



Building Skills, Advancing Careers

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

DATE: April 25, 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: Lorena Chavez, Chrissy Gascon (Executive Director), Lisa Green, Fatinah Judah, M'Liss Patterson, Lorraine Perez

Members Absent:

Guests:

MINUTES

Item	Discussion	Action
<p>Introductions</p>	<p>The RSAEC Executive Board meeting started at 9:11AM</p>	
<p>Approval of agenda</p> <ul style="list-style-type: none"> • Approval of Past Agendas: <ul style="list-style-type: none"> • 01/24/23 • 02/28/23 • 03/28/23 • Approval of Agenda <ul style="list-style-type: none"> • 04/25/23 	<p>Approval of Past Agendas:</p> <ul style="list-style-type: none"> • 01/24/23 • 02/28/23 • 03/28/23 <p>A motion to approve the past agenda(s) was made by Lorena Chavez and seconded by M'Liss Patterson. Passed by a unanimous vote.</p> <p>A motion to approve the agenda (4/25/23) was made by Lisa Green and seconded by M'Liss Patterson. Passed by a unanimous vote.</p>	
<p>Approval of consent agenda</p> <ul style="list-style-type: none"> • Minutes: 01/24/23 • Minutes: 02/28/23 • Minutes: 03/28/23 	<p>A motion to approve the 1/24/23 Minutes was made by Lorraine Perez and seconded by M'Liss Patterson. Passed by a unanimous vote.</p> <p>A motion to approve the 2/28/23 Minutes was made by Lisa Green and seconded by Lorena Chavez. Passed by a unanimous vote.</p>	

A motion to approve the 3/28/23 Minutes was made by **M'Liss Patterson** and seconded by **Lisa Green**.
Passed by a unanimous vote.

Vote to Approve:

- Vote to approve the CFAD with the following changes.

1. COLA distributions and percentage calculations as follows:

GGAE: \$141,976.43

Calculated by: .332094621543739

OUSD: \$657.19

Calculated by: .001537224089049

RSCCD: \$284,884.38

Calculated by .666368154367212

2. Total Distributions as follows:

- See chart below

Member	<u>FY 23/24 Preliminary</u>	<u>+COLA</u>	<u>FY 23/24 TOTAL</u>
GGUSD	1,746,335.00	141,976.43	1,888,311.43
OUSD	8,084.00	657.19	8,741.19
RSCCD	3,504,125.00	284,884.38	3,789,009.38
TOTAL	5,258,544.00	427,518.00	5,686,062.00

Chrissy Gascon reviewed the CFAD draft and allocation with the mandated voting members with time for questions and discussions.

A motion to approve the 2023/2024 CFAD with no corrections to the draft was made by **M'Liss Patterson** and seconded by **Lorraine Perez**.

Passed by a unanimous vote.

The CFAD was submitted to NOVA by **Chrissy Gascon** and sent out for approvals

Vote to Approve:

Vote to approve the RSCCD percentage split of new funding (\$251,023) for the 23-24 fiscal year as follows:

- Santa Ana College Continuing Education: 70% (\$176,716)
- Santiago Canyon College Continuing Education: 30% (\$75,307)

A motion to approve the RSCCD 70/30 percentage split of \$251,023 of new funding was made by **Lisa Green** and seconded by **Lorena Chavez**.

Passed by a unanimous vote.

<p>Discussion:</p> <p>23-24 Meeting Dates and Times.</p> <p>Proposed dates and times include:</p> <ul style="list-style-type: none"> • July 25, 2023 • August 22, 2023 • September 26, 2023 • October 24, 2023 • November 28, 2023 • December – No Meeting • January 23, 2024 • February 27, 2024 • March 26, 2024 • April 23, 2024 • May 28, 2024 • June 25, 2024 	<p>Chrissy Gascon led a discussion on new meeting dates and times for the 2023-2024 academic year. It was decided to keep the 4th Tuesday of the month with a 9am start time. Members opted to keep the meeting via zoom.</p> <p>The new dates were approved by all members with the option for adjustments to the schedule when needed.</p>	
<p>Upcoming 2023 Due Dates and important Information:</p> <p>April 2023</p> <ul style="list-style-type: none"> • Apr 30: Student Data due in TOPSPro (Q3) • Apr 30: Employment and Earnings Follow-up Survey <p>May 2023</p> <ul style="list-style-type: none"> • May 2: CFAD for 2023-24 due in NOVA * <p>June 2023</p> <ul style="list-style-type: none"> • Jun 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q3) • Jun 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) * • Jun 30: End of Q4 	<p>Chrissy Gascon reminded members of the upcoming due dates and proposed a writing workgroup to start on the Annual Plan that will be due on August 15.</p>	

July 2023

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL

August 2023

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2023-24 due in NOVA *

September 2023

- **Sep 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA *
- **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 22/23 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

October 2023

- **Oct 30:** 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

December 2023

- **Dec 1:** July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *

<ul style="list-style-type: none"> • 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 		
<p>Other:</p> <ul style="list-style-type: none"> • Announcement 	<ul style="list-style-type: none"> • Chrissy will be out of town from Friday, April 28 – Sunday, May 14 and Friday, May 26 – Tuesday, May 30. <p>Meeting adjourned at 9:56 am.</p>	
<p>Future Meetings: 4th Tuesday of the month, unless otherwise noted.</p> <ul style="list-style-type: none"> • 2023: May 23, June 27 	<p>Location: ZOOM</p>	<p>Time: 9:00am – 10:00am</p>