



Building Skills, Advancing Careers

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

**DATE: August 22, 2023**

**TIME: 9:00am – 10:00am**

**College and Workforce Preparation Center**

**1572 N. Main Street, Orange, CA 92867**

**(714) 628-5999**

**AGENDA**

Item	Discussion	Action
Introductions		
Approval of agenda		
Approval of consent agenda <ul style="list-style-type: none"> <li>• Minutes: 07/25/23</li> </ul>		
<b>Discussion:</b> <ul style="list-style-type: none"> <li>• English Language Learner (ELL) Healthcare Pathways Funding</li> <li>• RSAEC awarded \$1,146,634</li> <li>• Eligible Partners: RSCCD &amp; GGAE</li> </ul>		
ELL Pathways Information: <b>Letter of Intent Overview</b> To become a Grantee for this investment, CAEP Consortia identified in the Chancellor’s Office Memo interested in applying must submit a single application of Intent in the Chancellor’s Office NOVA system, which includes the signed Letter of Intent, a project workplan, budget estimate, and signed Letter of Support from employer and partnerships, on behalf of the consortium and its members by <b>5:00 p.m., Friday September 8, 2023.</b> <ul style="list-style-type: none"> <li>• Per the FAQs, finalized workplans and letters of support have been extended and must be submitted through NOVA <b>5:00 p.m., Monday November 6, 2023.</b></li> </ul>		

<p><b>Vote to Approve:</b></p> <ol style="list-style-type: none"> <li>1) Vote to approve RSCCD as the Fiscal Agent for the ELL Healthcare Pathways allocation.</li> <li>2) Vote to approve Chrissy Gascon as the CAEP/RSAEC Lead for the ELL Healthcare Pathways allocation.</li> </ol>		
<p><b>Board Approvals for 2023-2024</b></p> <ul style="list-style-type: none"> <li>• RSCCD – received August 23</li> <li>• GGAE – received May 23</li> <li>• OUSD – received May 23</li> <li>• SAUSD</li> <li>• OCDE</li> </ul> <p>Please let Chrissy know of upcoming Board meeting dates and/or Superintendent meeting dates</p>		
<p><b>Discussion:</b></p> <p><b>CAEP Summit: October 24-26, 2023</b></p> <ul style="list-style-type: none"> <li>• Call for proposals: Deadline passed</li> <li>• Registration is now open.</li> <li>• Cost: \$450 until August 25, then \$550</li> <li>• Location: Hilton Universal City Room Block at Hilton \$219/night.</li> </ul> <p>Please let me know if you will be attending.</p> <ul style="list-style-type: none"> <li>• So far: <b>M'Liss</b> and <b>Chrissy</b> will be attending</li> </ul>		
<p><b>Upcoming 2023 Due Dates and important Information:</b></p> <p><b>September 2023</b></p> <ul style="list-style-type: none"> <li>• <b>Sep 1:</b> 21/22 and 22/23 Member Expense Report due in NOVA (Q4)</li> <li>• <b>Sep 1:</b> July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA *</li> </ul>		

- **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA
- **Sep 8:** ELL Healthcare Pathways Letter of Intent due in NOVA
- **Sep 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) \*
- **Sep 30:** 22/23 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

## October 2023

- **Oct 30:** 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
- **Oct 31:** Student data due in TOPSPRO (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

## December 2023

- **Dec 1:** July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium \*
- **Dec 1:** 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

### Other:

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

- **2023:** September 26, October 24, November 28, **December – No Meeting**
- **2024:** January 23, February 27, March 26, April 23, May 28, June 25