



Building Skills, Advancing Careers

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

DATE: August 27, 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 (6/24/24) 		
Discussion Items: <ul style="list-style-type: none"> • Updates on progress of the ELL Healthcare Pathways grant: Round 1 Reporting: Next due date: September 30, 2024 • CAEP Annual Plan: Submitted 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: Change of RSAEC researcher position from RSCCD to SAC and SCC. Currently, the research position is vacant. The two colleges would like to move the position to a 50/50 split between the two campuses. 50% of the funding for the position will go to SCC and 50% will go to SAC to run individualized reporting. SCC will continue to run the district-wide reports and gather the SAC data for CAEP reporting. 		

<p>Board Approvals for 2024-2025</p> <ul style="list-style-type: none"> • RSCCD – Approved 5/28/24 • GGAE – • OUSD – • SAUSD – • 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>September 2024</p> <ul style="list-style-type: none"> • 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 <p>October 2024</p>		

<ul style="list-style-type: none"> • 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 <p>December 2024</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 		
Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 10:00am		
<ul style="list-style-type: none"> • 2024: 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 		