



Building Skills, Advancing Careers

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

DATE: June 23, 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: Amy Avina, Lorena Chavez, Lisa Green, Fatinah Judah

Members Absent: Leticia Alvarado, Wendy Rhinehart

Executive Director: Chrissy Gascon

Guests: Estela Cuellar

MINUTES

Item	Discussion	Action
Introductions: New Executive Board Member representing SCC: Estela Cuellar	Chrissy introduced Estela Cuellar who was voted in as the newest member to represent SCC by the Board of Trustees on June 22, 2026. She will start her voting position effective July 1, 2026.	
	Estela Cuellar serves as the Dean of Instruction and Student Services for the Division of Continuing Education at Santiago Canyon College. In this role, she oversees the English as a Second Language (ESL), and Older Adults, and Community Education programs.	
Public Comments	No Public Comments.	
Approval of agenda	A motion to approve the agenda was made by Lorena Chavez and seconded by Amy Avina . All members voted in favor.	
Approval of consent agenda Minutes: Approval of Minutes (4/21/26) and	Minutes: Approval of Minutes (04/21/26) – A motion to approve the	

(05/26/26)	minutes, with the amendment to replace “she” with “Chrissy” in the Public Comments section, was made by Amy Avina and seconded by Fatinah Judah. All members voted in favor. • Minutes: Approval of Minutes (05/26/26) - A motion to approve the minutes of the May 26, 2026, meeting, with the correction of the spelling of Amy Avina's last name in the Approval of Consent Agenda section was made by Amy Avina and seconded by Fatinah Judah. All members voted in favor.	
Discussion Items: • Annual Plan: The 2026-2027 Annual Plan is due on August 15, 2026. • Annual Plan Writing Groups • In-Person meetings scheduled for 2026-2027 and locations (see below)	Chrissy mentioned to the Members that she wanted to work on the Annual Plan as a group. Chrissy would like to get a meeting date on the books to review some of the other items. Chrissy reviewed the proposed 2026–2027 in-person meeting dates with the Members. The Members selected the dates for the Consortium's in-person meetings.	
Vote to Approve: •		
Board Approvals for 2026-2027 • RSCCD – • GGAE – • OUSD – Approved on 3/12/26 • SAUSD – • OCDE –		
Announcements: • Next meeting (July 28) will be in Person at CWPC Upcoming Events:	Chrissy presented announcements and upcoming events to the members, including the next meeting on July 28 at CWPC (in Person) and the CAEP Summit & Directors' Event, scheduled for October 27–30, 2026, in	

- CAEP Summit & Director's Event: October 27 – Friday, October 30, 2026 - Location: Santa Clara, CA	Santa Clara, California.	
Upcoming 2026 Due Dates and important Information: June 2026 Jun 30: 25/26 Member Expense Report certified by Consortia in NOVA (Q3) * Jun 30: End of Q4 July 2026 Jul 15: Student Data due in TOPSPro (Q4) FINAL August 2026 Aug 15: Annual Plan for 2026-27 due in NOVA * September 2026 Sep 1: 25/26 Member Expense Report due in NOVA (Q4) Sep 1: 26/27 Certification of Allocation Amendment due in NOVA Sep 30: 25/26 Member Expense Report certified by Consortia in NOVA (Q4) * Sep 30: 26/27 Member Program Year Budget and Workplan due in NOVA Sep 30: End of Q1; NOVA carryover compliance snapshot taken at 11:59 pm October 2026 Oct 30: 26/27 Member Program Year Budget and Workplan certified by Consortia in NOVA * Oct 31: Student data due in TOPSPro (Q1) Oct 31: Employment and Earnings Follow-up Survey November 2026	Chrissy reviewed upcoming due dates and important information with the members. Chrissy clarified that while the calendar includes many deliverables, not all listed dates are actual due dates. She noted that the items with the highlighted asterisks are the deliverables that must be submitted to the Consortium.	

- **Nov 14:** Written Expenditure Plan (WEP)* Only for consortia who have exceeded 20% carryover.

December 2026

- **Dec 1:** 26/27 Member Expense Report Due in NOVA (Q1)
- **Dec 1:** July 1, 2025 to June 30, 2026 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 31:** 26/27 Member Expense Report certified by Consortia in NOVA (Q1) *
- **Dec 31:** End of Q2

January 2027

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

February 2027

- **Feb 28:** Preliminary allocations for 2027-28 released by this date.

March 2027

- **Mar 1:** 26/27 Member Expense Report is due in NOVA. (Q2)
- **Mar 31:** 26/27 Member Expense Report certified by Consortia in NOVA (Q2) *

***Items with an asterisk are consortium deliverables**

Other:

-

Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 10:00am

- **2026: Tuesday, July 28, 2026,** Tuesday, August 25, 2026, **Tuesday, September 29, 2026** *5th Tuesday, Tuesday, October 20, 2026 *
*Moved due to CAEP Summit/Director's Event, November: No meeting, Tuesday, December 1, 2026 * Moved due to holidays
- **2027:** Tuesday, January 26, 2027, Tuesday, February 23, 2027, Tuesday, March 23, 2027, Tuesday, April 27, 2027, Tuesday, May 25, 2027, Tuesday, June 22, 2027