



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

**February 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, and Robin Patterson

**Members Absent:** Katy Ramezani

**Guests:** Alicia Ayers, Cheryl Broom, and Alejandra Navarro

**MINUTES**

Item	Discussion	Action
<b>Introductions</b>	<ul style="list-style-type: none"> <li>• The RSAEC Executive Board meeting <b>started at 9:00am</b></li> <li>• Introduction of Cheryl Broom, President and Alejandra Navarro, Director of Communications from Interact Communications</li> </ul>	
<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> <ul style="list-style-type: none"> <li>○ Passed by a unanimous vote</li> </ul> </li> </ul>	
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>• Minutes: November 27, 2018</li> <li>• Minutes: January 22, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• A motion to approve the November 27, 2018 minutes was made by <b>Lori Fasbinder</b> and seconded by <b>Robin Patterson</b> <ul style="list-style-type: none"> <li>○ Passed by a unanimous vote</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• A motion to approve the January 22, 2019 minutes was made by <b>Robin Patterson</b> and seconded by <b>Cathleen Corella</b> <ul style="list-style-type: none"> <li>○ Passed by a unanimous vote</li> </ul> </li> </ul>	
<p><b>Interact Marketing Proposal &amp; Presentation</b></p> <ul style="list-style-type: none"> <li>• Welcome Cheryl Broom and Alejandra Navarro</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Cheryl Broom</b> gave a presentation of the Interact Marketing Proposal</li> <li>• The Marketing Plan will begin with a Marketing Retreat <ul style="list-style-type: none"> <li>○ Approximately 25 people to attend</li> </ul> </li> <li>• Proposed Marketing Retreat dates: <ul style="list-style-type: none"> <li>○ April 17<sup>th</sup>, April 24<sup>th</sup>, or April 25<sup>th</sup></li> <li>○ Time: 8:00am to 1:00pm</li> </ul> </li> <li>• May want to have a survey or method to track “how did you hear about us” or “where did you see our ads”</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chrissy Gascon</b> to ask Mary for a Logo for Consortium (mild, medium, and hot brand)</li> <li>• <b>Chrissy Gascon</b> to ask Jeremy Collins for the URL short cut</li> <li>• <b>Members</b> to start thinking about staff to attend the Marketing Retreat</li> <li>• <b>Members</b> to inform <b>Chrissy Gascon</b> which proposed Marketing Retreat dates they can attend</li> </ul>
<p><b>Upcoming Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Feb. 15: NOVA 17-18 Attendance and Funds by Program Area – Certified and submitted to the state on 2/15/19</li> <li>• June 7: 3-year plan</li> </ul>	<ul style="list-style-type: none"> <li>• NOVA 17-18 Attendance and Funds by Program Area were certified and submitted to the State on February 15, 2019</li> <li>• 3-Year Plan is due June 7<sup>th</sup></li> <li>• Combined Strategy Workgroup (CSW) has started working on the 3-Year Plan <ul style="list-style-type: none"> <li>○ CSW Coordinators see things differently from RSAEC</li> </ul> </li> <li>• RSAEC to start working on the 3-Year Plan in April <ul style="list-style-type: none"> <li>○ Attend the CSW meetings to gain a different perspective</li> </ul> </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 <ul style="list-style-type: none"> <li>• Please forward board approvals via email</li> </ul> </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 – goes to board on Feb 2019</li> <li>• OCDE – received</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Marci Dallazen</b> to forward a copy of SAUSD board approval or status update to be emailed to <b>Chrissy Gascon</b></li> <li>• Please start preparing your board approvals for the 2019-2020 academic year</li> </ul>

<ul style="list-style-type: none"> <li>It's that time again! Please prepare your board approvals for the 19-20 academic year.</li> </ul>		
<p><b>Combined Strategy Workgroup (CSW)</b>  Location: CWPC  Time: 9:00am – 11:00am  Day: Second Tuesday of the month except where noted</p>	<ul style="list-style-type: none"> <li>The next Combined Strategy Workgroup meeting is March 12<sup>th</sup> at CWPC from 9:00am to 11:00am</li> </ul>	<ul style="list-style-type: none"> <li><b>Chrissy Gascon</b> to verify that Marci <b>Dallazen</b> is on the email list for Combined Strategy Workgroup</li> </ul>
<p><b>3-Year Plan Update</b></p> <ul style="list-style-type: none"> <li>Human Centered Design</li> <li>Logic Model</li> <li>3-5 Objectives</li> </ul>	<ul style="list-style-type: none"> <li>3-Year Plan to include Human Centered Design, Logic Model and 3-5 Objectives</li> <li>Keeping in mind the CAEP Objectives</li> <li>Human Centered Design is different from “What do students want?”</li> <li>Logic Model – input and outcomes <ul style="list-style-type: none"> <li>Cristina Gheorghe reviewed the logic model with CAEP Coordinators</li> <li>Marketing Plan – increase enrollment</li> <li>SAC – CE classes @ Lincoln Educational Center</li> <li>IELCE – How do we measure?</li> </ul> </li> <li>May want to start with overall vision and goals to start 3-Year Plan <ul style="list-style-type: none"> <li>3-5 goals/objectives</li> </ul> </li> </ul>	
<p><b>Upcoming Events:</b></p>		
<p><b>Other:</b></p>	<ul style="list-style-type: none"> <li>The RSAEC Executive Board meeting <b>adjourned at 11:10am</b></li> </ul>	
<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>2019:</b> Tuesday, March 26; Tuesday, April 23; Tuesday, May 28; Tuesday, June 25</p>		