



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

January 22, 2019 9:00am – 11:00am

College and Workforce Preparation Center

1572 N. Main Street, Orange, CA 92867

(714) 628-5999

MINUTES

Members Present: Marci Dallazen, Lori Fasbinder, Chrissy Gascon (Executive Director), Robin Patterson

Members Absent: Cathleen Corella, Geoff Henderson and Katy Ramenzani

Guests: Cristina Gheorghe

| Item | Discussion | Action |
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| Introductions | New voting member: Marci Dallazen, SAUSD <ul style="list-style-type: none"> • Marci currently works with the Adult Transition Program at SAUSD and has 3 years experience working with incarcerated youth. | |
| Approval of agenda | | |
| Approval of consent agenda <ul style="list-style-type: none"> • Minutes: November 27, 2018 | <ul style="list-style-type: none"> • Tabled until February meeting due to lack of quorum | |
| Upcoming Deliverables: <ul style="list-style-type: none"> • January 31: Student Data in TOPSPro • Feb. 15: NOVA 17-18 Attendance and Funds by Program Area • June 7: 3-year plan | Chrissy led a discussion on the NOVA reporting. Items discussed were how to define terms in the funding/attendance template as a consortium. <ul style="list-style-type: none"> • In-kind: what if you had to pay for items such as custodial, public safety, facilities, etc. What would the true cost be? | |

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| | <ul style="list-style-type: none"> • Student Services: What constitutes student service hours and when should we report them? Must have a system such as Colleague, SARS , ARIES to record by program area. Cannot use Excel or estimates. Must be auditable and verifiable. • Chrissy facilitated a discussion of the Quality Assessment Survey. The group felt that many of the subject areas of the survey were worth further exploration – especially in the areas of collaboration between member agencies. | <ul style="list-style-type: none"> • Cristina will send out a Survey Monkey to all members so that results are easily tabulated. • RSAEC Members will complete the Survey online over the next few weeks. |
| Discussion Items: <ul style="list-style-type: none"> • Voting Members: Must be board approved for the new fiscal year starting July 1, 2018 • Please forward board approvals via email | Copy of Board approvals needed for 2018: <ul style="list-style-type: none"> • OUSD – received • RSCCD – received • GGUSD – received • SAUSD – goes to board on 12/11/18 • OCDE – received | Marci will send via email. |
| Marketing: <ul style="list-style-type: none"> • Marketing Plan has been received from Interact • Please refer to packets | Chrissy went over the draft contract. <ul style="list-style-type: none"> • Interact is scheduled to present at the February 26 meeting. • Cost of the contract will be paid through RSCCD funds, but will be used to promote programs regionally. | |
| Combined Strategy Workgroup (CSW) Location: CWPC Time: 9:00am – 11:00am Day: Second Tuesday of the month except where noted | Nothing to report. | |
| Voting & Informational Items: Informational Item: <ul style="list-style-type: none"> • CEC Evening Childcare Program will be closing at the end of the spring 2019 semester. Funding for the spring semester | Group discussion on the changing needs of childcare and transportation | |

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| will be allocated from CEC's strategy for student services. | | |
| Upcoming Events: | CASAS Summer Institute: Hyatt Regency, Anaheim June 11-13, 2019 <ul style="list-style-type: none"> • Chrissy, Angela Guevara and Arturo Hernandez have been invited to present on the Adults with Disabilities program. | |
| Other: | | |
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| Tentative Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 11:00am 2019: Tuesday, March 26, Tuesday, April 23, Tuesday, May 28, Tuesday, June 25 | | |
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