



Building Skills, Advancing Careers

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

DATE: April 22, 2025

TIME: 9:00am – 10:00am

ZOOM: 860 0467 5436

College and Workforce Preparation Center

1572 N. Main Street, Orange, CA 92867

(714) 628-5999

Members Present: Chrissy Gascon (Executive Director), Lisa Green, Fatinah Judah, M'Liss Patterson

Absent: Lorena Chavez, Lorraine Perez

MINUTES

Item	Discussion	Action
Introductions	The RSAEC Executive Board Meeting started at 9:05AM	
Approval of agenda	A motion to approve the Agenda was made by M'Liss Patterson and seconded by Lisa Green . All members voted in favor.	
Approval of consent agenda • Minutes: Approval of Minutes (03/25/25)	A motion to approve the Minutes from 03/25/25 was made by Fatinah Judah and seconded by M'Liss Patterson . All members voted in favor.	
Discussion Items: • Discussion of CFAD 2025 • Voting Date – May 1 st at 9:00 a.m. • 3-Year Comprehensive Plan	Chrissy went over the CFAD and 3-Year Comprehension Plan. • 3-Year Comprehensive Plan: ○ M'Liss informed the members that Dr. Stephanie Kaplan asked her to share that they are looking to repurpose funds, not for a TOSA but instead for an Assistant Principal. The Assistant Principal will work alongside the new director. The new director will start July 1, 2025. All members are in agreement.	

Vote to Approve: <ul style="list-style-type: none"> No items 		
Board Approvals for 2025-2026 <ul style="list-style-type: none"> RSCCD – Approved GGAE – OUSD – Approved SAUSD – OCDE – Approved 	<ul style="list-style-type: none"> GGAE – M’Liss’ Director position will go to board at the upcoming Board Meeting. 	
Announcements: <ul style="list-style-type: none"> 		
Upcoming Events: <ul style="list-style-type: none"> 		
Upcoming 2025 Due Dates and important Information: April 2025 <ul style="list-style-type: none"> Apr 30: Student Data due in TOPSPro (Q3) Apr 30: Employment and Earnings Follow-up Survey May 2025 <ul style="list-style-type: none"> May 2: CFAD for 2025-26 due in NOVA * June 2025 <ul style="list-style-type: none"> Jun 1: 24/25 Member Expense Report due in NOVA (Q3) Jun 20: CAEP Three-Year Plan Due Jun 30: 24/25 Member Expense Report certified by Consortia in NOVA (Q3) * Jun 30: End of Q4 * Items with an asterisk are consortium deliverables	Chrissy reminded members of the upcoming due dates. Chrissy plans to have a solid draft of the CAEP 3-Year Plan by the end of May.	
Other: <ul style="list-style-type: none"> 		

Future Meetings: 4th Tuesday of the month, unless otherwise noted.

Location: CWPC Conference Room

Time: 9:00am – 10:00am

- **2025:** May 27, June 24