



Building Skills, Advancing Careers

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

DATE: January 27, 2026 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, Lisa Green, Fatinah Judah, Wendy Rhinehart

Members Absent:

Guests: Ellen, Orange Public Library Adult Literacy Coordinator

MINUTES

Item	Discussion	Action
Introductions	The RSAEC Executive Board meeting started at 9:05AM . Guest Speaker shared an overview of the resources and services available to our students through the Orange Public Library. She highlighted that many of the programs align well with Adult Education and expressed her enthusiasm about collaborating and working closely with our students.	
Approval of agenda	A motion to approve the agenda was made by Lisa Green and seconded by Leticia Alvarado . All members voted in favor.	
Approval of consent agenda <ul style="list-style-type: none"> • Minutes: Approval of Minutes (12/02/25) 	A motion to approve the minutes was made by Fatinah Judah and seconded by Lisa Green . Lorena Chavez abstains. Leticia Alvarado, Lisa Green and Fatinah Judah voted in favor.	
Discussion Items: <ul style="list-style-type: none"> • ELL Healthcare Pathways: <ol style="list-style-type: none"> 1. What programs will each member submit? 2. How will RSAEC describe themselves as a Hub of specialization and expertise. 	Chrissy led the discussion regarding ELL Healthcare Pathways.	

<ul style="list-style-type: none"> GOAL: Secure Round 3 funding at highest amount of our range band = \$5 million Planning 2026 In-Person Meetings 		
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Vote to Approve:

<ul style="list-style-type: none"> ELL Healthcare Pathways Name for NOVA ELL Healthcare Pathways Lead Fiscal Agent ELL Healthcare Pathways Project Lead ELL Healthcare Pathways Budget 	<ul style="list-style-type: none"> A motion to approve ELL Healthcare Pathways Name for NOVA as Rancho Santiago Adult Education Consortia ELL Healthcare Pathways Round 3 was made by Lorena Chavez and seconded by Lisa Green. All members voted in favor. A motion to keep the ELL Healthcare Pathways Lead Fiscal Agent as Rancho Santiago Community College District was made by Amy Avina and seconded by Lorena Chavez. All members voted in favor. A motion to keep Chrissy Gascon as the ELL Healthcare Pathways Project Lead was made by Lisa Green and Lorena Chavez seconded. All members voted in favor. ELL Healthcare Pathways Budget – All members voted in favor of meeting on Tuesday, February 17 at 9:00am. Lorena Chavez proposed using an average. Chrissy ran the NOVA report and pulled data for SAC and SCC. Chrissy noted that averaging the two years would result in only SCC receiving a reduction and stated that a cut is not supported by the current metrics. Amy Avina added that GGAE could stay status quo or take a slight cut since they don't have the same expenses at this moment. Amy would like to take a look at allocating a bit more to SCC. Lorena Chavez proposes to work out the numbers a bit more and work with Chrissy. 	<ul style="list-style-type: none"> ELL Healthcare Pathways Budget – Chrissy will send a meeting invite to Members.
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Board Approvals for 2026-2027

<ul style="list-style-type: none"> RSCCD – approved 		
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<ul style="list-style-type: none"> • GGAE – approved • OUSD – approved • SAUSD – approved • OCDE – approved 		
<p>Announcements:</p> <ul style="list-style-type: none"> • No items <p>Upcoming Events:</p> <ul style="list-style-type: none"> • 		
<p>Upcoming 2026 Due Dates and important Information:</p> <p>January 2026</p> <ul style="list-style-type: none"> • Jan 31: Student Data due in TOPSPro (Q2) • Jan 31: Employment and Earnings Follow-up Survey <p>February 2026</p> <ul style="list-style-type: none"> • Feb 28: Preliminary allocations for 2026-27 and 2027-28 released by this date. <p>March 2026</p> <ul style="list-style-type: none"> • Mar 1: 25/26 Member expense report is due in NOVA. (Q2) • Mar 31: End of Q3 • Mar 31: 25/26 Member Expense Report certified by Consortia in NOVA (Q2)* <p>April 2026</p> <ul style="list-style-type: none"> • Apr 30: Student Data due in TOPSPro (Q3) • Apr 30: Employment and Earnings Follow-up Survey <p>May 2026</p> <ul style="list-style-type: none"> • May 2: CFAD for 2026-27 due in NOVA * <p>June 2026</p> <ul style="list-style-type: none"> • Jun 1: 25/26 Member Expense Report due in NOVA (Q3) • Jun 30: 25/26 Member Expense Report certified by Consortia in NOVA (Q3) * 	<p>January 31 – Chrissy informed the members that January 31 is the submission of information into TOPSPro. This includes WIOA data, specifically employment and student data.</p>	

<ul style="list-style-type: none"> • Jun 30: End of Q4 <p><i>*Items with an asterisk are consortium deliverables</i></p>		
<p>Other:</p> <ul style="list-style-type: none"> • 		
<p>Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 10:00am</p>		
<ul style="list-style-type: none"> • 2026: February 24, March 24, April 28, May 26, June 23 		