



Building Skills, Advancing Careers

RSAEC Executive Board Meeting –California Adult Education Program (CAEP)
DATE: May 24, 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 through October 1, 2021.

Members Present: Chrissy Gascon (Executive Director), Lisa Green, Fatinah Judeh, Ryan Murray, M'Liss Patterson, and Eden Quimzon

Members Absent: Geoff Henderson

Guests:

MINUTES

Item	Discussion	Action
Introductions		
Approval of agenda	<ul style="list-style-type: none"> A motion to approve the agenda for May 24, 2022 was made by Fatinah Judah and seconded by Eden Quimzon. Passed by a unanimous vote. 	
Approval of consent agenda		
Board Approvals for 22-23 <ul style="list-style-type: none"> RSCCD – GGAE – received OUSD – received SAUSD – OCDE – 	<ul style="list-style-type: none"> Lisa Green emailed the OUSD approval to Chrissy 	
Upcoming 2022 Due Dates and important Information: June 2022 <ul style="list-style-type: none"> Jun 1: 20/21 and 21/22 Member Expense Report due in NOVA (Q3) 	<ul style="list-style-type: none"> Reminder that all Q3 expense reports are due into NOVA by June 1 and will be certified on June 30. Reminder that the 3-year plan is due on June 20. Planned an approval meeting with all 	<ul style="list-style-type: none"> Chrissy will send Outlook invites to the members with the new writing session dates and times.

<ul style="list-style-type: none"> • Jun 30: 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3) * • Jun 20: Three-Year (2022-2025) Plan DUE • Jun 30: End of Q4 	<p>members on Monday, June 13 at 8:30am.</p> <ul style="list-style-type: none"> • Chrissy added the following writing session to the calendar: • May 25: 1pm-4pm, June 1: 1pm-4pm, June 7: 1pm-3:30pm, June 8: 1pm-4pm 	
<p>Discussion of the 3-Year Plan</p> <ul style="list-style-type: none"> • Upcoming due date and member vote • Upcoming writing sessions • Data discussion 	<ul style="list-style-type: none"> • Chrissy informed the committee that all documents have been uploaded to the google drive so that everyone has access. • Committee discussed 3-year plan as written to date. • Went over member metrics and growth projections • <u>Assessment:</u> 85% completed. Chrissy is working with the researchers to update information and complete the evaluation of educational needs of adults in the region and verifying the number of participants in program areas as well as the evaluation of the current levels and types of education and workforce services for adults • <u>Metrics:</u> 100% completed • <u>Objectives:</u> 0% completed. This will be the focus of the upcoming writing groups • <u>Activities and Outcomes:</u> 60% completed. Need to complete 1) Expansion of Distance Education Support Services and 2) Adult Education/Noncredit Transition to Credit and 3) Increase Capacity to Maximize Student Completions • <u>Funds Evaluation:</u> 50% completed. Funds evaluation write-up is needed. 	<ul style="list-style-type: none"> • Chrissy will send the Google share information for access to the Google Drive
<p>Other: 2022-2023 Meeting Date Discussion</p>	<ul style="list-style-type: none"> • Meeting dates for the 22-23 academic year were discussed and it was decided that we would continue with the 4th Tuesday of the month from 9am-10am • Meetings will continue in ZOOM until CAEP announces that we will be returning to in-person meetings • Outlook invites will be sent to all members. • Meeting adjourned 11:00am 	<ul style="list-style-type: none"> • Chrissy to send outlook invites and zoom links

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

Location: ZOOM

Time: 9:00am – 10:00am

- **2022:** June 13 (moved to accommodate the June 20 plan due date), July 26, August 23, September 27, October 25, November 29* Due to Thanksgiving Break, December – TBD
- **2023:** January 24, February 28, March 28, April 25, May 23, June 27