



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

DATE: December 02, 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, Lisa Green, Fatinah Judah**Members Absent:** Lorena Chavez, Wendy Rhinehart**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>Lisa Green</b> . All members voted in favor.	
<b>Approval of consent agenda</b> • Minutes: Approval of Minutes (10/21/25)	A motion to approve the minutes was made by <b>Amy Avina</b> and seconded by <b>Leticia Alvarado</b> . All members voted in favor.	
<b>Discussion Items:</b> • Instructional Hours and Expenses by Program Area (DUE: December 1) • Update on the adjustment of the annual and 3-year plan to add the Mobile Unit for SAC-SCE. • Brown Act compliance • Guest at upcoming meeting from OC Library	<ul style="list-style-type: none"> <li>Instructional Hours and Expenses by Program Area (DUE: December 1) – <b>Chrissy</b> is inputting them today.</li> <li>Update on the adjustment of the annual and 3-year plan to add the Mobile Unit for SAC-SCE – Due to Lorena being absent, this item is tabled for the next meeting, January 27, 2026.</li> <li>Brown Act compliance – <b>Chrissy</b> announced that in-person meetings will happen one time quarterly while also keeping the zoom option. In-person meeting will be planned in</li> </ul>	

	<p>April 2026 and closer to when the Annual Plan is due.</p> <ul style="list-style-type: none"> <li>Guest at upcoming meeting from OC Library – <b>Chrissy</b> mentioned that OC Library would like to come to the next meeting. The OC Library is interested in partnering with us to assist with basic education and tutoring.</li> </ul>	
<b>Vote to Approve:</b>	<p>A motion to approve the CAEP Carryover Expenditure plan was made by <b>Amy Avina</b> and seconded by <b>Lisa Green</b>. All members voted in favor.</p>	
<b>Board Approvals for 2025-2026</b>	<p>Chrissy informed the members that in January 2026 she will be asking for the Board Approvals.</p>	
<b>Announcements:</b>		
<b>Upcoming Events:</b>		
<b>Upcoming 2025-26 Due Dates and important Information:</b>	<ul style="list-style-type: none"> <li>Dec 1: 25/26 Member Expense Report Due in NOVA (Q1)-Chrissy went over the December 2025 deliverables. The Expense Reports are due in NOVA. These will get certified at the end of December 2025. Due to the holidays Chrissy would prefer to have them by the end of next week.</li> <li>Dec 1: July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *</li> <li>Dec 31: 25/26 Member Expense Report certified by Consortium in NOVA (Q1)</li> <li>Dec 31: End of Q2</li> </ul>	
<b>December 2025</b>		

<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>Chrissy mentioned that the next big report, the CFAD isn't due until May 2<sup>nd</sup>.</p>	
<p><b>February 2026</b></p> <ul style="list-style-type: none"> <li>• <b>Feb 28:</b> Preliminary allocations for 2026-27 and 2027-28 released by this date.</li> </ul>		
<p><b>March 2026</b></p> <ul style="list-style-type: none"> <li>• <b>Mar 1:</b> 25/26 Member expense report is due in NOVA. (Q2)</li> <li>• <b>Mar 31:</b> End of Q3</li> <li>• <b>Mar 31:</b> 25/26 Member Expense Report certified by Consortia in NOVA (Q2)*</li> </ul>		
<p><b>April 2026</b></p> <ul style="list-style-type: none"> <li>• <b>Apr 30:</b> Student Data due in TOPSPro (Q3)</li> <li>• <b>Apr 30:</b> Employment and Earnings Follow-up Survey</li> </ul>		
<p><b>May 2026</b></p> <ul style="list-style-type: none"> <li>• <b>May 2:</b> CFAD for 2026-27 due in NOVA *</li> </ul>		
<p><b>June 2026</b></p> <ul style="list-style-type: none"> <li>• <b>Jun 1:</b> 25/26 Member Expense Report due in NOVA (Q3)</li> <li>• <b>Jun 30:</b> 25/26 Member Expense Report certified by Consortia in NOVA (Q3) *</li> <li>• <b>Jun 30:</b> End of Q4</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>Future Meetings:</b> 4<sup>th</sup> Tuesday of the month, unless otherwise noted.      <b>Location:</b> CWPC Conference Room      <b>Time:</b> 9:00am – 10:00am</p> <ul style="list-style-type: none"> <li>• <b>2026:</b> January 27, February 24, March 24, April 28, May 26, June 23</li> </ul>		