



**Combined Strategy Workgroup – California Adult Education Program (CAEP)**

**April 9, 2019 9:00am – 11:00am**

**Location: College and Workforce Preparation Center  
1572 N. Main Street, Orange, CA 92867**

**Present:** Joanne Armstrong, Alicia Ayers, Chrissy Gascon, Cristina Gheorghe, Angela Guevara, Raymond Hernandez, Donna Khalid, Elaine Pham, Eden Quimzon, and John Tashima

**MINUTES**

Item	Discussion	Action
<b>Introductions:</b> <ul style="list-style-type: none"> <li>New members/guests</li> </ul>	<ul style="list-style-type: none"> <li>Joanne Armstrong - Dean, Instruction &amp; Student Services</li> </ul>	
<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>March 12, 2019</li> </ul>	Approval of Minutes <ul style="list-style-type: none"> <li><b>Angela Guevara</b> moved</li> <li><b>Donna Khalid</b> seconded</li> <li>Approved unanimously with minor changes</li> </ul>	
<b>Marketing Plan</b> <ul style="list-style-type: none"> <li>RSAEC will be working with Interact on a new marketing plan for 2019</li> <li>Up to \$200,000 in approved funds</li> </ul> <b>Update:</b> <ul style="list-style-type: none"> <li>Retreat scheduled for April 25</li> <li>Need 5 students for panel</li> <li>Hoping for a July 1 kick-off</li> </ul>	<b>Marketing Plan</b> <ul style="list-style-type: none"> <li>RSAEC will be working with Interact on a new marketing plan for 2019</li> <li>Up to \$200,000 in approved funds</li> </ul> <b>Update:</b> <ul style="list-style-type: none"> <li>Retreat scheduled for April 25</li> <li>Need 5 students for panel               <ul style="list-style-type: none"> <li><b>John Tashima</b> – ABE/ESL Student</li> <li><b>Eden Quimzon</b> – ESL Student</li> <li><b>Osiel Madrigal /Daniel Oase</b> – CTE Student</li> </ul> </li> <li>Hoping for a July 1<sup>st</sup> kick-off</li> </ul>	

<p><b>Upcoming RSAEC Executive Meetings:</b></p> <ul style="list-style-type: none"> <li>• Next meeting: Tuesday, April 23</li> <li>• Meeting Location: CWPC</li> <li>• Please submit agenda or proposal items by Friday, April 12</li> </ul>	<ul style="list-style-type: none"> <li>• Next RSAEC Executive Meeting is at CWPC on Tuesday, April 23 at 9:00am <ul style="list-style-type: none"> <li>○ They will be voting on CFAD</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Please submit agenda or proposal items by Friday, April 12<sup>th</sup></li> </ul>
<p><b>Upcoming CAEP 2019 Releases &amp; Deliverables</b></p> <ul style="list-style-type: none"> <li>• 19-20 Preliminary Allocations <ul style="list-style-type: none"> <li>• Released: Feb 28, 2019</li> <li>• New COLA allocation to RSAEC = \$158,918</li> </ul> </li> <li>• Consortium Fiscal Administration Declaration (CFAD) due May 2, 2019</li> <li>• Three-Year Plan <ul style="list-style-type: none"> <li>• Due: June 7, 2019</li> </ul> </li> </ul>	<p><b>Upcoming CAEP 2019 Releases &amp; Deliverables</b></p> <ul style="list-style-type: none"> <li>• 19-20 Preliminary Allocations <ul style="list-style-type: none"> <li>○ Released: Feb 28, 2019</li> <li>○ New COLA allocation to RSAEC = \$158,918</li> </ul> </li> <li>• Consortium Fiscal Administration Declaration Due: May 2, 2019</li> <li>• Three-Year Plan Due: June 7, 2019</li> </ul>	
<p><b>CAEP Objectives and the 3-Year Plan:</b> Please refer to handouts:</p> <ul style="list-style-type: none"> <li>• CAEP 3-year plan info</li> <li>• 2019-2022 Three-Year Planning Guidance</li> <li>• 2019-2022 Three-Year Planning Template</li> </ul>	<p><b>CAEP Objectives and the 3-Year Plan:</b></p> <ul style="list-style-type: none"> <li>• We exceeded the goals in the last 3-Year Plan</li> <li>• Please refer to the following handouts: <ul style="list-style-type: none"> <li>○ CAEP 3-year plan info</li> <li>○ 2019-2022 Three-Year Planning Guidance</li> <li>○ 2019-2022 Three-Year Planning Template</li> </ul> </li> </ul>	
<p><b>3-Year Planning: Group Work</b></p> <ul style="list-style-type: none"> <li>• Figure 1: Logic Model</li> <li>• Table 3: Progress Indicators</li> <li>• Table 1: Regional Service Providers</li> </ul>	<ul style="list-style-type: none"> <li>• Formed 2 Workgroups to work on: <ul style="list-style-type: none"> <li>○ Figure 1: Logic Model</li> <li>○ Table 3: Progress Indicators</li> <li>○ Table 1: Regional Service Providers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Please submit your Logic Model, Progress Indicators, and Regional Service Providers to <b>Chrissy Gascon</b></li> </ul>
<p><b>Next Meeting(s):</b></p> <ul style="list-style-type: none"> <li>• Tuesday, May 14: 3-year planning</li> <li>• Plan Due: June 7, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• Next Meeting is at CWPC on Tuesday, May 14<sup>th</sup> at 9:00am <ul style="list-style-type: none"> <li>○ Working on the 3-Year Plan, which is due June 7, 2019</li> </ul> </li> </ul>	
<p><b>Other:</b></p>		
<p><b>Future Meetings:</b></p> <p><b>All meetings will be held at CWPC from 9:00am – 11:00am, unless otherwise noted.</b></p> <p><b>SPRING 2019:</b> Tuesday, May 14</p> <p><b>SUMMER 2019:</b> (June &amp; July: No meetings due to faculty being off-contract)</p>		