



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

**April 23, 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

**MINUTES**

Item	Discussion	Action
<b>Introductions</b>	<ul style="list-style-type: none"> <li>The RSAEC Executive Board meeting <b>started at 9:10AM</b></li> <li>No Introductions</li> </ul>	
<b>Approval of agenda</b>	<ul style="list-style-type: none"> <li>A motion to approve the agenda was made by <b>Katy Ramezani</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: March 26, 2019</li> </ul>	<ul style="list-style-type: none"> <li>A motion to approve the minutes with minor corrections was made by <b>Robin Patterson</b> and seconded by <b>Geoff Henderson</b> <ul style="list-style-type: none"> <li>Passed by a unanimous vote</li> </ul> </li> </ul>	
<b>Interact Marketing Retreat</b> <ul style="list-style-type: none"> <li>Scheduled for Thursday, April 25</li> <li>8:00AM-1:30PM</li> <li>CWPC</li> <li>Continental Breakfast and Lunch will be served</li> </ul>	<ul style="list-style-type: none"> <li>The Interact Marketing Retreat is scheduled for Thursday, April 25<sup>th</sup> from 8:00AM-1:30PM at CWPC</li> <li>A continental breakfast and lunch will be served</li> </ul>	

<p><b>Upcoming Deliverables:</b></p> <ul style="list-style-type: none"> <li>• May 2: CFAD for 2019-2020 due</li> <li>• June 1: Q3 member expenses due in NOVA</li> <li>• June 7: 3-year plan due in NOVA</li> </ul>	<ul style="list-style-type: none"> <li>• May 2: CFAD for 2019-2020 due</li> <li>• June 1: Q3 member expenses due in NOVA</li> <li>• June 7: 3-year plan due in NOVA</li> </ul>	
<p><b>Voting Items: CFAD Consortium Fund Administration Declaration</b></p> <ul style="list-style-type: none"> <li>• Executive Board members (only) will vote to approve the 2019-2020 CFAD</li> <li>• Approval must be unanimous for changes to occur <ul style="list-style-type: none"> <li>• CHANGE: Additional \$6,013 to GGAE from RSCCD</li> </ul> </li> <li>• New COLA split= <ul style="list-style-type: none"> <li>• RSCCD: \$100,000</li> <li>• GGAE: \$58,675</li> <li>• OUSD: \$243</li> </ul> </li> <li>• See attached NOVA document for full details</li> </ul>	<p><b>Proposal 1: RSAEC's 2019-2020 CFAD</b></p> <ul style="list-style-type: none"> <li>• Vote to approve the same base funding to each member agency based on the 2018-2019 allocation percentages <ul style="list-style-type: none"> <li>○ A motion to approve the same base funding to each member agency based on the 2018-2019 allocation percentages was made by <b>Robin Patterson</b> and seconded by <b>Cathleen Corella</b></li> <li>○ Passed by a unanimous vote</li> </ul> </li> <li>• Vote to approve a shift in funds of an additional \$6,103 from RSCCD to GGUSD taken from the additional COLA allocation <ul style="list-style-type: none"> <li>○ A motion to approve a shift in funds of an additional \$6,103 from RSCCD to GGUSD taken from the additional COLA allocation was made by <b>Lori Fasbinder</b> and seconded by <b>Marci Dallazen</b></li> <li>○ Passed by a unanimous vote</li> </ul> </li> <li>• Vote to approve the total CAEP funding as written in the 2019-2020 CFAD <ul style="list-style-type: none"> <li>○ A motion to approve the total CAEP funding as written in the 2019-2020 COLA was made by <b>Lori Fasbinder</b> and seconded by <b>Robin Patterson</b></li> <li>○ Passed by a unanimous vote</li> </ul> </li> </ul> <p><b>Proposal 2: RSCCD's 2019-2020 COLA</b></p> <ul style="list-style-type: none"> <li>• Vote to approve the allocation of RSCCD's 2019-2020 COLA <ul style="list-style-type: none"> <li>○ A motion to approve the allocation of RSCCD's 2019-2020 CFAD was made by <b>Robin Patterson</b> and seconded by <b>Cathleen Corella</b></li> <li>○ Passed by a unanimous vote</li> </ul> </li> </ul>	

