



Building Skills, Advancing Careers

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

DATE: June 27, 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: Lily Vasquez

MINUTES

Item	Discussion	Action
Introductions	The RSAEC Executive Board meeting started at 9:01AM	
Approval of agenda	Approval of Agenda: <ul style="list-style-type: none"> • 06/27/23 A motion to approve the past agenda(s) was made by Lisa Green and seconded by Lorena Chavez . Passed by a unanimous vote.	
Approval of consent agenda <ul style="list-style-type: none"> • Minutes: 04/25/23 	A motion to approve the 4/25/23 Minutes was made by M'Liss Patterson and seconded by Lorraine Perez . Passed by a unanimous vote.	
Vote to Approve: The redistribution of funding to meet current personnel needs at Santa Ana College SCE. Current Position: FT Faculty Member, ESL (100%) <ul style="list-style-type: none"> • Savings: \$173,332 New Position: Special Projects Director (50%) <ul style="list-style-type: none"> • Cost \$105,350 New Position: Registrar (25%) <ul style="list-style-type: none"> • Cost: \$55,196 Total Position Savings: \$12,786	Chrissy reviewed the redistribution of funding to meet current personnel needs at Santa Ana College SCE with the mandated voting members with time for questions and discussions. A motion to approve the redistribution of funding was made by Lorena Chavez and seconded by M'Liss Patterson Passed by a unanimous vote.	

<p>Vote to Approve: The redistribution of funding to meet current personnel needs at Santiago Canyon College DCE. Current Position: FT Custodian (47.5%)</p> <ul style="list-style-type: none"> • Savings: \$48,854 <p>Current Position: PT DSPS Instructional Assistant</p> <ul style="list-style-type: none"> • Savings: \$22,663 <p>Current Position: PT DSPS Instructional Assistant</p> <ul style="list-style-type: none"> • Savings: \$22,663 <p>New Position: PT Custodian (47.5%)</p> <ul style="list-style-type: none"> • Cost \$22,125 <p>New Position: PT Custodian (47.5%)</p> <ul style="list-style-type: none"> • Cost \$22,125 <p>New Position: Administrative Clerk (100%)</p> <ul style="list-style-type: none"> • Cost: \$109,143 <p>Total Position Increase: \$59,213 Note: A portion of the permanent funding that has been allocated to SCC DCE will fund the offset. [SCC-DCE COLA \$75,307 – approved 4.25.23]</p>	<p>Chrissy reviewed the redistribution of funding to meet current personnel needs at Santiago College DCE with the mandated voting members with time for questions and discussions.</p> <p>A motion to approve the redistribution of funding was made by Lorena Chavez and seconded by Lisa Green. Passed by a unanimous vote.</p>	
<p>Vote to Approve: Change of position from Executive Director, AEBG to Dean of Instruction and Student Services. Costs include salary and benefits. Current Position: Executive Director, AEBG</p> <ul style="list-style-type: none"> • Cost \$257,906 <p>New Position: Dean of Instruction and Student Services</p> <ul style="list-style-type: none"> • Cost \$278,448 <p>Total Position Increase: \$20,542 Note: A portion of the permanent funding that has been allocated to SCC DCE will fund the offset. [SCC-DCE COLA \$75,307 – approved 4.25.23]</p>	<p>Chrissy reviewed the change of position from Executive Director, AEBG to Dean of Instruction and Student Services with the mandated voting members with time for questions and discussions.</p> <p>Lorena had a question if Chrissy would still oversee these duties. Chrissy confirmed she would still oversee CAEP.</p> <p>A motion to approve the redistribution of funding was made by Lisa Green and seconded by Lorena Chavez. Passed by a unanimous vote.</p>	
<p>Vote to Approve: The use of the new permanent funding that has been allocated to Santa Ana College SCE to support marketing of CAEP programs. The funding will be used for all mediums of marketing/advertising including radio, TV, social media, and</p>	<p>Chrissy reviewed the use of the new permanent funding that has been allocated to Santa Ana College SCE to support marketing of CAEP programs with the mandated voting members with time for questions and discussions.</p>	

<p>mailers/printed materials as well as funding of personnel to assist this effort. Note: A portion of the permanent funding that has been allocated to SAC SCE will fund the offset. [SAC-SCE COLA \$176,716 – approved 4.25.23]</p>	<p>M'Liss had a question if different agencies would be included in this funding.</p> <p>Chrissy explained this funding was allocated directly to SAC, but that GGAE could speak directly to SAC to see where they might leverage marketing. Lorena also was very open to speaking about collaborative efforts between SAC-SCE and GGAE.</p> <p>Lorraine was wondering if any kind of partnership might help since this marketing might be directly in her community to help maximize this investment, especially regarding the family and community engagement and Wellness Centers.</p> <p>Lorena would love to collaborate to help with the marketing of these programs at the Wellness Centers. Lorraine and Lorena will connect to discuss.</p> <p>A motion to approve the redistribution of funding was made by Lorraine Perez and seconded by M'Liss Patterson. Passed by a unanimous vote.</p>	
<p>Vote to Approve: Carryover funding to be used to support projects for Santa Ana College SCE. Projects include:</p> <ul style="list-style-type: none"> • Marketing • OCTA Bus Pass Program • Curriculum Development • Part-Time Coordination of CAEP Programs • Supplies • Equipment 	<p>Chrissy reviewed the carryover funding to be used to support projects for Santa Ana College SCE with time for questions and discussions.</p> <p>Chrissy added one item that is missing from the list: PT Counseling.</p> <p>A motion to approve the carryover funding to be used to support projects for SAC SCE, including PT Counseling was made by Lisa Green and second by M'Liss Patterson. Passed by unanimous vote.</p>	
<p>Vote to Approve:</p>	<p>Chrissy reviewed the carryover funding to be used to support projects for Santiago Canyon</p>	

