



Building Skills, Advancing Careers

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

DATE: October 21, 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, Leticia Alvarado, Amy Avina, Lorena Chavez, Fatinah Judah, Wendy Rhinehart

**Members Absent:** Lisa Green

**Guests:**

### MINUTES

| Item  | Discussion  | Action  |
|---|---|---|
| <b>Introductions</b>  | The RSAEC Executive Board meeting started at <b>9:03AM</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> .<br>All members voted in favor.   |   |
| <b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>Minutes: Approval of Minutes (09/16/25)</li> </ul> | A motion to approve the minutes was made by <b>Lorena Chavez</b> and seconded by <b>Amy Avina</b> .<br>All members voted in favor.  | Chrissy asked that “Executive Director” be removed and to add “Guest” on the Agenda |
| <b>Discussion Items:</b> <ul style="list-style-type: none"> <li>ELL Healthcare Pathways</li> <li>CAEP Updates</li> </ul>    | <ul style="list-style-type: none"> <li><b>ELL Healthcare Pathways</b>-Due October 31, 2025.<br/><b>Chrissy</b> told the members that the biggest consideration is that there is going to be a gap year. This funding will not fund July 2026. The funding year will be July 2027. The current funding may be extended.<br/><b>CCCAOE</b> giving at least 3 months to write Competitive Grants.</li> <li><b>CAEP Updates</b>-Chrissy attended the CAEP Summit and out of that she received the following information:</li> </ul> |   |

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|   | <ul style="list-style-type: none"> <li>○ It is going competitive, and they will be cutting the amount of people into less than half.</li> <li>○ Round 3 – Is the largest amount (\$50 million). They will choose 20 to allocate the \$50 million.</li> <li>○ CAEP is limiting the funding: minimum of \$1million up to \$5 million.</li> </ul>   |  |
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| <b>Vote to Approve:</b> <ul style="list-style-type: none"> <li>• No Voting Items</li> </ul>   |  |  |
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| <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 – Approved</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 2025/2026 Due Dates and important Information:</b><br><br><b>October 2025</b> <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><br><b>November 2025</b> <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> | <b>Chrissy</b> informed the members of everything due October – December. <ul style="list-style-type: none"> <li>• <b>Oct 30: 25/26 Member Program Year Budget and Work Plan certified by Consortia in NOVA-RSCCD and OUSD</b> are still in draft form. GGUSD submitted theirs.</li> <li>• <b>Nov 14: Written Expenditure Plan (WEP)</b>-Chrissy mentioned that we did exceed our 20% by a little and she will be writing that in and sending it off.</li> </ul> |  |

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| <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><b>January 2026</b></p> <ul style="list-style-type: none"> <li><b>Jan 31:</b> Student Data due in TOPSPro (Q2)</li> <li><b>Jan 31:</b> Employment and Earnings Follow-up Survey</li> </ul> <p><i>* Items with an asterisk are consortium deliverables</i></p> |   |  |
| <p><b>Other:</b></p> <ul style="list-style-type: none"> <li></li> </ul>   | <p><b>Chrissy</b> asked Lorena for an update on the Mobile unit- <b>Lorena</b> said that the price did go up and they are partnering up with an outside entity. Going on two potential routes, Medical mobile unit or Mental Health Unit that would meet the LVN and RN objectives. Tremendous support and bridge building for Credit and Non-Credit.</p> <p><b>Chrissy</b> informed the members that the annual and 3-year plan needs to include the Mobile Unit. She asked if Lorena could provide the information and it could be discussed at the next RSAEC meeting on December 2, 2025.</p> |  |
| <p><b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.      Location: CWPC Conference Room      Time: 9:00am – 10:00am</b></p> <ul style="list-style-type: none"> <li><b>2025: November - NO MEETING</b>, December 2 (adjusted due to Winter Break)</li> <li><b>2026:</b> January 27, February 24, March 24, April 28, May 26, June 23</li> </ul>  |   |  |