



Building Skills, Advancing Careers

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

DATE: July 26, 2022

TIME: 11:00am – 12:00pm

~~College and Workforce Preparation Center~~

~~1572 N. Main Street, Orange, CA 92867~~

~~(714) 628-5999~~

Due to COVID-19, meetings for the 22-23 academic year have been moved to ZOOM per CAEP approval.

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

Members Absent: Ryan Murray and Lorraine Perez

Guests:

MINUTES

Item	Discussion	Action
Introductions: New Executive Members	Lorena Chavez , Interim Dean of Instruction and Student Services was introduced as the new voting member for the Rancho Santiago Community College District.	
Approval of agenda	A motion to approve the agenda was made by Eden Quimzon and seconded by M'Liss Patterson . Passed by a unanimous vote.	
Approval of consent agenda <ul style="list-style-type: none"> • Minutes: 5/24/22 • Agenda: 6/13/22 • Minutes: 6/13/22 	A motion to approve the consent agenda including the 5/24 & 6/13 minutes and 6/13 agenda) was made by Eden Quimzon and seconded by Lisa Green . Passed by a unanimous vote.	
Additional COLA Funds added to the CFAD: <ul style="list-style-type: none"> • \$60,701 • RSCCD = \$40,449 (New total: \$3,504,125) • GGAE = \$20,159 (New total: \$1,746,335) • OUSD = \$93 (New total: \$8,084) Allocations determined by CAEP due to direct funding. Allocations were already given to the State Controller's Office for disbursement within 45 days of enactment of the 2022-23 State Budget. New amendment and certification due in NOVA by Sept. 1, 2022.	Chrissy discussed the additional COLA funds. This will be brought up for amendment approval and certification at the August 23 rd meeting as SAUSD was not in attendance.	

<p>Vote to approve: Purchase of security cameras for LEC campus Funding: \$30,000 Information: GGUSD is providing seven new cameras, but LEC would like to purchase five more so that are additional cameras providing coverage of the Santa Ana College Automotive classrooms, the HVAC classrooms, and the back-parking lot.</p>	<p>M'Liss let everyone know that GGAE would like to upgrade the camera system at LEC. GGUSD is providing seven cameras. GGAE would like to add to the system with the purchase of an additional five cameras. The COLA will cover most of the purchase with a max of \$30,000 spent.</p> <p>A motion to approve the purchase of additional security cameras at LEC was made by Eden Quimzon and seconded by Lisa Green. Passed by a unanimous vote.</p>	
<p>Vote to approve: Continuation of the OCTA students ride for free bus program Funding: Carryover Information: Service Provided: Fixed-Route Student Bus Boarding</p> <ul style="list-style-type: none"> • Fixed Rate Fall 22-Spring 23= \$0.68 • Fixed Rate Fall 23-Spring 24= \$0.68 • Fixed Rate Fall 24-Spring 25= \$0.68 	<p>A motion to approve the continuation of the OCTA students ride for free bus program was made by M'Liss Patterson and seconded by Eden Quimzon. Passed by a unanimous vote.</p>	
<p>Vote to Approve: New Meeting Dates for 22-23 Remains the same as previous years: 4th Tuesday of the month from 9am-10am, unless otherwise noted.</p> <p>2022:</p> <ul style="list-style-type: none"> • July 26 • August 23 • September 27 • October 25 • November 29 • December – No Meeting <p>2023:</p> <ul style="list-style-type: none"> • January 24 • February 28 • March 28 • April 25 • May 23 • June 27 	<p>The dates were discussed and it was decided not to have a December meeting unless needed. The meetings will continue in Zoom unless notified by CAEP that they will need to return to in-person. The ZOOM code will remain the same for the 2022-23 academic year.</p> <p>ZOOM Meeting Room: https://cccconfer.zoom.us/j/95053155631</p> <p>A motion to approve the meeting dates for the 2022-23 academic year was made by Fatinah Judah and seconded by Lorena Chavez. Passed by a unanimous vote.</p>	

<p>Vote to Approve: Continuation of the SCC/SAC Pilot Program through Fall 2022</p> <p>Funding: Carryover</p> <p>Information: The Pilot Program went through an evaluation procedure in spring 2022. It was determined that more time was needed to put key positions in place and to determine the organizational structure moving forward.</p>	<p>Chrissy requested that wording be changed from Informational Item to Vote to Approve.</p> <p>A motion to approve the use of carryover funds for the SCC/SAC Pilot Program through December 31, 2022 was made by M'Liss Patterson and seconded by Eden Quimzon. Passed by a unanimous vote.</p>	<p>Chrissy will update the 7/26/22 Agenda to reflect the change of wording to Vote to Approve.</p>
<p>Discussion: 22-23 Annual Plan</p> <ul style="list-style-type: none"> • Upcoming Webinar: July 27 • Due Date: September 14 	<p>Chrissy let everyone know that we will need to vote to approve the Annual Plan at the August 23rd Executive Meeting.</p> <p>Lorena asked questions regarding the plan – including how we organize, set-up and write the plan.</p> <p>Chrissy let everyone know about the upcoming webinar on 7/27/22. Chrissy will be attending and will download the PPT and send to the committee.</p>	<p>Chrissy will send out the Annual Plan and Guidance provided by the CAEP office.</p> <p>Chrissy will send the PPT slides from the CAEP Annual Plan Webinar to the committee.</p>
<p>Board Approvals for 22-23</p> <ul style="list-style-type: none"> • RSCCD – received • GGAE – received • OUSD – received • SAUSD – received • OCDE – 	<p>Fatinah is working on getting the OCDE approval. It needs to be approved by the OCDE Superintendent for all four OC consortia.</p> <p>Fatinah will provide an update at the August 23rd meeting.</p>	
<p>Upcoming 2022 Due Dates and important Information:</p> <p>August 2022</p> <ul style="list-style-type: none"> • Aug 1: Employment and Earnings Follow-up Survey <p>September 2022</p> <ul style="list-style-type: none"> • Sep 1: 20/21 and 21/22 Member Expense Report due in NOVA (Q4) 	<p>Chrissy went over the due dates and upcoming deliverables.</p> <p>September reminders:</p> <ul style="list-style-type: none"> • Reminder that expense reports for Q4 are due Sept. 1 and certified by Sept. 30. • Reminder that (estimated) expenses by program area are due on Sept. 1 • Reminder that the Annual Plan is due in NOVA on Sept. 14. 	

- **Sep 1:** July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA *
- **Sep 14:** Annual Plan for 2022-23 due in NOVA * (Extended for 2022)
- **Sep 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** End of Q1

October 2022

- **Oct 30:** 22/23 Member Program Year Budget and Work Plan due in NOVA (Extended for 2022)
- **Oct 31:** Student data due in TOPSPRO (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

November 2022

- **Nov 30:** 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA * (Extended for 2022)

December 2022

- **Dec 1:** July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 1:** 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) *
- **Dec 31:** End of Q2

Other: <ul style="list-style-type: none">•	Meeting adjourned at 11:52am	
Future Meetings: 4th Tuesday of the month, unless otherwise noted.		
Location: ZOOM		
Time: 9:00am – 10:00am		
<ul style="list-style-type: none">• 2022: July 26, August 23, September 27, October 25, November 29, *[no meeting in December]• 2023: January 24, February 28, March 28, April 25, May 23, June 27		