Rancho Santiago Adult Education Consortium

RSAEC

Building Skills, Advancing Careers

RSAEC Executive Board Meeting –California Adult Education Program (CAEP)
DATE: March 28, 2023   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: Chrissy Gascon, Lorena Chavez, Lisa Green, M'Liss Patterson

Members Absent: Fatinah Judah, Lorraine Perez

Guests: Liliana Vasquez

MINUTES

Item	Discussion	Action
Introductions	The RSAEC Executive Board meeting **started at 9:05AM**	
Approval of agenda		
Approval of consent agenda • Minutes: 01/24/23 • Minutes: 02/28/23	Approval of consent agendas: Minutes 01/24/23 and Minutes 02/28/23 **moved** to next meeting on 4/25/23	
Vote to Approve: • No requests at this time	Quorum is needed every time voting is necessary. It might be better to have Orange County Sheriff's Department as a partner rather than a voting member. In reality, they are not required to sign anything since they are not a mandated member.	
CFAD Approvals needed at the April meeting • Certification to NOVA due date is 05.02.23 • Proposed allocated COLA calculated by determined consortium percentages:	Fiscal Declaration to stay direct funded. No changes. Agencies & Certifiers M'Liss Patterson, Fatinah Judeh (non-allocated),	

GGAE: $141,976.43
Calculated by: .332094621543739
OUSD: $657.19
Calculated by: .001537224089049
RSCCD: $284,884.38
Calculated by .666368154367212

Member	FY 23/24 Preliminary	+COLA	FY 23/24 TOTAL
GGUSD	1,746,335.00	141,976.43	**1,888,31**
OUSD	8,084.00	657.19	**8,741.19**
RSCCD	3,504,125.00	284,884.38	**3,789,00**
TOTAL	**5,258,544.00**	**427,518.00**	**5,686,06**

Lisa Green, Lorraine Perez (non-allocated), Lorena Chavez, Christine Gascon.

Member Allocations:
GGUSD $1,888,31
OUSD $8,741
RSCCD $3,789,00

Governance
No changes on numbers 3, 4, 5, 6, 7, 10, 12, 13, 14, 15, 19, 20
Number 8 - Decision Making, change to three of the five representatives must be present to meet Quorum. For vote, simple majority of voting member present (50% +1) from voting districts. Vote needed to make the Sherriff's Department a partner rather than voting member.
Number 9 -Proposed Decisions/Allotment time Change to three days (instead of one week)
Number 11
Include comments made via Zoom
Number 16 Carry over funds
Change to two years to return to compliance (instead of one year).
Number 17 Bylaws for carryover
Change to: Follow guidelines based on AB104 and AB1491
Number 18
Might change to a different percentage other than 60%

Discussion:

AB1491 Legislation and its impacts on RSAEC
- AB1491 Consortium-Level Carryover limited to 20% overall
- Guidelines will need to be established and voted on by all members of the RSAEC Executive Board to set member-level excessive carryover caps
- Tools will be made available in NOVA soon

• Webinar will be available to guide members on the roll-out how to use the tools • Forecasting Tool • Expenditure Threshold Percentage Tool (state-level setting) • Corrective Action Flag (for members that exceed the state set threshold)		
Upcoming 2023 Due Dates and important Information: March 2023 • **Mar 31:** 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) * • **Mar 31:** End of Q3 April 2023 • **Apr 30:** Student Data due in TOPSPro (Q3) • **Apr 30:** Employment and Earnings Follow-up Survey May 2023 • **May 2:** CFAD for 2023-24 due in NOVA *	Chrissy went over due dates.	
Other: • Meeting **adjourned at 9:45AM**		
Future Meetings: 4th **Tuesday of the month, unless otherwise noted.** **Location: ZOOM** **Time: 9:00am – 10:00am** • **2023:** April 25, May 23, June 27		