



Combined Strategy Workgroup – California Adult Education Program (CAEP)
May 14, 2019 9:00am – 11:00am

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

Present: Alicia Ayers, Susan Garnett, Chrissy Gascon, Cristina Gheorghe, Angela Guevara, Raymond Hernandez, Donna Khalid, Lori Fasbinder, Osiel Madrigal, Daniel Oase, Robin Patterson, Elaine Pham, John Tashima, and Merari Weber

MINUTES

Item	Discussion	Action
Introductions: <ul style="list-style-type: none"> New members/guests 	<ul style="list-style-type: none"> N/A 	
Approval of Minutes <ul style="list-style-type: none"> April 9, 2019 	Approval of Minutes <ul style="list-style-type: none"> Donna Khalid moved Angela Guevara seconded Abstention received from Susan Garnett, Daniel Oase, and Merari Weber Approved unanimously by all others present 	
Marketing Plan Update: <ul style="list-style-type: none"> Photography Week: June 3-6 Need reps for each site Photo releases in advance If classes are not in session – possibly stage Website in development – Howard is working on the landing pages 	Marketing - Photography Week <ul style="list-style-type: none"> Photography Week is June 3-6 from 8:00AM–8:00PM <ul style="list-style-type: none"> June 3 – GGAE June 4 – CEC and SAC June 5 – SCC, REM, and OUSD June 6 – CWPC and CHAP Representatives are needed for each site There will be scheduled breaks for Interact Interact Photo Waivers will need to be completed for each person 	<ul style="list-style-type: none"> Existing stock photos or photos with releases should be forwarded to Chrissy Gascon Chrissy Gascon to contact Nicole at SAC for stock photos that have releases

	<ul style="list-style-type: none"> • Minors are only allowed in the pictures if the waiver form is signed by their parent/guardian • May want to stage the classroom if classes are not in session • Tons of photos will be taken but we will only be choosing 50 photos <p>Marketing - Website</p> <ul style="list-style-type: none"> • Howard Chau presented a peview of the website currently in development <ul style="list-style-type: none"> ○ RSAEC.EDU ○ Daniel Oase asked for social media chiclets on each site page ○ GGAE does not have any stock photos 	
<p>Upcoming RSAEC Executive Meetings:</p> <ul style="list-style-type: none"> • Next meeting: Tuesday, May 21 • Meeting Location: CWPC • Please submit agenda or proposal items by Friday, May 17 	<p>Upcoming RSAEC Executive Meetings:</p> <ul style="list-style-type: none"> • The next meeting is Tuesday, May 21 at CWPC • Please submit agenda or proposal items by Friday, May 17 	
<p>CAEP 2019 Releases & Deliverables</p> <ul style="list-style-type: none"> • 19-20 Preliminary Allocations <ul style="list-style-type: none"> • Allocations have changed due to a decrease in the COLA on the Governor’s May revise • The State will update the CFADs and the Exec Committee will need to vote a 2nd time to approve and certify – should not be significant • Three-Year Plan <ul style="list-style-type: none"> • Due: June 7, 2019 	<p>CAEP 2019 Releases & Deliverables</p> <ul style="list-style-type: none"> • 19-20 Preliminary Allocations <ul style="list-style-type: none"> ○ Allocations have changed due to a decrease in the COLA on the Governor’s May revise • The State will update the CFADs and the Exec Committee will need to vote a 2nd time to approve and certify – should not be significant • Three-Year Plan is due June 7, 2019 	
<p>CAEP Objectives and the 3-Year Plan: Please refer to handouts from last meeting:</p> <ul style="list-style-type: none"> • CAEP 3-year plan info • 2019-2022 Three-Year Planning Guidance • 2019-2022 Three-Year Planning Template 	<p>CAEP Objectives and the 3-Year Plan: Please refer to handouts from last meeting:</p> <ul style="list-style-type: none"> • CAEP 3-year plan info • 2019-2022 Three-Year Planning Guidance • 2019-2022 Three-Year Planning Template 	

3-Year Planning: Group Work <ul style="list-style-type: none"> • Figure 1: Logic Model • Table 3: Progress Indicators • Table 1: Regional Service Providers 	3-Year Planning: Group Work <ul style="list-style-type: none"> • Broke into workgroups to complete: <ul style="list-style-type: none"> ○ Figure 1: Logic Model ○ Table 3: Progress Indicators ○ Table 1: Regional Service Providers 	
Next Meeting(s): <ul style="list-style-type: none"> • September 2019 – Dates to be Determined 	<ul style="list-style-type: none"> • The next meeting will be in September 2019 – date to be determined 	
Other:	<ul style="list-style-type: none"> • N/A 	
Future Meetings: All meetings will be held at CWPC from 9:00am – 11:00am, unless otherwise noted. SUMMER 2019: (June & July: No meetings due to faculty being off-contract) FALL 2019: The next meeting will be held in September 2019 – date to be determined.		