



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

DATE: February 25, 2020

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, Fatinah Judeh, Ryan Murray, and Robin Patterson

Members Absent: N/A

Guests: Susan Garnett and Cristina Gheorghe

MINUTES

Item	Discussion	Action
Introductions	<ul style="list-style-type: none"> The RSAEC Executive Board meeting started at 9:00am 	
Approval of agenda	<ul style="list-style-type: none"> A motion to approve the agenda was made by Joanne Armstrong and seconded by Robin Patterson Passed by a unanimous vote <ul style="list-style-type: none"> Lisa Green was not present for the approval of the agenda 	
Approval of consent agenda <ul style="list-style-type: none"> Minutes: December 17, 2019 	<ul style="list-style-type: none"> A motion to approve the minutes was made by Robin Patterson and seconded by Fatinah Judeh Passed by a unanimous vote <ul style="list-style-type: none"> Lisa Green was not present for the approval of the consent agenda 	
CAEP Strategy Workgroup Report on Annual Goals <ul style="list-style-type: none"> Guest speaker: Sue Garnett Integrated Education Update 	<ul style="list-style-type: none"> Sue Garnett was the guest speaker for Integrated Education and gave an update on the annual goals and: <ul style="list-style-type: none"> Defined Integrated Education 	

	<ul style="list-style-type: none"> ▪ New goal to start from the CTE point of view ▪ Successes 	
Interact Marketing Update <ul style="list-style-type: none"> • Interact Update • Current Metrics • YouTube Video Narrative Drafts 	<ul style="list-style-type: none"> • Listed and discussed all updates for campaign from November 2019 – January 2020 <ul style="list-style-type: none"> ▪ This included bus/radio ads, Instagram, Facebook, YouTube, PPC, Geo Fencing, and PeachJar ads 	
Discussion and Review: <ul style="list-style-type: none"> • Governance Documents • Organizational Chart 	<ul style="list-style-type: none"> • A motion to approve the Governance Document was made by Joanne Armstrong and seconded by Robin Patterson <ul style="list-style-type: none"> ▪ Passed by a unanimous vote • A motion to approve the Organization Chart was made by Robin Patterson and seconded by Lisa Green <ul style="list-style-type: none"> ▪ Passed by a unanimous vote 	
Upcoming Deliverables: <ul style="list-style-type: none"> • March 1: Q2 Member Expense Report due in Nova • March 31: Q2 Member Expense Report certified by Consortia in NOVA • March 31: 17-18 Member Closeout due • March 31: End of Q3 	Upcoming Deliverables: <ul style="list-style-type: none"> • March 1: Q2 Member Expense Report due in Nova • March 31: Q2 Member Expense Report certified by Consortia in NOVA • March 31: 17-18 Member Closeout due • March 31: End of Q3 	
Discussion Items: <ul style="list-style-type: none"> • Voting Members: Must be board approved for the new fiscal year starting July 1, 2020 <ul style="list-style-type: none"> • Please forward board approvals via email 	Copy of Board approvals needed for 2020: <ul style="list-style-type: none"> • OUSD - • RSCCD - • GGUSD - • SAUSD - • OCDE - 	

<p>Combined Strategy Workgroup (CSW)</p> <ul style="list-style-type: none"> • Next meeting is Tuesday, March 10th • Meetings will be 2nd Tuesday of the month unless there is a holiday conflict 	<ul style="list-style-type: none"> • The next Combined Strategy Workgroup (CSW) meeting will be held at CWPC on March 10th at 9:00am 	
<p>Upcoming Events: [Please note: All events require pre-registration.]</p> <ul style="list-style-type: none"> • March 6: CAEP Fiscal Update https://register.caladulthood.org/index.cfm?fuseaction=eventList 	<ul style="list-style-type: none"> • The CAEP Fiscal Update will be held on March 6th and requires pre-registration at: https://register.caladulthood.org/index.cfm?fuseaction=eventList 	
<p>Other:</p>	<ul style="list-style-type: none"> • The RSAEC Executive Board meeting was adjourned at 11:00am 	
<p>Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 11:00am</p> <ul style="list-style-type: none"> • 2020: Tuesday, March 24; Tuesday, April 28; Tuesday, May 26; Tuesday, June 23 		