> • Budget: up to \$20,000 • To provide contextualized teaching instruction (using the IBEST model as an example) during the spring 2019 semester • Students will receive career education instruction in computer applications and food handling that complements the EL Civics lessons with the goal of enhancing their educational experience in career development. 	<p><i>Contextualized Teaching Pilot</i></p> <ul style="list-style-type: none"> • ESL with soft skills (getting and keeping a job) • Attitudes for success (WKPR) • ESL 12-15 hours and WKPR 1½ - 2 hours • Co-requirement with computer class (office Tech) up to 2 semesters • A motion to approve the Contextualized Teaching Pilot was made by Robin Patterson and seconded by Cathleen Corella Passed by a unanimous vote 	

<p>Vote to approve Career Education curriculum for the Behavior Technician Program</p> <ul style="list-style-type: none"> • Budget: up to \$3,000 • Curriculum will be written for the Behavior Technician program, which will prepare students to take the exam to obtain an RBT license to gain entry-level employment as a behavior support worker. <p>Vote to approve Marketing Campaign</p> <ul style="list-style-type: none"> • Budget: up to \$200,000 • This will be a region-wide mass marketing campaign that will focus on all aspects of marketing including social media, YouTube, radio, billboards, and print. <p>Informational Item:</p> <ul style="list-style-type: none"> • Hire a part-time ESL coordinator for the spring 2019 semester to provide assistance to the OEC ESL department during the interim time-period of hiring a new full-time ESL coordinator. • Duties will include revising and grading the EL Civics lessons and assisting the ESL Dean and Department Chair where needed. 	<p>Career Education Curriculum for the Behavior Technician Program</p> <ul style="list-style-type: none"> • A motion to approve the funding for the writing of the 2nd course of the curriculum was made by Lori Fasbinder and seconded by Robin Patterson Passed by a unanimous vote <p>Marketing Campaign</p> <ul style="list-style-type: none"> • Cristina Gheorghe asked if we can market to businesses • SBCC Banners • Workskills Digital Badges • Rancho pays Regional work • A motion to approve the Marketing Campaign was made by Robin Patterson and seconded by Katy Ramezani Passed by a unanimous vote <p>Informational Item:</p> <ul style="list-style-type: none"> • Hire a part-time ESL coordinator for the spring 2019 semester to provide assistance to the OEC ESL department during the interim time-period of hiring a new full-time ESL coordinator. • Duties will include revising and grading the EL Civics lessons and assisting the ESL Dean and Department Chair where needed. 	
Upcoming Events:		
Other:	<ul style="list-style-type: none"> • SCC will be sending welding equipment to GGAE • The RSAEC Executive Board meeting adjourned at 12:00 p.m. 	
<p>Tentative Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 11:00am 2018: Tuesday, December 11 2019: Tuesday, January 22, Tuesday, February 26; Tuesday, March 26; Tuesday, April 23; Tuesday, May 28; and Tuesday, June 25</p>		

