



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

**July 23, 2019 9:00am – 11:00am**

**College and Workforce Preparation Center**

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

**(714) 628-5999**

**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: June 18, 2019</li> </ul>		
<b>Interact Marketing Update</b> <ul style="list-style-type: none"> <li>• Photos have arrived!</li> <li>• Please select the “top photos” to be used in the campaign. It is recommended that these photos not be used for other purposes.</li> <li>• Landing Page: should be ready by August 15<sup>th</sup> so that we can go live on September 1.</li> <li>• Please look over the information for your district and get back to me by August 1 with corrections.</li> <li>• Link to landing page will be emailed.</li> </ul>		
<b>Upcoming Deliverables:</b> <ul style="list-style-type: none"> <li>• <b>July 31:</b> Final Data and Accountability expense report due (Completed)</li> <li>• <b>August 1:</b> Student data due in TOPSPRO (Q4) FINAL</li> <li>• <b>August 15:</b> 2019-2020 Annual Plan due in NOVA (must be approved by RSAEC by quorum)</li> </ul>		

<ul style="list-style-type: none"> <li>• <b>August 26:</b> Data and Accountability close out and Practice with Promise due</li> <li>• <b>September 1:</b> 17/18 and 18/19 Member Expense Report due in NOVA (Q4)</li> <li>• <b>September 1:</b> July 1, 2018 to June 30, 2019 expenses by program area due (estimates only) in NOVA</li> <li>• <b>September 30:</b> End of (Q1)</li> <li>• <b>September 30:</b> 17/18 and 18/19 Member Expense Report certified by consortia in NOVA (Q4)</li> <li>• <b>September 30:</b> Member Program Year Budget and Work Plan due in NOVA</li> </ul>		
<p><b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>• Annual Plan</li> <li>• Expenses by Program Area</li> <li>• Budget and Work Plan</li> <li>• Voting Members: Must be board approved for the new fiscal year starting July 1, 2019 <ul style="list-style-type: none"> <li>• Please forward board approvals via email</li> </ul> </li> </ul>	<p>Copy of Board approvals needed for 2019:</p> <ul style="list-style-type: none"> <li>• OUSD</li> <li>• RSCCD - received</li> <li>• GGUSD - received</li> <li>• SAUSD</li> <li>• OCDE</li> </ul>	
<p><b>Combined Strategy Workgroup (CSW)</b></p> <ul style="list-style-type: none"> <li>• Will resume in September when the coordinators return from the summer break</li> <li>• Meetings will be 2<sup>nd</sup> Tuesday of the month unless there is a holiday conflict</li> </ul>		
<p><b>Upcoming Events:</b></p> <p>CAEP Director's Meeting in Sacramento</p> <ul style="list-style-type: none"> <li>• Chrissy will attend (mandatory)</li> <li>• Friday, September 27, 2019</li> </ul> <p>CAEP Summit at the Hyatt Regency Orange County</p> <ul style="list-style-type: none"> <li>• New fee: \$295 per person</li> <li>• Must have pin to register: RSAEC was given 10 pins</li> <li>• Date: October 29-30, 2019</li> </ul> <p>AEBGTAP Webinars – please check the website for more details</p>		

**Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.**

**Location: CWPC Conference Room**

**Time: 9:00am – 11:00am**

- **2019:** Tuesday, July 23; Tuesday, August 27; Tuesday, September 24; Tuesday, October 22; Tuesday, November 19\*;
- Tuesday, December 17\* (\* 3<sup>rd</sup> Tuesday due to holiday schedule)
- **2020:** Tuesday, January 28; Tuesday, February 25; Tuesday, March 24; Tuesday, April 28; Tuesday, May 26; Tuesday, June 23