



Building Skills, Advancing Careers

**RSAEC Executive Board Meeting –California Adult Education Program (CAEP)**  
**DATE: September 28, 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 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:** 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>Lisa Green</b> and seconded by <b>M'Liss Patterson</b></li> <li>Passed by a unanimous vote</li> </ul>	
<b>Approval of consent agenda:</b> <ul style="list-style-type: none"> <li>Minutes: 7/27/21</li> </ul>	<ul style="list-style-type: none"> <li>A motion to approve the minutes for September 27, 2021 was made by <b>Fatinah Judeh</b> and seconded by <b>Ryan Murray</b></li> <li>Passed by unanimous vote</li> </ul>	
<b>Vote to Approve:</b> CAEP Fiscal Declaration Allocation Amendment <ul style="list-style-type: none"> <li>Vote will approve of the CDE allocation of COLA to the 3 funded members</li> <li>RSCCD: increase of \$80,594 for a new allocation of <b>\$3,288,405</b></li> <li>GGUSD: Increase of \$40,165 for a new allocation of <b>\$1,638,826</b></li> </ul>	<ul style="list-style-type: none"> <li>A motion to approve CAEP Fiscal Declaration Allocation Amendment was made by <b>Lisa Green</b> and seconded by <b>Eden Quimzon</b></li> <li>Vote will approve of the CDE allocation of COLA to the 3 funded members</li> </ul>	

<ul style="list-style-type: none"> <li>• OUSD: Increase of \$186 for a new allocation of <b>\$7,586</b></li> </ul>	<ul style="list-style-type: none"> <li>• RSCCD: increase of \$80,594 for a new allocation of <b>\$3,288,405</b></li> <li>• GGUSD: Increase of \$40,165 for a new allocation of <b>\$1,638,826</b></li> <li>• OUSD: Increase of \$186 for a new allocation of <b>\$7,586</b></li> <li>• Passed by unanimous vote</li> </ul>	
<p><b>Brown Act Update:</b></p> <ul style="list-style-type: none"> <li>• On June 11, 2021, Governor Gavin Newsom set a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act.</li> <li>• There have been some updates to the October 1 date mentioned above.</li> </ul>	<ul style="list-style-type: none"> <li>• RSAEC Executive Board meetings will continue via Zoom (not in person). Details coming up as more information is received.</li> </ul>	
<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>September 2021</b></p> <ul style="list-style-type: none"> <li>• <b>Sep 1:</b> 19/20 and 20/21 Member Expense Report due in NOVA (Q4)</li> <li>• <b>Sep 1:</b> July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA</li> <li>• <b>Sep 30:</b> 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4)</li> <li>• <b>Sep 30:</b> 21/20 Member Program Year Budget and Work Plan due in NOVA</li> <li>• <b>Sep 30:</b> End of Q1</li> </ul> <p><b>October 2021</b></p>		

<ul style="list-style-type: none"> <li>• <b>Oct 30:</b> 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA</li> <li>• <b>Oct 31:</b> Student data due in TOPSPro (Q1)</li> </ul> <p><b>December 2021</b></p> <ul style="list-style-type: none"> <li>• <b>Dec 1:</b> July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium</li> <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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OTHER:		
<p><b>Discussion turned over to M'Liss Patterson:</b></p> <ol style="list-style-type: none"> <li>1. <b>GGUSD is in need of 16 air purifiers for classroom use for Adult Ed. classes at GGUSD. The estimated total cost is \$9,00-\$10,000</b></li> <li>2. <b>Addition of a Wednesday support class to the CTE HVAC class at a cost of up to \$3,000.</b></li> </ol> <p>Meeting adjourned at 9:25AM</p>	<ol style="list-style-type: none"> <li>1. A motion to approve the purchase of 16 air purifiers at an estimated cost of \$9,000-\$10,00 was made by <b>Eden Quimzon</b> and seconded by <b>Fatinah Judeh</b>. Passed by unanimous vote</li> <li>2. A motion to approve the addition of a Wednesday support class was made by <b>Lisa Green</b> and second by <b>Eden Quimzon</b>. Passed by unanimous vote.</li> </ol>	

Future Meetings: 4 <sup>th</sup> Tuesday of the month, unless otherwise noted.		
<ul style="list-style-type: none"> <li>• <b>2021:</b>, October 26*, November 30*, December 14*</li> </ul>	Location: ZOOM	Time: 9:00am – 10:00am

- **2022:** January 25, February 22, March 22, April 28, May 24, June 28
- \*Shifted dates due to CAEP Summit, Thanksgiving and Winter Breaks