



Building Skills, Advancing Careers

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

**DATE: April 27, 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, Fatinah Judeh, Ryan Murray, M'Liss Patterson, and Eden Quimzon

**Members Absent:** Geoff Henderson

**Guests:** Cristina Gheorghe and Liliana Vasquez

**MINUTES**

Item	Discussion	Action
<b>Introductions</b>	The RSAEC Executive Board meeting <b>started at 9:05AM</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: 1/26/21</li> <li>Minutes: 2/23/21</li> <li>Minutes: 4/20/21</li> </ul>	<ul style="list-style-type: none"> <li>A motion to approve the minutes for January 22, 2021 was made by <b>Lisa Green</b> and seconded by <b>Eden Quimzon</b>.</li> <li>Passed by a unanimous vote</li> <li>A motion to approve the minutes for February 23, 2021 was made by <b>M'Liss Patterson</b> and seconded by <b>Fatinah Judeh</b>.</li> <li>Passed by a unanimous vote</li> <li>A motion to approve the minutes with correction of Fatinah Judeh being present for April 20, 2021 was made by <b>Eden Quimzon</b> and seconded by <b>M'Liss Patterson</b></li> <li>Passed by a unanimous vote</li> </ul>	<ul style="list-style-type: none"> <li><b>Fatinah Judeh</b> needs to be added to April 20, 2021 attendance</li> </ul>
<b>Vote to Approve 2021-2022 Consortium Fiscal Administration Declaration (CFAD)</b>	<ul style="list-style-type: none"> <li>A motion to approve the 2021-2022 Fiscal CFAD was made by <b>Eden Quimzon</b> and</li> </ul>	

<ul style="list-style-type: none"> <li>Per the special public meeting held on April 20, 2021 to discuss CFAD member allocations, members will vote on the 2021-2022 CFAD.</li> <li>Allocations have been discussed and will follow the established percentages that have been used annually. <ul style="list-style-type: none"> <li><b>GGAE: \$1,598,661</b> Calculated by: .332094638536174</li> <li><b>OUSD: \$7,400</b> Calculated by: .001537306267563</li> <li><b>RSCCD: \$3,207,811</b> Calculated by .6666368055196262</li> </ul> </li> </ul>	<p>seconded by <b>M'Liss Patterson.</b></p> <ul style="list-style-type: none"> <li><b>GGAE: \$1,598,661</b></li> <li><b>OUSD: \$7,400</b></li> <li><b>RSCCD: \$3,207,811</b></li> </ul> <ul style="list-style-type: none"> <li>Passed by a unanimous vote</li> </ul>	
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<p><b>Vote to Approve:</b></p> <ul style="list-style-type: none"> <li>GGAE requests approval of \$6,000 (adjustment of up to 25% as needed per bid.) to cover the costs of electrical and plumbing modifications to the Automotive Classroom at Lincoln Education Center (LEC).</li> <li>This program supports the CAEP Goal of expanding Career Education noncredit to credit pathways at LEC.</li> </ul>	<ul style="list-style-type: none"> <li>A motion to approve the 2021-2022 CFAD was made by <b>Eden Quimzon</b> and seconded by <b>Lisa Green.</b></li> <li>Passed by a unanimous vote</li> </ul>	
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<p><b>Upcoming 2021 Due Dates:</b></p> <p>There are a LOT of upcoming deliverables. Please take a look at the highlighted action items as they will require collaboration and/or board approvals.</p> <p><b>April 2021</b></p> <ul style="list-style-type: none"> <li><b>Apr 30:</b> Student Data due in TOPSPro (Q3)</li> </ul> <p><b>May 2021</b></p> <ul style="list-style-type: none"> <li><b>May 2:</b> CFAD for 2021-22 due in NOVA</li> </ul> <p><b>June 2021</b></p>	<p>Chrissy went over due dates. Please pay special attention to the highlighted ones as they require collaboration and board approvals.</p>	
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- **Jun 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)
- **Jun 30:** End of Q4

### August 2021

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2021-22 due in NOVA

### September 2021

- **Sep 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA
- **Sep 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4)
- **Sep 30:** 21/20 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

### October 2021

- **Oct 30:** 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- **Oct 31:** Student data due in TOPSPro (Q1)

### December 2021

- **Dec 1:** July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium

<ul style="list-style-type: none"> <li>• <b>Dec 1:</b> 19/20, 20/21 &amp; 21/22 member expense report due in NOVA (Q1)</li> <li>• <b>Dec 31:</b> 19/20, 20/21 &amp; 21/22 Member Expense Report certified by Consortia in NOVA (Q1)</li> <li>• <b>Dec 31:</b> End of Q2</li> </ul>		
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<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Coming us is a collaboration between RSCCD/GGAE in which RSCCD would pay for architectural plans for welding program.</li> <li>• Meeting <b>adjourned at 9:30AM.</b></li> </ul>
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<p><b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.</b></p> <ul style="list-style-type: none"> <li>• <b>2021:</b> Tuesday, May 25; Tuesday, June 22</li> </ul>	<p><b>Location: ZOOM</b></p>	<p><b>Time: 9:00am – 10:00am</b></p>
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