



Building Skills, Advancing Careers

RSAEC Executive Board Meeting –California Adult Education Program (CAEP)
DATE: November 30, 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 until further notice.

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

Members Absent: Geoff Henderson

Guests:

MINUTES

Item	Discussion	Action
Introductions	N/A	
Approval of agenda	<ul style="list-style-type: none"> A motion to approve the agenda was made by M'Liss Patterson and seconded by Lisa Green with change of date listed on the agenda from 9/28/21 to 11/30/21. Passed by a unanimous vote. 	
Approval of consent agenda: <ul style="list-style-type: none"> Minutes: 9/28/21 	<ul style="list-style-type: none"> A motion to approve the minutes for September 28, 2021 was made by Eden Quimzon and seconded by Ryan Murray Passed by unanimous vote 	
Three-Year Plan <ul style="list-style-type: none"> Writing Teams Consortium goals for next 3 years New data elements 	<ul style="list-style-type: none"> Discussion on writing teams. Big push for writing will start in January. Goals include: Distance Education Support Services for students and instructors; SAC-SCE and GGAE collaborative Career Education programs in Automotive, HVAC and Culinary Services; Expansion of Allied Health programs at SCC-DCE and SAC- 	

	SCE; Expansion of marketing efforts to bring students safely back on campus post pandemic	
<p>Informational Background:</p> <ul style="list-style-type: none"> On Sept 14, 2015, the RSAEC Executive Board approved the hiring of four full-time coordinators to assist with the duties in CAEP. The included 1 ESL coordinator, 1 HSS/ABE Math Coordinator, 1 Career Education Coordinator and 1 Adults with Disabilities (AWD) Coordinator. In July 2021, Angela Guevara resigned her position as AWD Coordinator and took a position with the SCC DSPS office, leaving one of the FT coordinator positions vacant. <p>Vote to Approve:</p> <ul style="list-style-type: none"> Vote to approve the hiring of a new CAEP funded FT faculty member and to shift the funds previously used for the AWD Coordinator to fund a Career Education/Allied Health Coordinator. Reason: Currently, SCC has 8 Allied Health programs, but not enough resources to offer all of them. In addition, we do not have a FT Career Education faculty member who can support Allied Health, which is a very specific area of study. 	<ul style="list-style-type: none"> Discussion on the importance of the current tenured CAEP coordinators and the accomplishments that have occurred due to having full-time leads in the CAEP program areas. A motion to approve the funding of a full-time tenured faculty assistant professor/coordinator position in the area of Career Education-Allied Health was made by Lisa Green and seconded by Ryan Murray. Passed by unanimous vote. 	
<p>Upcoming 2021/2022 Due Dates: Please take a look at the highlighted action items as they will require collaboration and/or board approvals.</p> <p>December 2021</p> <ul style="list-style-type: none"> Dec 1: July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium * Dec 1: 19/20, 20/21 & 21/22 Member Expense Report Due in NOVA (Q1) 	<ul style="list-style-type: none"> Chrissy Gascon informed the group of the current due dates and deliverable. Reminder that the Instructional Hours and Expenses by Program is due on Dec 1 and will be certified tomorrow. Preliminary allocations will be released in late February. 	

<ul style="list-style-type: none"> • Dec 31: 19/20, 20/21 & 21/22 Member Expense Report certified by Consortia in NOVA (Q1) * • Dec 31: End of Q2 <p>January 2022</p> <ul style="list-style-type: none"> • Jan 31: Student Data due in TOPSPro (Q2) <p>February 2022</p> <ul style="list-style-type: none"> • Feb 28: Preliminary allocations for 2022-23 and 2023-24 released by this date. 		
<p>Other:</p>	<ul style="list-style-type: none"> • December meeting will be cancelled. • Next meeting date will be January 25, 2022. • Doodle will be sent out regarding writing teams and three-year planning meetings for 2022. 	
<p>Future Meetings: 4th Tuesday of the month, unless otherwise noted.</p> <p>Location: ZOOM</p> <ul style="list-style-type: none"> • 2022: January 25, February 22, March 22, April 28, May 24, June 28 • *Shifted dates due to CAEP Summit, Thanksgiving and Winter Breaks <p style="text-align: right;">Time: 9:00am – 10:00am</p>		