



Building Skills, Advancing Careers

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

DATE: July 22, 2025

TIME: 9:00am – 10:00am

ZOOM: 891 3643 5380

College and Workforce Preparation Center

1572 N. Main Street, Orange, CA 92867

(714) 628-5999

Members Present: Chrissy Gascon (Executive Director), Amy Avina, Lorena Chavez, Lisa Green, Fatimah Judah, M'Liss Patterson, Wendy Rhinehart
Absent: Lorraine Perez

MINUTES

Item	Discussion	Action
Introductions	The RSAEC Executive Board meeting started at 9:06AM . Members introduced themselves to Wendy Rhinehart, Assistant Principal of Adult Education and Amy Avina, Director of Garden Grove Adult Education.	
Approval of agenda	A motion to approve the agenda was made by Lisa Green and seconded by Amy Avina . All members voted in favor.	
Approval of consent agenda <ul style="list-style-type: none"> Minutes: Approval of Minutes (06/24/25) 	A motion to approve the minutes was made by Lisa Green and seconded by Amy Avina . All members voted in favor.	
Discussion Items: <ul style="list-style-type: none"> CAEP updated/adjusted allocation for fiscal year 2025-26 Annual Plan 	CAEP: Chrissy mentioned that adjustments will need to be made, please work with your Fiscal to ensure they are informed. She will make sure the CFAD is updated. Annual Plan: Chrissy informed the Members that the Annual Plan includes both the work outlined in the 3-Year Plan as well as the upcoming Annual Plan. Chrissy discussed the Plans and Goals with the Members and asked the Members for their input.	

Vote to Approve: <ul style="list-style-type: none"> 		
Board Approvals for 2025-2026 <ul style="list-style-type: none"> • RSCCD – Approved • GGAE – Approved • OUSD – Approved • SAUSD – • OCDE – Approved 		
Announcements:		
Upcoming Events: <ul style="list-style-type: none"> 		
Upcoming 2025 Due Dates and important Information:	Sep 30: 25/26 Member Program Year Budget and Work Plan due in NOVA – Chrissy mentioned that this will be discussed at the next meeting on August 27 th .	
August 2025 <ul style="list-style-type: none"> • Aug 15: Annual Plan for 2025-26 due in NOVA * 		
September 2025 <ul style="list-style-type: none"> • Sep 1: 23/24 and 24/25 Member Expense Report due in NOVA (Q4) • Sep 1: 25/26 Certification of Allocation Amendment due in NOVA • Sep 30: 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4) * • Sep 30: 25/26 Member Program Year Budget and Work Plan due in NOVA • Sep 30: End of Q1 		
October 2025 <ul style="list-style-type: none"> • Oct 30: 25/26 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 		

November 2025 <ul style="list-style-type: none"> Nov 14: Written Expenditure Plan (WEP)* Only for consortia who have exceeded 20% carryover. 		
December 2025 <ul style="list-style-type: none"> Dec 1: 25/26 Member Expense Report Due in NOVA (Q1) Dec 1: July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium * Dec 31: 25/26 Member Expense Report certified by Consortia in NOVA (Q1) Dec 31: End of Q2 <p><i>* Items with an asterisk are consortium deliverables</i></p>		
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		
<ul style="list-style-type: none"> 2025: August 26 		