



Building Skills, Advancing Careers

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

**DATE: September 28, 2021**

**TIME: 9:00am – 10:00am**

~~College and Workforce Preparation Center~~

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

~~(714) 628-5999~~

Due to COVID-19, meetings for the 21-22 academic year have been moved to ZOOM through October 1, 2021.

**AGENDA**

Item	Discussion	Action
<b>Introductions</b>		
<b>Approval of agenda</b>		
<b>Approval of consent agenda:</b> <ul style="list-style-type: none"> <li>• Minutes: 9/28/21</li> </ul>		
<b>Three-Year Plan</b> <ul style="list-style-type: none"> <li>• Writing Teams</li> <li>• Consortium goals for next 3 years</li> <li>• New data elements</li> </ul>		
<b>Informational Background:</b> <ul style="list-style-type: none"> <li>• On Sept 14, 2015, the RSAEC Executive Board approved the hiring of four full-time coordinators to assist with the duties in CAEP. The included 1 ESL coordinator, 1 HSS/ABE Math Coordinator, 1 Career Education Coordinator and 1 Adults with Disabilities (AWD) Coordinator. In July 2021, Angela Guevara resigned her position as AWD Coordinator and took a position with the SCC DSPS office, leaving one of the FT coordinator positions vacant.</li> </ul> <b>Vote to Approve:</b> <ul style="list-style-type: none"> <li>• Vote to approve the hiring of a new CAEP funded FT faculty member and to shift the</li> </ul>		

<p>funds previously used for the AWD Coordinator to fund a Career Education/Allied Health Coordinator.</p> <ul style="list-style-type: none"> <li>Reason: Currently, SCC has 8 Allied Health programs, but not enough resources to offer all of them. In addition, we do not have a FT Career Education faculty member who can support Allied Health, which is a very specific area of study.</li> </ul>		
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<p><b>Upcoming 2021/2022 Due Dates:</b> Please take a look at the highlighted action items as they will require collaboration and/or board approvals.</p> <p><b>December 2021</b></p> <ul style="list-style-type: none"> <li><b>Dec 1:</b> July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *</li> <li><b>Dec 1:</b> 19/20, 20/21 &amp; 21/22 Member Expense Report Due in NOVA (Q1)</li> <li><b>Dec 31:</b> 19/20, 20/21 &amp; 21/22 Member Expense Report certified by Consortia in NOVA (Q1) *</li> <li><b>Dec 31:</b> End of Q2</li> </ul> <p><b>January 2022</b></p> <ul style="list-style-type: none"> <li><b>Jan 31:</b> Student Data due in TOPSPro (Q2)</li> </ul> <p><b>February 2022</b></p> <ul style="list-style-type: none"> <li><b>Feb 28:</b> Preliminary allocations for 2022-23 and 2023-24 released by this date.</li> </ul>		
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<p><b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.</b></p> <ul style="list-style-type: none"> <li><b>2021:</b>, September 28, October 19*, November 30*, December 14*</li> <li><b>2022:</b> January 25, February 22, March 22, April 28, May 24, June 28</li> <li>*Shifted dates due to CAEP Summit, Thanksgiving and Winter Breaks</li> </ul>	<p><b>Location: ZOOM</b></p>	<p><b>Time: 9:00am – 10:00am</b></p>
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