



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

March 26, 2019 9:00am – 11:00am

College and Workforce Preparation Center

1572 N. Main Street, Orange, CA 92867

(714) 628-5999

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

Members Absent: N/A

Guests: Alicia Ayers, Cristina Gheorghe

MINUTES

Item	Discussion	Action
Introductions	<ul style="list-style-type: none"> The RSAEC Executive Board meeting started at 9:15am 	
Approval of agenda	<ul style="list-style-type: none"> A motion to approve the agenda was made by Robin Patterson and seconded by Cathleen Corella <ul style="list-style-type: none"> Passed by a unanimous vote 	
Approval of consent agenda <ul style="list-style-type: none"> Minutes: February 26, 2019 	<ul style="list-style-type: none"> A motion to approve the minutes was made by Lori Fasbinder and seconded by Robin Patterson <ul style="list-style-type: none"> Passed by a unanimous vote 	
Interact Marketing Retreat <ul style="list-style-type: none"> Scheduled for Thursday, April 25 8:00AM-1:30PM CWPC Please submit names so that an Outlook invite can be sent to attendees 	<ul style="list-style-type: none"> The Interact Marketing Retreat is scheduled for Thursday, April 25th at 8:00AM at CWPC We need a few students from all locations (formerly incarcerated, ESL, HS, & CTE) 	<ul style="list-style-type: none"> Members to submit names of attendees to Chrissy Gascon Chrissy Gascon to send out more information as it becomes available

<p>Upcoming Deliverables:</p> <ul style="list-style-type: none"> • March 1: Q2 member expenses due in NOVA • March 31: Q2 Member expenses certified in NOVA • March 31: End of Q3 • March 31: Closeout of 16-17 funds in NOVA certified in NOVA • April 30: Q3 student data due in TOPSPro (RSCCD + GGAE only) • May 2: CFAD for 2019-2020 due • June 1: Q3 member expenses due in NOVA • June 7: 3-year plan due in NOVA 	<ul style="list-style-type: none"> • March 1: Q2 member expenses due in NOVA <ul style="list-style-type: none"> ○ Completed and waiting to be certified • March 31: Q2 Member expenses certified in NOVA <ul style="list-style-type: none"> ○ Chrissy Gascon to certify • March 31: End of Q3 • March 31: Closeout of 16-17 funds in NOVA certified in NOVA <ul style="list-style-type: none"> ○ All 2016-2017 funds have been spent • April 30: Q3 student data due in TOPSPro (RSCCD + GGAE only) • May 2: CFAD for 2019-2020 due <ul style="list-style-type: none"> ○ Voting on CFAD at April 23, 2019 Executive Board Meeting • June 1: Q3 member expenses due in NOVA • June 7: 3-year plan due in NOVA 	
<p>CFAD Consortium Fund Administration Declaration</p> <ul style="list-style-type: none"> • All members must be present and vote on CFAD at next meeting (April 23, 2019) • Please refer to CAEP memo regarding the preliminary allocation and CFAD processing • CFAD allocations within RSAEC discussion 	<ul style="list-style-type: none"> • All members must be present and vote on CFAD at the next meeting (April 23, 2019 at 9:00AM) • CFAD COLA for 2019/2020 is \$159,918, which is slightly lower than last year's \$189,872 <ul style="list-style-type: none"> ○ If disbursements of the COLA allocation are split by percentages between members, which is similar to last year, the amounts would be as follows: <ul style="list-style-type: none"> ▪ RSCCD = \$106,770.85 ▪ GGUSD = \$52,902.47 ▪ OUSD = \$244.68 	<ul style="list-style-type: none"> • Please email Chrissy Gascon if you are unable to attend the April 23rd meeting, since a quorum is needed for the CFAD Consortium Fund Administration Declaration
<p>May 28 Executive Board Meeting Possible to reschedule to May 21?</p>	<p>Executive Board Meeting</p> <ul style="list-style-type: none"> • May meeting was changed to May 21st • June meeting was changed to June 18^t 	

<p>3-Year Plan Update</p> <ul style="list-style-type: none"> • The writing process within RSAEC • Logic Model – 3-5 objectives • Community Partners 	<p>3-Year Planning Day</p> <ul style="list-style-type: none"> • Working meeting to start writing the 3-Year Plan: Date: Monday, April 8th Time: 8:00AM – 12:00PM Location: CWPC • The Executive Board Meeting on April 23rd will also be used as a 3-Year Plan working meeting • Chrissy Gascon emailed the 3-Year Plan templates to all members on March 12th via Google Docs^h 	<ul style="list-style-type: none"> • Chrissy Gascon to email the 3-Year Plan template to all members
<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 • Please forward board approvals via email • It's that time again! Please prepare your board approvals for the 19-20 academic year. 	<p>Copy of Board approvals needed for 2018:</p> <ul style="list-style-type: none"> • OUSD – received • RSCCD – received • GGUSD – received • SAUSD – approved by board • OCDE – received 	<p>Action Item:</p> <ul style="list-style-type: none"> • All board members – please submit 2019-2020 board approvals and email to Chrissy when completed • SAUSD to email the 2018/2019 board approval to Chrissy Gascon
<p>Combined Strategy Workgroup (CSW) Location: CWPC Time: 9:00am – 11:00am Day: Second Tuesday of the month except where noted</p>	<ul style="list-style-type: none"> • Combined Strategy Workgroup next meeting is: Date: April 9th Location: CWPC Time: 9:00am – 11:00am 	
<p>Upcoming Events:</p>		
<p>Other:</p>	<ul style="list-style-type: none"> • OUSD may be moving High School from Yorba to Richland • Lincoln looking into starting a summer High School program • Can HS or AWD students attend summer classes at OEC if they are 16 or 17 years of age? • The RSAEC Executive Board meeting adjourned at 11:10am 	<ul style="list-style-type: none"> • Chrissy Gascon to find out what age students need to be to attend summer classes (HS, AWD, CTE, & Online) at OEC

Tentative Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 11:00am
2019: Tuesday, April 23; Tuesday, May 21; Tuesday, June 18