



Building Skills, Advancing Careers

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

DATE: July 28, 2020

TIME: 9:00am – 11:00am

~~College and Workforce Preparation Center~~

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

~~(714) 628-5999~~

Due to COVID-19, meetings for the 20-21 academic year have been moved to ZOOM.

Members Present: Chrissy Gascon (Executive Director), Lisa Green, Geoff Henderson, M'Liss Patterson, and Eden Quimzon

Members Absent: Fatinah Judeh and Ryan Murray

Guests: Alicia Ayers and Cristina Gheorghe

MINUTES

Item	Discussion	Action
Introductions	The RSAEC Executive Board meeting started at 9:05am	
Approval of agenda	<ul style="list-style-type: none"> A motion to approve the agenda was made by Lisa Green and seconded by Eden Quimzon Passed by a unanimous vote 	
Approval of consent agenda <ul style="list-style-type: none"> Minutes: 5.26.2020 Minutes: 6.1.2020 	<ul style="list-style-type: none"> A motion to approve the minutes for May 26, 2020 was made by M'Liss Patterson and seconded by Lisa Green Passed by a unanimous vote A motion to approve the minutes for June 1, 2020 was made by M'Liss Patterson and seconded by Eden Quimzon Passed by a unanimous vote 	

<p>CAEP 2020-2021 Annual Plan</p> <ul style="list-style-type: none"> • Discussion • New items include RSAEC response to COVID-19 and Black Lives Matter • Annual Plan strategies will be used in the upcoming Annual Budget due in October 	<ul style="list-style-type: none"> • Discussed the 2020-2021 Annual Plan • New items include RSAEC response to COVID-19 and Black Lives Matter • Annual Plan strategies will be used in the upcoming Annual Budget due in October 	
<p>Vote on CAEP 2020-2021 Annual Plan</p> <ul style="list-style-type: none"> • Vote to approve the 2020-2021 Rancho Santiago Adult Education Consortium Annual Plan • Must have Executive Committee quorum • All members must approve electronically in NOVA • Executive Director will certify and submit to the state by August 15, 2020 	<ul style="list-style-type: none"> • A motion to approve the CAEP 2020-2021 Annual Plan with minor updates and edits was made by Eden Quimzon and seconded by Lisa Green Passed by a unanimous vote • The Executive Director, Chrissy Gascon, to certify and submit the CAEP 2020-2021 Annual Plan to the state by August 15, 2020 	
<p>Vote on 20-21 Marketing Campaign for RSCCD</p> <ul style="list-style-type: none"> • Up to \$250,000 which will include \$125,000 for each college to do direct targeted marketing • Explanation: RSCCD will enter into a contract with Interact Marketing for \$250,000 to increase marketing to RSCCD potential students. The goal is to increase student enrollment that has been directly impacted by COVID-19. <p>Please see Interact Agreement and menu of options for more details</p>	<ul style="list-style-type: none"> • The 2020-2021 Marketing Campaign for RSCCD is for both SCC/OEC and SAC/CEC • Chrissy Gascon reviewed the marketing materials, which included: Peach Jar, radio ads, flyers, bus ads, and social media • It is possible to monitor the number of clicks on the ads and number of applications if direct • All marketing materials belong to the RSAEC Consortium and can be used by the members • A motion to approve the 2020-2021 Market Campaign for RSCCD up to \$250,000 (\$125,000 for each college) was made by Lisa Green and seconded by M'Liss Patterson Passed by a unanimous vote 	<ul style="list-style-type: none"> • Chrissy Gascon to send link to the marketing material and marketing contract with interact to all RSAEC Executive Board members

<p>Discussion Items</p> <ul style="list-style-type: none"> • Voting Members: Must be board approved for the new fiscal year starting July 1, 2020 • Please let me know if there will be any changes in the board members • Please forward board approvals via email 	<p>Copy of Board approvals are needed for 2020:</p> <ul style="list-style-type: none"> • OUSD – received 4.22.20 • RSCCD – received 6.15.20 • GGUSD – received 6.16.20 • SAUSD – Ryan Murray submitted for Board approval • OCDE – waiting for approval 	
<p>Upcoming Due Date:</p> <p>June 2020</p> <ul style="list-style-type: none"> • Jun 1: 18/19 and 19/20 Member Expense Report due in NOVA (Q3) COMPLETED • Jun 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3) COMPLETED & CERTIFIED • Jun 30: End of Q4 <p>August 2020</p> <ul style="list-style-type: none"> • Aug 1: Student Data due in TOPSPro (Q4) FINAL • Aug 15: Annual Plan for 2020-21 due in NOVA <p>September 2020</p> <ul style="list-style-type: none"> • Sep 1: 18/19 and 19/20 Member Expense Report due in NOVA (Q4) • Sep 1: July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA • Sep 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4) 	<ul style="list-style-type: none"> • Please review the upcoming due dates listed • Jun 30: End of Q4 is due September 1, 2020 	

<ul style="list-style-type: none"> • Sep 30: 20/21 Member Program Year Budget and Work Plan due in NOVA • Sep 30: End of Q1 <p>October 2020</p> <ul style="list-style-type: none"> • Oct 30: 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA • Oct 31: Student data due in TOPSPro (Q1) <p>December 2020</p> <ul style="list-style-type: none"> • Dec 1: July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium • Dec 1: 18/19, 19/20, & 20/21 Member Expense Report due in NOVA (Q1) • Dec 31: 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1) • Dec 31: End of Q2 		
<p>Combined Strategy Workgroup (CSW)</p> <ul style="list-style-type: none"> • Meetings will be 2nd Tuesday of the month unless there is a holiday conflict • Will reconvene in the 20-21 academic year 	<ul style="list-style-type: none"> • Combined Strategy Workgroup (CSW) is on summer break and will resume in September 2020 	

Upcoming Events

CAEP “Virtual” Summit 2020:

- October 26-29
- See CAEP website for more details



CAEP Summit 2020: CALL FOR PROPOSALS!

**Supporting Adult Learners Through
UNPRECEDENTED CHANGE**

Submit your proposal by August 28, 2020 at:
<https://register.caladulthood.org/summit/Home/Proposal>

Other

- Meeting **adjourned at 10:05AM**
- Next meeting is Tuesday, June 23rd

Future Meetings: 4th Tuesday of the month, unless otherwise noted.

Location: ZOOM

Time: 9:00am – 11:00am

- **2020:** Tuesday, July 28; Tuesday, August 25; Tuesday, September 22; Tuesday, October 27; Tuesday, November 17*; Tuesday, December 15* (* 3rd Tuesday due to holiday schedule)
- **2021:** Tuesday, January 26; Tuesday, February 23; Tuesday, March 23; Tuesday, April 27; Tuesday, May 25; Tuesday, June 22