



Building Skills, Advancing Careers

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

DATE: August 25, 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, Fatinah Judeh, Ryan Murray, M'Liss Patterson, and Eden Quimzon

Members Absent: N/A

Guests: Alicia Ayers and Cristina Gheorghe

MINUTES

Item	Discussion	Action
Introductions	The RSAEC Executive Board meeting started at 9:10am	
Approval of agenda	<ul style="list-style-type: none">A motion to approve the agenda was made by Eden Quimzon and seconded by M'Liss Patterson Passed by a unanimous vote	
Approval of consent agenda <ul style="list-style-type: none">Minutes: 6.28.20	<ul style="list-style-type: none">A motion to approve the minutes for June 28, 2020 was made by Ryan Murray and seconded by Eden Quimzon Passed by a unanimous vote	

<p>Discussion Item #1</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>Discussion Item #2</p> <ul style="list-style-type: none"> • 20/21 Member Program Year Budget and Work Plan due in NOVA 	<p>Discussion Item #1</p> <p>Copy of Board approvals 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 - • OCDE – <p>Discussion Item #2</p> <ul style="list-style-type: none"> • 20/21 Member Program Year Budget and Work Plan due in NOVA on September 30th • Annual budget will be upload to NOVA 	<p>Discussion Item #1</p> <ul style="list-style-type: none"> • Ryan Murray to follow-up on his Board approval • Fatinah Judeh to update Chrissy Gascon next week <p>Discussion Item #2</p> <ul style="list-style-type: none"> • Chrissy Gascon to contact the State to see when 2020/2021 information will be uploaded into NOVA
<p>Upcoming Due Dates</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 COMPLETED & CERTIFIED <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) • Sep 30: 20/21 Member Program Year Budget and Work Plan due in NOVA • Sep 30: End of Q1 	<ul style="list-style-type: none"> • June 30: End of Q4 is due September 1st and certified on September 30th by Chrissy Gascon 	

<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"> Next Combined Strategy Workgroup meeting is on Tuesday, September 8th at 9:00 AM via Zoom 	<ul style="list-style-type: none"> Chrissy Gascon to send an invite to the CSW meetings to all members

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>

- If possible, members should try to attend the CAEP “Virtual” Summit 2020 on October 26-29
- Registration is not open at this time
- The CAEP Summit 2020 will be limited to 1,000 people
- The CAEP Summit 2020 should be free, however, there may be a fee
- Chrissy Gascon to submit a distance education proposal for the CAEP Summit 2020
- Please let Chrissy Gascon know if you will be attending the CAEP Summit 2020
- Ryan Murray, M'Liss Patterson, Eden Quimzon, and Chrissy Gascon will be attending the CAEP Summit 2020
- Geoff Henderson and Cristina Gheorghe may be attending the CAEP Summit 2020

Other

- GGUSD – classes will not be on campus
- SAUSD – this is the second full week of virtual classes, all classes are virtual
- OUSD – 100% virtual classes started week of August 17th
- Meeting **adjourned at 9:35am**
- Next meeting is Tuesday, September 22nd

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

Location: ZOOM

Time: 9:00am – 11:00am

- **2020:** 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