



Building Skills, Advancing Careers

**RSAEC Executive Board Meeting –California Adult Education Program (CAEP)**  
**DATE: August 23, 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 22-23 academic year have been moved to ZOOM per CAEP approval.**

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

**Members Absent:**

**Guests:**

**MINUTES**

Item	Discussion	Action
<b>Introductions: New Executive Members</b>	<b>Lorraine Perez</b> , Deputy Superintendent, was introduced as the new voting member for the Santa Ana Unified School District.	
<b>Approval of agenda</b>	A motion to approve the agenda was made by <b>Lisa Green</b> and seconded by <b>M'Liss Patterson</b> . Passed by a unanimous vote.	
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>• Minutes: 7/26/22</li> </ul>	A motion to approve the consent agenda including the 7/26/22 minutes was made by <b>M'Liss Patterson</b> and seconded <b>Lorena Chavez</b> . Lorraine Perez abstained from the vote. Passed by a unanimous vote of the remaining members.	
<b>CAEP Summit 2022</b> <ul style="list-style-type: none"> <li>• Dates: October 25-28 (Virtual Only)</li> <li>• Nominations for model programs being accepted</li> <li>• Registration is FREE and is now open</li> <li>• Limited to 1,000 participants</li> </ul>	<b>Chrissy</b> announced that the registration for the CAEP Summit is open and encouraged all members to participate in this free virtual conference. <b>M'Liss</b> talked about winning the Promising Practice Award at this year's CASAS Summer Institute for their Workforce Solutions Mobile Unit. This is a collaborative effort where the Mobile Unit	

	<p>comes to LEC to assist students with support services. Clients can sign up for LEC classes and students can receive support services (resume writing, interview practice, work clothes) from Workforce Solutions.</p> <p><b>M'Liss</b> is looking into submitting this program for the Model Program nomination.</p> <p><b>Lorena</b> will look into submitting a Model Program on SAC's work with the Construction Program and the trades.</p> <p><b>Chrissy</b> will look into submitting a Model Program for their work in the area of CNA and Allied Health.</p>	
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>CAEP Beginning of Year Letter</li> </ul>	<p><b>Chrissy</b> explained some issues that consortia were having distinguishing between data input into TE and MIS. K-12 adult programs will continue to use TE for data collection. The college districts will use TE for assessments, but all other data is required to be input into MIS. RSCCD and our K-12 members are in compliance.</p>	
<p><b>September Due Dates:</b></p> <ul style="list-style-type: none"> <li>9/1: Q4 Member Expenses due in NOVA</li> <li>9/1: July 1, 2021-June 30, 2022 instructional hours and expenses by program area (estimates only) due in NOVA</li> <li>9/14: Annual Plan due in NOVA</li> <li>9/30: Q4 Member Expenses certified in NOVA</li> </ul>	<p>There was a discussion regarding the difficulty of collecting accurate instructional hours.</p> <p><b>Lorraine</b> mentioned that this has been complicated due to Independent Study in the K-12. She has worked with the auditor to assist.</p> <p><b>Lisa</b> also mentioned that hours are difficult because adult high school students work online at their own pace. They only report in-class hours for OUSD.</p> <p><b>Lorena</b> mentioned that she has also worked with the WIOA auditor as well as outside districts in trying to find a way to collect accurate numbers for WIOA reporting.</p> <p><b>Chrissy</b> is currently working with the RSAEC researcher and ITS to see how we can accurately post instructional hours into NOVA for CAEP</p>	

	reporting. This is particularly difficult with online classes as the CCCCCO uses an alternative accounting method that includes outside hours and office hours.	
<b>Discussion: 22-23 Annual Plan</b> <ul style="list-style-type: none"> <li>• Confirm writing meetings</li> <li>• Due Date: September 14</li> </ul>	<b>Chrissy</b> let everyone know that she will be inputting the information into NOVA and emailing it out to member over the next 2 weeks. We will need approval of the plan prior to the Sept. 14 deadline.	<b>Chrissy</b> will email the Annual Plan to members over the next two weeks for feedback.
<b>Board Approvals for 22-23</b> <ul style="list-style-type: none"> <li>• RSCCD – received</li> <li>• GGAE – received</li> <li>• OUSD – received</li> <li>• SAUSD – received</li> <li>• OCDE –</li> </ul>	<b>Fatinah</b> is working on getting her approval over the next few weeks. There is a delay as she needs to get approval for serving on all four OC consortia and her approval comes from the Superintendent.	
<b>Upcoming 2022 Due Dates and important Information:</b>  <b>August 2022</b> <ul style="list-style-type: none"> <li>• <b>Aug 1:</b> Employment and Earnings Follow-up Survey</li> </ul> <b>September 2022</b> <ul style="list-style-type: none"> <li>• <b>Sep 1:</b> 20/21 and 21/22 Member Expense Report due in NOVA (Q4)</li> <li>• <b>Sep 1:</b> July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA *</li> <li>• <b>Sep 14:</b> Annual Plan for 2022-23 due in NOVA * (Extended for 2022)</li> <li>• <b>Sep 30:</b> 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4) *</li> <li>• <b>Sep 30:</b> End of Q1</li> </ul>	<b>M'Liss</b> shared that <u>GGUSD</u> leadership followed through with a request from GGAE to allow for the voluntary collection of social security numbers from students. Students are able to voluntarily give their SS# for employment and earnings data.  Prior to collecting the SS#'s, the percentages collected at GGAE were low and now that they have started collecting numbers, almost 1/3 of the students gave their SS numbers freely. This will greatly increase numbers and reduce the manual work of surveying all of the students. Paperwork is securely kept it for 3 years.	

## 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:

- RSAEC Consortium Website

**Chrissy** went over the RSAEC.ORG website. She is working with Howard Chau to update the site.

**Chrissy** requested that all members submit a new photo for the Executive Member page.

**Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.**

**Location: ZOOM**

**Time: 9:00am – 10:00am**

- **2022:** September 27, October 25, November 29, \*[no meeting in December]
- **2023:** January 24, February 28, March 28, April 25, May 23, June 27