



Building Skills, Advancing Careers

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

**DATE: August 27, 2019**

**TIME: 9:00am – 11:00am**

**College and Workforce Preparation Center**

**1572 N. Main Street, Orange, CA 92867**

**(714) 628-5999**

**Members Present:** Joanne Armstrong, Chrissy Gascon (Executive Director), Lisa Green, Geoff Henderson, and Robin Patterson,

**Members Absent:** Marci Dallazen and Fatinah Judeh

**Guests:** Alicia Ayers and Cristina Gheorghe

**MINTUES**

Item	Discussion	Action
<b>Introductions</b>	<ul style="list-style-type: none"> <li>• The RSAEC Executive Board meeting <b>started at 9:05AM</b></li> <li>• Introduction of Lisa Green</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>Lisa Green</b></li> <li>• Passed by a unanimous vote</li> </ul>	
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>• Minutes: June 18, 2019</li> <li>• Minutes: July 23, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• A motion to approve the June 18, 2019 minutes was made by <b>Geoff Henderson</b> and seconded by <b>Robin Patterson</b></li> <li>• Passed by a unanimous vote</li> <li>• A motion to approve the July 23, 2019 minutes was made by <b>Geoff Henderson</b> and seconded by <b>Robin Patterson</b></li> <li>• Passed by a unanimous vote</li> </ul>	

<p><b>Interact Marketing Update</b></p> <ul style="list-style-type: none"> <li>• Overview of the RSAEC landing page</li> <li>• Update on the social media campaign launch</li> <li>• New RSAEC logo and tagline</li> </ul>	<ul style="list-style-type: none"> <li>• Overview of the new RSAEC landing page was given by Chrissy Gascon <ul style="list-style-type: none"> <li>○ Add Clinton Corner to location page</li> <li>○ Lisa Green to verify location name (Parkside or Alternative Ed)</li> <li>○ Add link to consortium on each web page for members</li> <li>○ Robin Patterson to submit GGUSD photos for website</li> </ul> </li> <li>• Update was given on the social media campaign launch <ul style="list-style-type: none"> <li>○ Geofencing</li> </ul> </li> <li>• Chrissy Gascon showed a couple of new logos and tag lines to the consortium.</li> <li>• A motion to approve the new logo (up arrow) and color was made by <b>Geoff Henderson</b> and seconded by <b>Robin Patterson</b></li> <li>• Passed by a unanimous vote</li> <li>• A motion to approve new tagline “Building Skills &amp; Advancing Careers “ was made by <b>Lisa Green</b> and seconded by <b>Robin Patterson</b></li> <li>• Passed by a unanimous vote</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Lisa Green</b> to verify location name (Parkside or Alternative Ed)</li> <li>• <b>Chrissy Gascon</b> to ask Howard Chau to add a link to consortium on each web page</li> <li>• <b>Robin Patterson</b> to submit GGUSD photos for website</li> </ul>
<p><b>Upcoming Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <b>August 26:</b> Data and Accountability close out and Practice with Promise due</li> <li>• <b>August 30:</b> 2019-2020 Annual Plan due in NOVA (must be approved by RSAEC by quorum)</li> <li>• <b>September 1:</b> 17/18 and 18/19 Member Expense Report due in NOVA (Q4)</li> <li>• <b>September 1:</b> July 1, 2018 to June 30, 2019 expenses by program area due (estimates only) in NOVA</li> </ul>	<ul style="list-style-type: none"> <li>• Please review the upcoming deliverable dates: <ul style="list-style-type: none"> <li>○ <b>August 26:</b> Data and Accountability close out and Practice with Promise due</li> <li>○ <b>August 30:</b> 2019-2020 Annual Plan due in NOVA (must be approved by RSAEC by quorum)</li> <li>○ <b>September 1:</b> 17/18 and 18/19 Member Expense Report due in NOVA (Q4)</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>• <b>September 30:</b> End of (Q1)</li> <li>• <b>September 30:</b> 17/18 and 18/19 Member Expense Report certified by consortia in NOVA (Q4)</li> <li>• <b>September 30:</b> Member Program Year Budget and Work Plan due in NOVA</li> </ul>	<ul style="list-style-type: none"> <li>○ <b>September 1:</b> July 1, 2018 to June 30, 2019 expenses by program area due (estimates only) in NOVA</li> <li>○ <b>September 30:</b> End of (Q1)</li> <li>○ <b>September 30:</b> 17/18 and 18/19 Member Expense Report certified by consortia in NOVA (Q4)</li> <li>○ <b>September 30:</b> Member Program Year Budget and Work Plan due in NOVA</li> </ul>	
<p><b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>• Annual Plan</li> <li>• Expenses by Program Area</li> <li>• Budget and Work Plan</li> <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>	<ul style="list-style-type: none"> <li>• Discussed the Annual Plan, Expenses by Program Area, and the Budget and Work Plan which are due in NOVA.</li> </ul> <p>Copy of Board approvals needed for 2019:</p> <ul style="list-style-type: none"> <li>• OUSD</li> <li>• RSCCD - received</li> <li>• GGUSD - received</li> <li>• SAUSD</li> <li>• OCDE</li> </ul>	
<p><b>Voting Items:</b></p> <p>Vote to approve: The 2019-2020 RSAEC Annual Plan</p> <ul style="list-style-type: none"> <li>• See attachment</li> </ul> <p>Vote to approve: The re-disbursement of funds from the 2019-2020 salaries of Alicia Ayers and Daniel Oase who will be working on the Online Grant during the 2019-2020 fiscal year only. CAEP allocated funds will be used to support curriculum development, support services and support staff.</p> <ul style="list-style-type: none"> <li>• See attachment</li> </ul>	<ul style="list-style-type: none"> <li>• A motion to approve the 2019-2020 RSAEC Annual Plan was made by <b>Joanne Armstrong</b> and seconded by <b>Robin Patterson</b></li> <li>• Passed by a unanimous vote</li> <li>• A motion to approve the 2019-2020 salaries of Alicia Ayers and Daniel Oase who will be working on the \$500,000 Online Grant was made by <b>Robin Patterson</b> and seconded by <b>Joanne Armstrong</b></li> <li>• Passed by a unanimous vote</li> </ul>	

