



Building Skills, Advancing Careers

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

**DATE: January 26, 2021**

**TIME: 9:00am – 10:00am**

~~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, Ryan Murray, M'Liss Patterson, and Eden Quimzon

**Members Absent:** Fatinah Judeh

**Guests:** Cristina Gheorghe and Liliana Vasquez

**MINUTES**

| Item  | Discussion   | Action |
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| <b>Introductions</b>  | The RSAEC Executive Board meeting <b>started at 9:00AM</b>   |        |
| <b>Approval of agenda</b>   | <ul style="list-style-type: none"> <li>A motion to approve the agenda was made by <b>M'Liss Patterson</b> and seconded by <b>Lisa Green</b></li> <li>Passed by a unanimous vote</li> </ul>               |        |
| <b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>Minutes: 12/15/2021</li> </ul>   | <ul style="list-style-type: none"> <li>A motion to approve the minutes for 12/15/21 was made by <b>Lisa Green</b> and seconded by <b>M'Liss Patterson</b></li> <li>Passed by a unanimous vote</li> </ul> |        |
| <b>Discussion Item #1:</b> <ul style="list-style-type: none"> <li>Voting Members: Must be board approved for the new fiscal year starting July 1, 2021</li> <li>Always good to get a fresh start! Please prepare board items to go to board in the spring.                             <ul style="list-style-type: none"> <li>Please let me know if there will be any changes in the board members</li> <li>Please forward board approvals via email</li> </ul> </li> </ul> | Copy of Board approvals needed for 2021: <ul style="list-style-type: none"> <li>OUSD</li> <li>RSCCD</li> <li>GGUSD</li> <li>SAUSD</li> <li>OCDE</li> </ul>   |        |

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| <p><b>Discussion Item #2:</b></p> <ul style="list-style-type: none"> <li>• Governor Newsom's proposed budget for 2021-22 was released on January 8<sup>th</sup>.</li> <li>• In the proposed budget is an \$8.1M increase to the CAEP consortia allocation.</li> <li>• Additionally, there is \$1 million in ongoing Prop 98 General Fund to provide Adult Education Program technical assistance.</li> <li>• CAEP will release the 2021-22 Preliminary CAEP Allocation Schedule by the end of February as part of the CFAD certification process due on May 2, 2021.</li> </ul>  | <ul style="list-style-type: none"> <li>• Discussion led by <b>Chrissy Gascon</b> with upcoming reminders of the CFAD, which is due in NOVA with all signatures by May 2, 2021.</li> </ul>   |  |
| <p><b>Combined Strategy Workgroup:</b></p> <ol style="list-style-type: none"> <li><b>1. Distance Education Committee</b><br/> <b>Co-Chairs:</b> Angela Guevara and Jose Lopez-Mercedes<br/> <b>Members:</b> Donna Khalid, John Tashima, Merari Weber, Elaine Pham, Jorge Saucedo-Daniel, Osiel Madrigal<br/> <i>Group will meet monthly via zoom.</i></li> <li><b>2. Integrated Education</b><br/> <b>Co-Chairs:</b> Ray Hernandez and Rita Van Dyke-Kao<br/> <b>Members:</b> Cathleen Peterson, Daniel Oase, Sandra Watts, Jorge Saucedo-Daniel, Jacqueline Strobel, Veronica Castaneda, Araceli Trujillo and Yuri Betancourt<br/> <i>Group will meet monthly via zoom.</i></li> <li><b>3. GGAE/CTE Pathways</b><br/> <b>Chair:</b> Osiel Madrigal<br/> <b>Members:</b> Chrissy Gascon, Jim Kennedy, M'Liss Patterson, Myra Clarke, Scott MacCarthy, Laura Mahfoodm, Gregory Gonzalez, Zachary Diamond, Tiffany Heremans, Steve Gostin, Sarah Mathot, David Roper, Lorena Chavez, Susana Cardenas, Larisa Sergeyeva.<br/> <i>Group will meet monthly via zoom.</i></li> </ol> | <ul style="list-style-type: none"> <li>• <b>Chrissy Gascon</b> has attended the Distance Education Committee.</li> <li>• <b>Lorena Chavez</b> has been attending the Integrated Education meetings.</li> <li>• GGAE/CTE Pathways last meeting held on 12/4/20.</li> </ul> |  |

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| <p><b>Upcoming 2021 Due Dates:</b></p> <ul style="list-style-type: none"> <li>• <b>Jan 31:</b> Student Data due in TOPSPro (Q2)</li> <li>• <b>Feb 28:</b> Preliminary allocations for 2021-22 and 2022-23 released by this date.</li> <li>• <b>Mar 1:</b> 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2)</li> <li>• <b>Mar 1:</b> Close out of 18/19 Member Funds due in NOVA</li> <li>• <b>Mar 31:</b> 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)</li> <li>• <b>Mar 31:</b> Close out of 18/19 funds in NOVA certified by Consortia in NOVA</li> <li>• <b>Mar 31:</b> End of Q3</li> </ul>  |  |  |
| <p><b>Workgroups:</b></p> <ul style="list-style-type: none"> <li>• New Meeting Groups dates and times for 20-21</li> </ul> <p><b>GGAE/CTE Pathways</b></p> <ul style="list-style-type: none"> <li>• TBA</li> </ul> <p><b>Distance Education Committee</b></p> <p>Next group meetings:<br/> Dec 8, 2020 09:00 AM<br/> Jan 12, 2021 09:00 AM<br/> Feb 9, 2021 09:00 AM<br/> Mar 9, 2021 09:00 AM<br/> Apr 13, 2021 09:00 AM</p> <p>Zoom Link:<br/> <a href="https://cccconfer.zoom.us/j/96337265736">https://cccconfer.zoom.us/j/96337265736</a></p> <p><b>Integrated Education:</b></p> <p>Next group meeting:<br/> TBD</p> <p><b>Combined Workgroup Meeting:</b></p> <p>Next group meeting:</p> |  |  |

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| <p>May 11, 2021 09:00 AM</p> <p>Zoom Link:<br/> <a href="https://cccconfer.zoom.us/j/96337265736">https://cccconfer.zoom.us/j/96337265736</a></p>   |  |   |
| <p><b>Other:</b><br/> <b>CAEP Update: Governor’s Budget &amp; NOVA Close Out Certification for 18-19 funds</b></p> <p><b>Friday, February 5, 2020</b><br/> <b>12:00 p.m. - 1:00 p.m.</b></p> <p>Join Veronica Parker and Neil Kelly to discuss the 2021-22 Governor’s Proposed Budget, and walk through the NOVA Close Out Certification for CAEP 2018-19 Funds. As you know, activities related to CAEP 18-19 funds ended 12/31/20. Close out certification for CAEP members is due 3/1/21. Any remaining balances revert back to the State General Fund. Come join the webinar to ask questions and see a demonstration of the close out process.</p> |  | <ul style="list-style-type: none"> <li>• February meeting might be cancelled. Please wait for notification</li> <li>• The RSAEC Executive Board meeting was <b>adjourned at 9:20AM</b></li> </ul> |
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| <p><b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.</b>                      <b>Location: ZOOM</b>                      <b>Time: 9:00am – 10:00am</b></p> <ul style="list-style-type: none"> <li>• <b>2021:</b> Tuesday, February 23; Tuesday, March 23; Tuesday, April 20; Tuesday, May 25; Tuesday, June 22</li> </ul>  |  |   |
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