



Building Skills, Advancing Careers

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

DATE: June 24, 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), Lorena Chavez, Fatinah Judah, M'Liss Patterson

**Absent:** Lisa Green, Lorraine Perez

### MINUTES

Item	Discussion	Action
<b>Introductions</b>	The RSAEC Executive Board meeting started at <b>9:10AM</b>	
<b>Approval of agenda</b>	A motion to approve the agenda was made by M'Liss Patterson and seconded by Fatinah Judah. All members voted in favor.	
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>Minutes: Approval of Minutes (05/27/25)</li> </ul>	A motion to approve the minutes was made by Lorena Chavez and seconded by Fatinah Judah. All members voted in favor.	
<b>Discussion Items:</b> <ul style="list-style-type: none"> <li>New GGAE representative, Amy Avina</li> </ul>	This is M'Liss Patterson's last meeting. Amy Avina will be our new GGAE representative starting July 1.	
<b>Vote to Approve:</b> <ul style="list-style-type: none"> <li>No Items to approve</li> </ul>		
<b>Board Approvals for 2025-2026</b> <ul style="list-style-type: none"> <li>RSCCD – Approved</li> <li>GGAE – Approved</li> <li>OUSD – Approved</li> <li>SAUSD –</li> <li>OCDE – Approved</li> </ul>		

<b>Announcements:</b> <ul style="list-style-type: none"> <li></li> </ul> <b>Upcoming Events:</b> <ul style="list-style-type: none"> <li></li> </ul>		
<b>Upcoming 2025 Due Dates and important Information:</b>  <b>June 2025</b> <ul style="list-style-type: none"> <li><b>Jun 1:</b> 24/25 Member Expense Report due in NOVA (Q3)</li> <li><b>Jun 20:</b> CAEP Three-Year Plan Due</li> <li><b>Jun 30:</b> 24/25 Member Expense Report certified by Consortia in NOVA (Q3) *</li> <li><b>Jun 30:</b> End of Q4</li> </ul> <p>* Items with an asterisk are consortium deliverables</p>	<b>Chrissy</b> reminded members of the upcoming due dates. She will start working on the Annual Plan, which is due August 2025.	
<b>Other:</b> <ul style="list-style-type: none"> <li></li> </ul>		Renée will include the new meeting dates with the meeting request.
<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>2025:</b> August 26</li> </ul>		