



Building Skills, Advancing Careers

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

**DATE: October 24, 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: 08/22/23 &amp; 8/29/23</li> </ul>		
<b>Discussion:</b> <ul style="list-style-type: none"> <li>• ELL Healthcare Pathways Budgets                             <ul style="list-style-type: none"> <li>• SAC, SCC &amp; GGAE budget reviews</li> </ul> </li> <li>• Overview of submittal</li> <li>• Next steps</li> </ul>		
<b>Vote to approve:</b> <ul style="list-style-type: none"> <li>• Vote to approve the addition of the Behavior Technician Program as the 7<sup>th</sup> program area in the ELL Healthcare Pathways application – as per telephone call approvals on September 7.</li> </ul>		
<b>Discussion:</b> CAEP Annual Workplan and Budget due Sept 30 <ul style="list-style-type: none"> <li>• Extensions were granted due to NOVA glitch</li> </ul> <b>October 20:</b> The consortium will have until October 20, 2023, to <b>certify the Quarter 4 Expenditure Reports.</b>		

<p><b>October 20:</b> The Member Budget and Work Plan deadline has been extended and is now due in NOVA by <b>October 20, 2023.</b></p> <p><b>November 17:</b> The consortium now has until <b>November 17, 2023 to certify the Member Budget and Work Plans.</b></p>		
<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>• 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>Announcement:</b></p>		
<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 30:</b> 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *</li> <li>• <b>Sep 30:</b> 22/23 Member Program Year Budget and Work Plan due in NOVA</li> </ul>		

<ul style="list-style-type: none"> <li>• <b>Sep 30:</b> End of Q1</li> </ul> <p><b>October 2023</b></p> <ul style="list-style-type: none"> <li>• <b>Oct 30:</b> 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA *</li> <li>• <b>Oct 31:</b> Student data due in TOPSPro (Q1)</li> <li>• <b>Oct 31:</b> Employment and Earnings Follow-up Survey</li> </ul> <p><b>December 2023</b></p> <ul style="list-style-type: none"> <li>• <b>Dec 1:</b> July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *</li> <li>• <b>Dec 1:</b> 20/21, 21/22 &amp; 22/23 Member Expense Report Due in NOVA (Q1)</li> <li>• <b>Dec 31:</b> 20/21, 21/22 &amp; 22/23 Member Expense Report certified by Consortia in NOVA (Q1)</li> <li>• <b>Dec 31:</b> End of Q2</li> </ul>		
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>		
<p><b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.      Location: CWPC Conference Room      Time: 9:00am – 10:00am</b></p> <ul style="list-style-type: none"> <li>• <b>2023:</b> November 28, <b>December – No Meeting</b></li> <li>• <b>2024:</b> January 23, February 27, March 26, April 23, May 28, June 25</li> </ul>		