



Building Skills, Advancing Careers

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

DATE: September 22, 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, and Eden Quimzon

Members Absent: Ryan Murray, M'Liss Patterson

Guests: Alicia Ayers and Cristina Gheorghe

MINUTES

Item	Discussion	Action
Introductions:	The RSAEC Executive Board meeting started at 9:04AM	
Approval of agenda:	<ul style="list-style-type: none"> A motion to approve the agenda was made by Lisa Green and seconded by Fatinah Judeh Passed by a unanimous vote 	
Approval of consent agenda: <ul style="list-style-type: none"> Minutes: 8.25.20 	<ul style="list-style-type: none"> A motion to approve the minutes with a minor correction for August 25, 2020 was made by Fatinah Judeh and seconded by Eden Quimzon Passed by a unanimous vote 	
Discussion Item #1: <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 	Discussion Item #1: Copy of Board approvals needed for 2020: <ul style="list-style-type: none"> OUSD – received 4.22.20 RSCCD – received 6.15.20 GGUSD – received 6.16.20 SAUSD – OCDE – Board approval is in process for Fatinah Judeh 	<ul style="list-style-type: none"> Ryan Murray to follow-up on his Board approval for 2020

<p>Discussion Item #2:</p> <ul style="list-style-type: none"> 20/21 Member Program Year Budget and Work Plan due in NOVA by September 30, 2020 	<p>Discussion Item #2:</p> <ul style="list-style-type: none"> The 2020/2021 Member Program Year Budget and Work Plan is due in NOVA by September 30, 2020 	
<p>Voting Item: Vote to approve: RSCCD Pilot Program for the 20-21 Academic Year. Funding: To fully expend RSCCD carryover funds from 19-20 Santa Ana College School of Continuing Education (SAC-SCE) and Santiago Canyon College Division of Continuing Education (SCC-DCE) have worked as two separate colleges for the past 20 years.</p> <p>This proposed one-year pilot program is to consolidate the administration of the continuing education programs offered at SAC-SCE and SCC-DCE. The goal of the pilot program is to leverage resources to benefit student access, success and transition to both SAC and SCC. A key component in the success of the pilot is to strengthen the deep connection our students feel toward the institution they are attending. The metrics that will be used to determine the success of the pilot are as follows:</p> <ul style="list-style-type: none"> Student transition rate from noncredit to credit Overall course completion FTES production Increased students support services Increased efficiency 	<ul style="list-style-type: none"> A motion to approve the RSCCD Pilot Program for the 2020/2021 Academic Year, which will fully expend RSCCD carryover funds from 2019/2020 was made by Lisa Green and seconded by Fatinah Judeh Passed by a unanimous vote 	
<p>Upcoming Due Dates:</p> <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) 	<p>September 2020</p> <ul style="list-style-type: none"> 18/19 and 19/20 Member Expense Reports for Q4 were completed July 1, 2019 to June 30 2020 expenses by program area were completed 	

<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"> • Next Combined Strategy Workgroup meeting is on Tuesday, October 13th at 9:00 AM via Zoom 	

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 9:40AM**

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

Location: ZOOM

Time: 9:00am – 11:00am

- **2020:** 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