



Building Skills, Advancing Careers

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

DATE: August 29, 2023

TIME: 9:00am – 10:00am

Special Meeting: ELL Healthcare Pathways

College and Workforce Preparation Center

1572 N. Main Street, Orange, CA 92867

AGENDA

Item	Discussion	Action
Introductions		
Approval of agenda		
Approval of consent agenda		
<p>Discussion:</p> <ul style="list-style-type: none"> English Language Learner (ELL) Healthcare Pathways Funding RSAEC awarded \$1,146,634 Eligible for Funding: RSCCD & GGAE 		
<p>ELL Pathways Information: Letter of Intent Overview 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 5:00 p.m., Friday September 8, 2023.</p> <ul style="list-style-type: none"> Per the FAQs, finalized workplans and letters of support have been extended and must be submitted through NOVA 5:00 p.m., Monday November 6, 2023. 		

Vote to Approve:

1. Vote to approve the distribution of ELL Healthcare Pathway funds to eligible members RSCCD and GGAE as follows:

Total Allocation: \$1,146,643

- **RSCCD:** \$846,642
 - **SAC-SCE:** \$503,399
 - **SCC-DCE:** \$343,243
- **GGAE:** \$299,992

2. Vote to approve indirect at 4% for all funded allocations across members.

Member	Direct Costs	IC 4%	Total
GGUSD	\$288,454	\$11,538	\$299,992
SAC	\$484,038	\$19,361	\$503,399
SCC	\$330,041	\$13,202	\$343,243
Total	\$1,102,533	\$44,101	\$1,146,634

3. Vote to approve Workplans to serve the following areas for each member:

- **RSCCD:**
 - **SAC-SCE:**
 - Nursing Assistant Training Program (CNA)
 - Dental Assistant
 - Lab Technician (Biotechnology)
 - Community Health Worker
 - **SCC-DCE:**
 - Nursing Assistant Training Program (CNA)
 - Lactation Consultant
 - Medical Assistant
 - Medical Billing
 - Medical Coding
 - Cal-Optima Peer Support Worker
- **GGAE:**
 - Pharmacy Technician

4. Vote to approve that **SAC, SCC** and **GGAE** can submit their detailed budgets for each of their workplans as

<p>informational items at the next monthly meeting on September 26, so that all members are able to enter all deliverables into NOVA by the September 8 deadline.</p>		
<p>Board Approvals for 2023-2024</p> <ul style="list-style-type: none"> • RSCCD – received August 23 • GGAE – received May 23 • OUSD – received May 23 • SAUSD • OCDE <p>Please let Chrissy know of upcoming Board meeting dates and/or Superintendent meeting dates</p>		
<p>Discussion:</p> <p>CAEP Summit: October 24-26, 2023</p> <ul style="list-style-type: none"> • Call for proposals: Deadline passed • Registration is now open. • Cost: \$450 until August 25, then \$550 • Location: Hilton Universal City Room Block at Hilton \$219/night. <p>Please let me know if you will be attending.</p> <ul style="list-style-type: none"> • So far: M'Liss and Chrissy will be attending 		
<p>Upcoming 2023 Due Dates and important Information:</p> <p>September 2023</p> <ul style="list-style-type: none"> • Sep 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q4) • Sep 1: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA * • 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: 4th 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