<p><b>May 28 Executive Board Meeting</b></p> <ul style="list-style-type: none"> <li>Rescheduled to May 21</li> </ul>	<ul style="list-style-type: none"> <li>3-Year Planning Meetings <ul style="list-style-type: none"> <li>May 6<sup>th</sup> 9:00AM-12:00PM at CWPC</li> <li>May 7<sup>th</sup> 9:00AM-12:00PM at CWPC</li> <li>May 13<sup>th</sup> 9:00AM-12:00PM at CWPC</li> </ul> </li> <li>Next Executive Board Meeting <ul style="list-style-type: none"> <li>Rescheduled to May 21<sup>st</sup></li> <li>Designated to finish the 3-Year Plan</li> <li>Meeting may go longer than usual</li> </ul> </li> </ul>	
<p><b>3-Year Plan Update</b></p> <ul style="list-style-type: none"> <li>Executive Board members met on Monday, April 8 and worked on the executive summary</li> <li>CAEP coordinators are working on the Logic Model</li> <li>Cristina Gheorghe is researching and contributing data</li> </ul>	<ul style="list-style-type: none"> <li>Executive Board members met on Monday, April 8 and worked on the executive summary</li> <li>CAEP coordinators are working on the Logic Model</li> <li>Cristina Gheorghe is researching and contributing data <ul style="list-style-type: none"> <li>May need data from <b>Robin Patterson</b> and <b>Cathleen Corella</b></li> </ul> </li> </ul>	<p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>All board members who have time to participate in the 3-Year Plan are invited to help in the planning.</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, 2019 <ul style="list-style-type: none"> <li>Please forward board approvals via email</li> </ul> </li> </ul>	<p>Copy of Board approvals needed for 2019:</p> <ul style="list-style-type: none"> <li>OUSD – New member</li> <li>RSCCD – New member</li> <li>GGUSD – Received</li> <li>SAUSD</li> <li>OCDE – New member</li> </ul>	<p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>All board members – please submit 2019-2020 board approvals and email to <b>Chrissy Gascon</b> when completed</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>	<p><b>Combined Strategy Workgroup (CSW)</b></p> <ul style="list-style-type: none"> <li>Next meeting is May 14<sup>th</sup> from 9:00AM-11:00AM at CWPC</li> </ul>	<ul style="list-style-type: none"> <li>All board members who have time to participate in the 3-Year Plan are invited to help in the planning</li> </ul>
<p><b>Upcoming Events:</b></p> <ul style="list-style-type: none"> <li>WORKCON: May 15-17 Garden Grove, CA</li> <li>CASAS Summer Institute: June 11-13 Anaheim, CA</li> <li>AEBGTAP Webinars – please check the website for more details</li> </ul>	<p><b>Upcoming Events</b></p> <ul style="list-style-type: none"> <li>WORKCON: May 15-17 Garden Grove, CA</li> <li>CASAS Summer Institute: June 11-13 Anaheim, CA <ul style="list-style-type: none"> <li>Kathleen and Ray (GGUSD) are attending CASAS</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Chrissy Gascon and Angela Guevara are presenting Adults with Disabilities at CASAS</li> <li>● AEBGTAP Webinars are still being offered, please check the website for more details</li> </ul>	
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>● New calendar dates for 2019-2020 needed</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Lori Fasbinder</b> and <b>Katy Ramezani</b> will be leaving the RSAEC Executive Board – CAEP at the end of the fiscal year <ul style="list-style-type: none"> <li>○ RSCCD will appoint Joanne Armstrong for 2019-2020</li> <li>○ OCDE will appoint Fatinah Judeah for 2019-2020</li> </ul> </li> <li>● <b>Chrissy Gascon</b> will be out from May 23, 2019 to June 3, 2019</li> <li>● Meeting <b>adjourned at 9:45AM</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></p> <p><b>2019:</b> Tuesday, May 21, Tuesday, June 18</p>		