<p>Carryover funding to be used to support projects for Santiago Canyon College DCE. Projects include:</p> <ul style="list-style-type: none"> • Marketing • OCTA Bus Pass Program • Curriculum Development • Part-Time Coordination of CAEP Programs • Part-Time Counseling of CAEP Programs • Supplies • Equipment 	<p>College DCE with time for questions and discussions.</p> <p>A motion to approve the carryover funding to be used to support projects for SAC DCE was made by M'Liss Patterson and seconded by Lorena Chavez. Passed by unanimous vote.</p>	
<p>Board Approvals for 2023-2024</p> <ul style="list-style-type: none"> • RSCCD • GGAE • OUSD • SAUSD • OCDE 	<p>Board Approvals needed:</p> <ul style="list-style-type: none"> • RSCCD - Lorena will follow-up • GGAE - M'Liss will reach out to secretary • OUSD – Lisa will send it. • SAUSD – Lorraine will follow-up • OCDE 	
<p>Discussion:</p> <p>CAEP Summit: October 24-26, 2023</p> <ul style="list-style-type: none"> • Call for proposals: Deadline June 30 • Registration is now open • Cost: \$450 until August 25, then \$550 • Location: Hilton Universal City Room Block at Hilton \$219/night <p>Please let me know if you will be attending.</p>	<p>Chrissy discussed upcoming CAEP Summit.</p> <p>Chrissy will be attending. M'Liss will look into it, but GGAE has had some cuts that might affect attendance.</p>	
<p>Discussion:</p> <p>Schedule Annual Plan Writing Workgroup meetings.</p> <ul style="list-style-type: none"> • Due August 15 		
<p>Announcement:</p> <p>All future meetings will be in-person in compliance with the Brown Act.</p> <p>Meeting Location: College and Workforce Preparation Center</p>	<p>Chrissy announced that all future meetings will be in person starting 7/25/23 at:</p> <p>College and Workforce Preparation Center 1572 N. Main Street Orange, CA 92679</p>	

<p>1572 N. Main Street Orange, CA 92679 Day and Time: 9:00am-10:00am (4th Tuesday of the month)</p> <p>Phone: 714-628-5999</p>	<p>9:00am-10:00am (4th Tuesday of the month)</p>	
<p>Upcoming 2023 Due Dates and important Information:</p> <p>June 2023</p> <ul style="list-style-type: none"> Jun 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) * Jun 30: End of Q4 <p>July 2023</p> <ul style="list-style-type: none"> Jul 15: Student Data due in TOPSPro (Q4) FINAL <p>August 2023</p> <ul style="list-style-type: none"> Aug 1: Student Data due in TOPSPro (Q4) FINAL Aug 15: Annual Plan for 2023-24 due in NOVA * <p>September 2023</p> <ul style="list-style-type: none"> 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 	<p>Chrissy reminded members of the upcoming due dates.</p> <p>Writing Plan Workgroups:</p> <p>7/05 9:00-12:00PM; CWPC</p> <p>7/18 9:00-12:00PM; CWPC</p> <p>7/25 9:00-12:00PM; CWPC</p> <p>Optional: Please join us if you are available.</p> <p>August 1: Student Data due in TOPSPro (Q4) Final is an error.</p> <p>Lorena confirmed that the due date for Student Data (Q4) is July 15</p>	

<ul style="list-style-type: none"> • Sep 30: End of Q1 <h2>October 2023</h2> <ul style="list-style-type: none"> • 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 <h2>December 2023</h2> <ul style="list-style-type: none"> • Dec 1: July 1, 2022 to June 30, 2023 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 		
<p>Other:</p> <ul style="list-style-type: none"> • Chrissy will be out of town July 9 - 14 	<p>Chrissy going to an Administrative Training Retreat in Sacramento on 7/9-7/14/23.</p> <p>Chrissy on vacation 8/4-8/11/23.</p> <p>Meeting adjourned at 10:05AM</p>	
<p>Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 10:00am</p>		
<ul style="list-style-type: none"> • 2023: July 25, August 22, September 26, October 24, November 28, December – No Meeting • 2024: January 23, February 27, March 26, April 23, May 28, June 25 		