



Building Skills, Advancing Careers

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

DATE: August 26, 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, Fatinah Judah,

Wendy Rhinehart

Absent: Lorraine Perez

### MINUTES

Item	Discussion	Action
<b>Introductions</b>	The RSAEC Executive Board meeting started at <b>9:04AM</b> .	
<b>Approval of agenda</b>	A motion to approve the agenda was made by <b>Amy Avina</b> and seconded by <b>Lorena Chavez</b> . All members voted in favor.	
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>Minutes: Approval of Minutes (07/22/25)</li> </ul>	A motion to approve the minutes was made by <b>Amy Avina</b> and seconded by <b>Fatinah Judah</b> . All members voted in favor.	
<b>Discussion Items:</b> <ul style="list-style-type: none"> <li>SAC: Addition of PT Administrative Clerk position for CAEP, SAC.</li> <li>SAC: Discussion on Medical Mobile Unit</li> <li>CFAD Allocation Amendment</li> </ul>	<ul style="list-style-type: none"> <li><b>SAC: Addition of PT Administrative Clerk position for CAEP, SAC - Lorena</b> would like to submit for a vote and approval to add this position. This would support CAEP impacted programs with marketing and advertising of the courses.</li> <li><b>SAC: Discussion on Medical Mobile Unit - Lorena</b> would like to shift the funding for one time only to utilize the Workforce Coordinators salary for the purchase of a Medical Mobile Unit. Funding will be</li> </ul>	

	<p>leveraged to cover that expense and then utilize CAEP allocations to augment the shortfall in the budget. The Department of Education approved to use the funding for the Medical Mobile Unit. Lorena explained that the Medical Mobile Unit will serve as an educational tool to enhance student learning and allow for basic health screening within the communities of Garden Grove and Santa Ana.</p> <p><b>Chrissy</b> mentioned that no approval yet from the Chancellor. Maintenance of the vehicle may be in question.</p> <ul style="list-style-type: none"> <li>• <b>CFAD Allocation Amendment – Chrissy</b> informed the Members that allocation for this year was decreased. Chrissy has to change this proposed allocation to bring in the negatives.</li> </ul>	
<b>Vote to Approve:</b> <ul style="list-style-type: none"> <li>• SAC: Addition of PT Administrative Clerk position for CAEP, SAC.</li> </ul>	<p>A motion to approve the Addition of PT Administrative Clerk position for CAEP, SAC. was made by <b>Lisa Green</b> and seconded by <b>Amy Avina</b>.</p> <p>All members voted in favor.</p>	
<b>Vote to Approve:</b> <ul style="list-style-type: none"> <li>• Certification of CFAD Allocation Amendment</li> </ul>	<p>A motion to approve the Certification of CFAD Allocation Amendment was made by <b>Lisa Green</b> and seconded by <b>Amy Avina</b>.</p> <p>All members voted in favor.</p>	
<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> <p><b>Upcoming Events:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>		
<p><b>Upcoming 2025 Due Dates and important Information:</b></p> <p><b>September 2025</b></p> <ul style="list-style-type: none"> <li>• <b>Sep 1:</b> 23/24 and 24/25 Member Expense Report due in NOVA (Q4)</li> <li>• <b>Sep 1:</b> 25/26 Certification of Allocation Amendment due in NOVA</li> <li>• <b>Sep 30:</b> 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4) *</li> <li>• <b>Sep 30:</b> 25/26 Member Program Year Budget and Work Plan due in NOVA</li> <li>• <b>Sep 30:</b> End of Q1</li> </ul> <p><b>October 2025</b></p> <ul style="list-style-type: none"> <li>• <b>Oct 30:</b> 25/26 Member Program Year Budget and Work Plan certified by Consortia in NOVA *</li> <li>• <b>Oct 31:</b> Student data due in TOPSPRO (Q1)</li> <li>• <b>Oct 31:</b> Employment and Earnings Follow-up Survey</li> </ul> <p><b>November 2025</b></p> <ul style="list-style-type: none"> <li>• <b>Nov 14:</b> Written Expenditure Plan (WEP)* Only for consortia who have exceeded 20% carryover.</li> </ul> <p><b>December 2025</b></p> <ul style="list-style-type: none"> <li>• <b>Dec 1:</b> 25/26 Member Expense Report Due in NOVA (Q1)</li> <li>• <b>Dec 1:</b> July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *</li> <li>• <b>Dec 31:</b> 25/26 Member Expense Report certified by Consortia in NOVA (Q1)</li> <li>• <b>Dec 31:</b> End of Q2</li> </ul> <p><i>* Items with an asterisk are consortium deliverables</i></p>	<ul style="list-style-type: none"> <li>• <b>Sep 30: 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4) - Chrissy</b> will be certifying the expense report.</li> <li>• <b>Sep 30: 25/26 Member Program Year Budget and Work Plan due in NOVA – Chrissy</b> informed the Members that it is due on September 30<sup>th</sup>, however the Certified version is due October 30<sup>th</sup>.</li> </ul>	

Other: <ul style="list-style-type: none"><li></li></ul>		
Future Meetings: 4 <sup>th</sup> Tuesday of the month, unless otherwise noted.      Location: CWPC Conference Room      Time: 9:00am – 10:00am		
<ul style="list-style-type: none"><li>2025: September 16, October 21, <b>November - NO MEETING</b>, December 2 (adjusted due to Winter Break) 2026: January 27, February 24, March 24, April 28, May 26, June 23</li></ul>		