



Building Skills, Advancing Careers

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

**DATE: February 22 2022**

**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 21-22 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:** Liliana Vasquez

**MINUTES**

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Introductions</b>	The RSAEC Executive Board meeting <b>started at 9:10AM</b>	
<b>Approval of agenda</b>		
<b>Approval of consent agenda:</b> <ul style="list-style-type: none"><li>Minutes: 11/30/21</li></ul>	<ul style="list-style-type: none"><li>A motion to approve the minutes for November 30, 2021 was made by <b>Eden Quimzon</b> and seconded by <b>M'Liss Patterson</b>. Passed by a unanimous vote.</li></ul>	
<b>Board Approvals for 21-22</b> <ul style="list-style-type: none"><li>RSCCD – received</li><li>GGAE – NEED</li><li>OUSD – received</li><li>SAUSD – received</li><li>OCDE – NEED</li></ul>	<ul style="list-style-type: none"><li>M'Liss Patterson emailed GGAE board approval to Chrissy</li></ul>	

**Upcoming 2022 Due Dates and important Information:**

## February 2022

- **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.

## March 2022

- **Mar 1:** 19/20 and 20/21 and 21/22 Member expense report is due in NOVA. (Q2)\*
- **Mar 31:** 19/20 and 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q2) \*
- **Mar 31:** End of Q3

## April 2022

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

## May 2022

- **May 2:** CFAD for 2022-23 due in NOVA \*

## June 2022

- **Jun 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3) \*

- Feb 2022  
Cola increase expected
- March 2022  
Member expense report due/certify 3/31
- April 2022  
TOPSPro due
- May 2022  
CFAD due in NOVA
- June 2022  
Member expenses due  
Three-Year plan due

<ul style="list-style-type: none"> <li>• <b>Jun 20:</b> Three-Year (2022-2025) Plan DUE</li> <li>• <b>Jun 30:</b> End of Q4</li> </ul>		
<b>Discussion: Three-Year Plan</b>	<ul style="list-style-type: none"> <li>• Chrissy went over all the sections that are required: Assessment, metrics, objectives, funds. Overall, it is requiring a large amount of surveys and reports and it looks a lot different than previous versions.</li> <li>• Possibly hiring a consultant/researcher to help with assessments, surveys, and research. <b>M'Liss Patterson</b> suggested to contact Christopher Bishop from Coast.</li> </ul>	
<b>Consortium Governance:</b> <ul style="list-style-type: none"> <li>• Question over membership (Orange County Sheriff's Department)</li> <li>• Update Governance</li> </ul>	<ul style="list-style-type: none"> <li>• Moving forward, it might be better to have Orange County Sheriff's Department as a partner rather than a voting member. In reality, they are not required to sign anything since they are not a mandated member.</li> </ul>	<ul style="list-style-type: none"> <li>• Updating governance: <b>Chrissy</b> will reach out to Orange County Sheriff's Department to see if they want to continue being a member of CAEP Executive Board meetings.</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• <b>Fatinah Judeh</b> came in at 9:30AM; left at 10:02AM</li> <li>• <b>Lisa Green</b> left at 10:05AM</li> <li>• Meeting <b>adjourned 10:30AM</b></li> </ul>	
<b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.</b> <ul style="list-style-type: none"> <li>• <b>2022:</b> April 28, May 24, June 28</li> </ul>	<b>Location: ZOOM</b>	<b>Time: 9:00am – 10:00am</b>