



Building Skills, Advancing Careers

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

DATE: June 24, 2024

TIME: 9:00am – 10:00am

ZOOM:

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"> • Minutes: Approval of Minutes (5/14/24) 		
Discussion Items: <ul style="list-style-type: none"> • Updates on progress of the ELL Healthcare Pathways grant submission – due in NOVA June 30, 2024. • Round 1 Reporting: Next due date: September 30, 2024 • CAEP Annual Plan: Due in NOVA August 15, 2024 • CAEP Annual 3-Year Plan: Work commences September 1, 2024 		
Vote to Approve: <ul style="list-style-type: none"> • Vote to approve ELL Healthcare Pathways budgets and workplans as presented. 		
Board Approvals for 2024-2025 <ul style="list-style-type: none"> • RSCCD – Approved 5/28/24 • GGAE – • OUSD – • SAUSD – 		

<ul style="list-style-type: none"> • OCDE – 		
<p>Announcements:</p> <p>Upcoming Events:</p> <ul style="list-style-type: none"> • September 26-27, 2024: CAEP Director’s Event: Hilton, Arden Way, Sacramento, CA • October 28-30, 2024: CAEP Summit: Oakland Marriott City Center, Oakland, CA 		
<p>Upcoming 2024 Due Dates and important Information:</p> <p>** Please note: We do not have due dates for the ELL Healthcare Pathways Round 2 Funding as of yet (with the exception of the June 30 application due date). The calendar will be updated once they are received.</p> <p>June 2024</p> <ul style="list-style-type: none"> • Jun 1: 22/23 and 23/24 Member Expense Report due in NOVA (Q3) • Jun 30: ELL Healthcare Pathways Grant due in NOVA • Jun 30: 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) * • Jun 30: End of Q4 <p>July 2024</p> <ul style="list-style-type: none"> • Jul 15: Student Data due in TOPSPRO (Q4) FINAL <p>August 2024</p> <ul style="list-style-type: none"> • Aug 15: Annual Plan for 2024-25 due in NOVA * <p>September 2024</p>		

- **Sep 1:** 22/23 and 23/24 Member Expense Report due in NOVA (Q4)
- **Sep 1:** 23/24 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 2nd Bi-annual Expenditure and Progress Report due [1/1/24 – 6/30/24]
- **Sep 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 24/25 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

October 2024

- **Oct 30:** 24/25 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 2024

- **Dec 1:** July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 1:** 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

Other:

-

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

- **2024:** July 23, August 27, September 24, October 22, November 19 (adjusted due to Thanksgiving break), **December – no meeting**
- **2025:** January 28, February 25, March 25, April 22, May 27, June 24