



Building Skills, Advancing Careers

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

**DATE: July 25, 2023**

**TIME: 9:00am – 10:00am**

**College and Workforce Preparation Center**

**1572 N. Main Street, Orange, CA 92867**

**(714) 628-5999**

**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
<b>Introductions</b>	The RSAEC Executive Board meeting started at <b>9:08AM</b>	
<b>Approval of agenda</b>	A motion to approve the agenda was made by <b>Lorraine Perez</b> and seconded by <b>Fatinah Judah</b> . Passed by a unanimous vote.	
<b>Approval of consent agenda</b> • Minutes: 06/27/23	A motion to approve the 6/27/23 Minutes was made by <b>M'Liss Patterson</b> and seconded by <b>Lorraine Perez</b> . Passed by a unanimous vote.	
<b>Discussion:</b> • Open discussion of the 2023 CAEP Annual Plan draft that was created at the July 5 and July 18 writing group meetings. • Draft was emailed to all voting members on July 18 for comments, suggestions, and edits.	<b>Chrissy</b> reviewed the final draft for the 2023 CAEP Annual Plan.  <b>Lorena</b> wanted to correct/clarify a sentence on pg. 2.  Added a new strategy: Expansion of Pre-Apprenticeship and Apprenticeship Programs under Innovative Career Education. <b>Chrissy</b> also added a strategy for Career Counseling.	<b>Lorena</b> will do a strategy description and send it to <b>Chrissy</b> today.  <b>Chrissy</b> will do a strategy description for Career Counseling.

<p><b>Vote to Approve:</b>  <b>2023 CAEP Annual Plan</b></p> <ul style="list-style-type: none"> <li>• Vote to approve the 2023 CAEP Annual Plan</li> <li>• Reminder, after the vote all CAEP voting members will need to access NOVA to approve</li> </ul>	<p>A motion to approve the final draft for the 2023 CAEP Annual Plan with the two additional strategies, Expansion of Pre-Apprenticeship and Apprenticeship Programs and Career Counseling, to the draft was made by <b>Lisa Green</b> and seconded by <b>M'Liss Patterson</b>.  Passed by a unanimous vote.</p>	
<p><b>Discussion:</b>  <b>English Language Learner (ELL) Healthcare Pathways</b></p> <ul style="list-style-type: none"> <li>• This is a one-time \$130 million appropriation of Prop 98 funds to support a 3-year program to develop healthcare-focused vocational pathways for English Learners.</li> <li>• RSAEC was chosen as one of the eligible consortia to receive funding to support the following areas: <ul style="list-style-type: none"> <li>• Dental Assistant</li> <li>• Emergency Medical Technicians</li> <li>• Medical Assistants</li> <li>• Nursing Assistants</li> <li>• Pharmacy Technicians</li> <li>• Phlebotomists</li> <li>• Social and Human Services Technicians</li> <li>• Healthcare occupations not listed can be considered but must meet criteria listed in the memo and receive CCCCO approval.</li> </ul> </li> <li>• 3 out of the 4 Orange County Consortia received the following tentative allocations: <ul style="list-style-type: none"> <li>• <b>RSAEC: \$1,146,634</b></li> <li>• COEC: \$595,896</li> <li>• SOCR: \$655,388</li> </ul> </li> <li>• RSAEC must submit a single application of Intent in the Chancellor's Office NOVA system and include the following: <ul style="list-style-type: none"> <li>• Project Workplan</li> <li>• Budget Estimate</li> <li>• Signed Letter of Support from employer and partnerships on behalf of the consortium</li> </ul> </li> <li>• The Letter of Intent and supporting documentation are <b>due in NOVA by 5:00pm on September 8, 2023</b></li> </ul>	<p>Chrissy informed the committee of new funding: <b>English Language Learner (ELL) Healthcare Pathways</b>.</p> <p>Out of 71 consortiums, RSAEC was selected as one of three consortiums from Orange County.</p> <p><b>Chrissy</b> will meet with Sarah Santoyo, Assistant Vice Chancellor, Educational Services, to help with writing today, 7/25. Program that can be developed:  Lactation Educator – full pathway to credit that will end with 16 units of credit courses.  Behavior Technician – needs high level English.  Medical Assistant  Nurse Assistant  Acute Care  Home Health Aide</p> <p>Proposed Workgroup Meeting dates:  7/25 2:00-4:00PM via Zoom  8/03 3:00-5:00PM via Zoom  8/17 3:00-5:00PM via Zoom  8/22 9:00-10:30AM in-person during RSAEC Executive Board meeting can set up new meetings.</p>	

<ul style="list-style-type: none"> <li>Proposed workgroup to convene immediately to prepare the budget and workplan.</li> </ul>		
<p><b>Board Approvals for 2023-2024</b></p> <ul style="list-style-type: none"> <li>RSCCD</li> <li>GGAE – received May 23</li> <li>OUSD – received May 23</li> <li>SAUSD</li> <li>OCDE</li> </ul> <p>Please let Chrissy know of upcoming Board meeting dates and/or Superintendent meeting dates</p>	<p>RSCCD – Lorena needs Board Approval for CAEP  SAUSD – on agenda for tonight’s meeting  OCDE - Missing</p>	
<p><b>Discussion:</b></p> <p><b>CAEP Summit: October 24-26, 2023</b></p> <ul style="list-style-type: none"> <li>Call for proposals: Deadline June 30</li> <li>Registration is now open.</li> <li>Cost: \$450 until August 25, then \$550</li> <li>Location: Hilton Universal City Room Block at Hilton \$219/night.</li> </ul> <p>Please let me know if you will be attending.</p> <ul style="list-style-type: none"> <li>So far: <b>M'Liss</b> and <b>Chrissy</b> will be attending</li> </ul>	<p>Rest of items on the agenda were tabled.</p>	
<p><b>Announcement:</b></p> <p><b>Meeting Location:</b>  College and Workforce Preparation Center  1572 N. Main Street  Orange, CA 92679</p> <p><b>Day and Time:</b>  9:00am-10:00am (4<sup>th</sup> Tuesday of the month)</p> <p><b>Phone:</b>  714-628-5999</p>		

## Upcoming 2023 Due Dates and important Information:

### 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 \*
- **Dec 1:** 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)

<ul style="list-style-type: none"> <li>• <b>Dec 31:</b> 20/21, 21/22 &amp; 22/23 Member Expense Report certified by Consortia in NOVA (Q1)</li> <li>• <b>Dec 31:</b> End of Q2</li> </ul>		
<b>Other:</b> <ul style="list-style-type: none"> <li>• <b>Chrissy</b> will be out of town August 4 -11</li> </ul>	Meeting adjourned <b>10:08AM</b>	
<b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.      Location: CWPC Conference Room      Time: 9:00am – 10:00am</b>		
<ul style="list-style-type: none"> <li>• <b>2023:</b> August 22, September 26, October 24, November 28, <b>December – No Meeting</b></li> <li>• <b>2024:</b> January 23, February 27, March 26, April 23, May 28, June 25</li> </ul>		