



Building Skills, Advancing Careers

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

**DATE: November 19, 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, Fatimah Judeh, Ryan Murray, and Robin Patterson

**Members Absent:**

**Guests:** Cristina Gheorghe

**MINUTES**

Item	Discussion	Action
<p><b>Introductions</b></p>	<ul style="list-style-type: none"> <li>The RSAEC Executive Board meeting <b>started at 9:05AM</b></li> </ul>	
<p><b>Approval of agenda</b></p>	<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>	
<p><b>Approval of consent agenda</b></p> <ul style="list-style-type: none"> <li>Minutes: September 24, 2019</li> </ul>	<ul style="list-style-type: none"> <li>A motion to approve the September 24, 2019 minutes 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>Interact Marketing Update</b></p> <ul style="list-style-type: none"> <li>Radio Ads starting soon in Vietnamese and Spanish for ESL</li> <li>Bus ads starting soon for AWD and ESL</li> <li>YouTube video starting soon for CTE</li> <li>Facebook and Instagram ads starting soon for HSS, AWD, CTE and general</li> <li>Next up: Peach Jar &amp; retargeting ads</li> </ul>	<ul style="list-style-type: none"> <li>Chrissy showed the revised ads and gave timeline input</li> <li>Committee made suggestions to improve ads                             <ul style="list-style-type: none"> <li>Longer time to read the text in the YouTube video ads</li> <li>Movement of words makes it difficult to read</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Less text to allow for more time</li> </ul>	
<p><b>Voting Items:</b></p> <ul style="list-style-type: none"> <li>• Revise the approved hiring of two ABE/HSS Instructional Assistants (IA) for Adults with Disabilities at SCC [approved 12/14/15]. Currently, the position requires the IA to meet the DSPS minimum qualifications (MQ). The HSS Dept. has requested to change the MQs to a HSS program area so that the IAs are informed on the subject matter that they are assisting with. DSPS will become the desired qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• The revision of the approved hiring of two ABE/HSS Instructional Assistants (IA) for Adults with Disabilities was approved so that they can be hired without the AWD minimum qualifications.</li> <li>• A motion to approve the revision was made by Lisa Green and seconded by Robin Patterson.</li> <li>• Passed by a unanimous vote.</li> </ul>	
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Governance Documents</li> <li>• RSAEC's governance documents were written during the transition from AB86 to AB104 in 2015-2016.</li> <li>• Voting member discussion on possibility of revising the documents and adding by-laws if deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Chrissy pulled up the NOVA Fiscal reports for review.</li> <li>• All members receiving funds will need to submit attendance hours and expenses by program area and hit the submit button.</li> <li>• Chrissy will certify by December 1, 2019.</li> </ul>	<ul style="list-style-type: none"> <li>• Please send Chrissy a confirmation when you have submitted your finalized numbers so that she can certify by the December 1 deadline.</li> </ul>
<p><b>Upcoming Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <b>Dec 1:</b> 17/18 and 18/19 and 19/20 Member Expense Report due in Nova (Q1)</li> <li>• <b>Dec 1:</b> July 1, 2018 to June 30, 2019 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium</li> <li>• <b>Dec 31:</b> 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q1)</li> <li>• <b>Dec 31:</b> End of Q2</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</li> <li>• Please forward board approvals via email</li> </ul>	<p>Copy of Board approvals needed for 2019:</p> <ul style="list-style-type: none"> <li>• OUSD - received</li> <li>• RSCCD - received</li> <li>• GGUSD - received</li> <li>• SAUSD - received</li> <li>• OCDE - received</li> </ul>	
<p><b>Combined Strategy Workgroup (CSW)</b></p> <ul style="list-style-type: none"> <li>• Next meeting is December 10<sup>th</sup></li> <li>• Meetings will be 2<sup>nd</sup> Tuesday of the month unless there is a holiday conflict</li> </ul>		
<p><b>Upcoming Events:</b> [Please note: All events require pre-registration.]</p> <ul style="list-style-type: none"> <li>• <b>November 20, 2019</b> <u>Effective Vocabulary Instruction</u> 01:00 PM - 02:00 PM</li> <li>• <b>November 21, 2019</b> <u>San Bernardino: CAEP Data and Accountability Road Show</u> 09:00 AM - 12:00 PM</li> <li>• <b>December 11, 2019</b></li> <li>• <u>NEW! OTAN Website Live Demonstration and Resources</u> 12:00 PM - 01:00 PM</li> </ul>		<ul style="list-style-type: none"> <li>• Chrissy will email the information on the Google Apps workshop to the committee members.</li> </ul>
<p><b>Other:</b></p>	<p>The RSAEC Executive Board meeting was <b>adjourned at 10:20AM</b></p>	
<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, 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>		