



Building Skills, Advancing Careers

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

DATE: August 25, 2026

TIME: 9:00am – 10:00am

ZOOM: 849 6314 4409

IN PERSON AT: College and Workforce Preparation Center

1572 N. Main Street, Orange, CA 92867

(714) 628-5999

Members Present: Leticia Alvarado, Amy Avina, Lorena Chavez, Estela Cuellar, Fatinah Judah, Dipali Potnis

Members Absent:

Executive Director: Chrissy Gascon

Guests: Maximiliano Rosas

MINUTES

Item	Discussion	Action
Introductions	The RSAEC Executive Board meeting started at 9:04AM .	
Public Comments	No Public Comments.	
Approval of Agenda	A motion to approve the agenda was made by Amy Avina and seconded by Leticia Alvarado . All members voted in favor.	
Approval of consent agenda Minutes: Approval of Minutes (07/28/26)	A motion to approve the minutes with the Alternate Members edits was made by Amy Avina and seconded by Lorena Chavez . All members voted in favor.	
Discussion Items: - Annual Plan – approve - CFAD – discussion of allocations - Guidelines and Bylaws – discussion of RSAEC specific bylaws to be created by the voting members - Upcoming 26/27 Member Program Year Budget and Workplan	Annual Plan: Chrissy thanked all members for their work on the Annual Plan. In addition to the Annual Plan, the ELL Healthcare Pathways Plan was approved yesterday. Chrissy mentioned that if members need to move funding for the Annual Plan for CAEP, or the ELL Healthcare Pathways grant, the decision is now at the local level and Chrissy	

	is able to open the budgets in some instances. Larger funding amounts would need to be brought here for discussion, including why the funding is being moved, was it previously voted on to move forward, and how the change may affect goals and objectives. CFAD Amendment: Chrissy discussed the CFAD Amendment, which included a \$27,000 increase. The increase is divided in the same manner as the original funding, using the same percentages. Guidelines and Bylaws: Chrissy suggested creating the bylaws as a group. She asked members if there are consortia's that have bylaws that would serve as good examples. Fatinah suggested a consortium. Upcoming 26/27 Member Program Year Budget and Workplan: Chrissy informed members that the Budget and Workplan are due September 30, 2026. This includes reviewing budgets, entering them into NOVA, and completing the workplan outlining what we will be working on this year.	
Vote to Approve: Vote to approve the allocation amendment for the CFAD per CCCCCO guidelines as follows: • RSCCD: \$18,033 • GGAE: \$8,987 • OUSD: \$42 Vote to approve one designated person per voting member to attend and participate in RSAEC Executive meetings. This person will be able to participate in all conversations and activities and will not need to abide by the 3-minute guest limitation. The designated members will exclude voting, but this will remain open for discussion. To	A motion to approve the Allocation Amendment for the CFAD per CCCCCO guidelines made by Amy Avina and seconded by Lorena Chavez. All members voted in favor. A motion to approve "One Designated Participant per Voting Member to Attend and Participate in RSAEC Executive Meetings. This person will be able to participate in all conversations and activities and will not need	

distinguish between members present, the minutes will reflect Voting Members and Non-Voting Members in the Attendance.	to abide by the 3-minute guest limitation. The designated participants will exclude voting, but this option will remain open for discussion. To distinguish between members present, the minutes will reflect Voting Members and Non-Voting Participants in the Attendance” was made by Amy Avina and seconded by Leticia Alvarado : All members voted in favor.	
Board Approvals for 2026-2027 • RSCCD – Approved on 6/22/26 • GGAE – Approved on 6/2/26 • OUSD – Approved on 7/16/26 • SAUSD – • OCDE –		
Announcements: •		
Upcoming Events: • ELL Healthcare Pathways Convening: September 17 in Irvine *Free Conference registration • CAEP Summit: October 28-30 in Santa Clara, CA	Chrissy shared that she is working to encourage faculty participation in the ELL Healthcare Pathways Conference. The conference is local and has no registration cost. Chrissy will be at the CAEP Summit all week.	Chrissy will email the ELL Healthcare Pathways Conference flyer to all members.
Upcoming 2026 Due Dates and important Information: September 2026 • Sep 1: 25/26 Member Expense Report due in NOVA (Q4) • 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	Chrissy reviewed the upcoming due dates with the members.	

*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, 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		