<p><b>Combined Strategy Workgroup (CSW)</b></p> <ul style="list-style-type: none"> <li>• Will resume on September 10</li> <li>• Meetings will be 2<sup>nd</sup> Tuesday of the month unless there is a holiday conflict</li> </ul>	<ul style="list-style-type: none"> <li>• The next CSW meeting will be at 9:00AM on September 10, 2019 at CWPC in classroom 113</li> </ul>	
<p><b>Upcoming Events:</b></p> <p>CAEP Director's Meeting in Sacramento</p> <ul style="list-style-type: none"> <li>• Chrissy will attend (mandatory)</li> <li>• Friday, September 27, 2019</li> </ul> <p>CAEP Summit at the Hyatt Regency Orange County</p> <ul style="list-style-type: none"> <li>• New fee: \$295 per person</li> <li>• Must have pin to register: RSAEC was given 10 pins</li> <li>• Date: October 29-30, 2019</li> </ul> <p>AEBGTAP Webinars – please check the website for more details</p>	<ul style="list-style-type: none"> <li>• Members attending CAEP Summit at the Hyatt Regency in Orange County: <ul style="list-style-type: none"> <li>○ Chrissy Gascon</li> <li>○ Joanne Armstrong</li> <li>○ Marci Deloi-Dallazen</li> <li>○ Robin Patterson</li> <li>○ Ray Hernandez</li> <li>○ Merari Weber</li> <li>○ Rita Van Dyke-Kao</li> <li>○ <b>3 open spots</b></li> </ul> </li> </ul>	
<p><b>Other:</b></p>	<ul style="list-style-type: none"> <li>• A log was passed around for all members to list their phone numbers</li> <li>• The RSAEC Executive Board meeting was <b>adjourned at 12:00PM</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chrissy Gascon</b> to bring the OCTA Bus Pass that will contain usage, fees, and number of students to the next meeting.</li> </ul>
<p><b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 11:00am</b></p> <ul style="list-style-type: none"> <li>• <b>2019:</b> Tuesday, September 24; Tuesday, October 22; Tuesday, November 19*;</li> <li>• Tuesday, December 17* (* 3<sup>rd</sup> Tuesday due to holiday schedule)</li> <li>• <b>2020:</b> Tuesday, January 28; Tuesday, February 25; Tuesday, March 24; Tuesday, April 28; Tuesday, May 26; Tuesday, June 23</li> </ul>		