



Building Skills, Advancing Careers

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

DATE: August 25, 2020

TIME: 9:00am – 11:00am

~~College and Workforce Preparation Center~~

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

~~(714) 628-5999~~

Due to COVID-19, meetings for the 20-21 academic year have been moved to ZOOM.

AGENDA

Item	Discussion	Action
Introductions		
Approval of agenda		
Approval of consent agenda		
<ul style="list-style-type: none"> Minutes: 6.28.20 		
Discussion Item #1:		
<ul style="list-style-type: none"> Voting Members: Must be board approved for the new fiscal year starting July 1, 2020 Please let me know if there will be any changes in the board members Please forward board approvals via email 	Copy of Board approvals needed for 2020: <ul style="list-style-type: none"> OUSD – received 4.22.20 RSCCD – received 6.15.20 GGUSD – received 6.16.20 SAUSD - OCDE - 	
Discussion Item #1:		
<ul style="list-style-type: none"> 20/21 Member Program Year Budget and Work Plan due in NOVA 		
Upcoming Due Dates:		
June 2020		
<ul style="list-style-type: none"> Jun 1: 18/19 and 19/20 Member Expense Report due in NOVA (Q3) COMPLETED Jun 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3) COMPLETED & CERTIFIED 		

- Jun 30: End of Q4

August 2020

- Aug 1: Student Data due in TOPSPro (Q4)
FINAL
- Aug 15: Annual Plan for 2020-21 due in
NOVA **COMPLETED & CERTIFIED**

September 2020

- Sep 1: 18/19 and 19/20 Member Expense
Report due in NOVA (Q4)
- Sep 1: July 1, 2019 to June 30, 2020
expenses by program area due (estimates
only) in NOVA
- Sep 30: 18/19 and 19/20 Member Expense
Report certified by Consortia in NOVA (Q4)
- Sep 30: 20/21 Member Program Year
Budget and Work Plan due in NOVA
- Sep 30: End of Q1

October 2020

- Oct 30: 20/21 Member Program Year Budget
and Work Plan certified by Consortia in
NOVA
- Oct 31: Student data due in TOPSPro (Q1)

December 2020

- Dec 1: July 1, 2019 to June 30, 2020
Instructional Hours and Expenses by
Program Area due (actuals) in NOVA and
certified by Consortium
- Dec 1: 18/19, 19/20, & 20/21 member
expense report due in NOVA (Q1)
- Dec 31: 18/19, 19/20 & 20/21 Member
Expense Report certified by Consortia in
NOVA (Q1)

- Dec 31: End of Q2

Combined Strategy Workgroup (CSW)

- Meetings will be 2nd Tuesday of the month unless there is a holiday conflict
- Will reconvene in the 20-21 academic year

Upcoming Events:

CAEP “Virtual” Summit 2020:

- October 26-29
- See CAEP website for more details



CAEP Summit 2020: CALL FOR PROPOSALS!

**Supporting Adult Learners Through
UNPRECEDENTED CHANGE**

Submit your proposal by August 28, 2020 at:
<https://register.caladulthood.org/summit/Home/Proposal>

Future Meetings: 4th Tuesday of the month, unless otherwise noted.

Location: ZOOM

Time: 9:00am – 11:00am

- **2020:** Tuesday, September 22; Tuesday, October 27; Tuesday, November 17*;
- Tuesday, December 15* (* 3rd Tuesday due to holiday schedule)
- **2021:** Tuesday, January 26; Tuesday, February 23; Tuesday, March 23; Tuesday, April 27; Tuesday, May 25; Tuesday, June 22