



Building Skills, Advancing Careers

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

DATE: April 27, 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 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: 1/26/21 • Minutes: 2/23/21 • Minutes: 4/20/21 		
Vote to Approve 2021-2022 Consortium Fiscal Administration Declaration (CFAD) <ul style="list-style-type: none"> • Per the special public meeting held on April 20, 2021 to discuss CFAD member allocations, members will vote on the 2021-2022 CFAD. • Allocations have been discussed and will follow the established percentages that have been used annually. <ul style="list-style-type: none"> • GGAE: \$1,598,661 Calculated by: .332094638536174 • OUSD: \$7,400 Calculated by: .001537306267563 • RSCCD: \$3,207,811 Calculated by .6666368055196262 		

<p>Vote to Approve:</p> <ul style="list-style-type: none"> • GGAE requests approval of \$6,000 (adjustment of up to 25% as needed per bid.) to cover the costs of electrical and plumbing modifications to the Automotive Classroom at Lincoln Education Center (LEC). • This program supports the CAEP Goal of expanding Career Education noncredit to credit pathways at LEC. 		
<p>Upcoming 2021 Due Dates:</p> <p>There are a LOT of upcoming deliverables. Please take a look at the highlighted action items as they will require collaboration and/or board approvals.</p> <p>April 2021</p> <ul style="list-style-type: none"> • Apr 30: Student Data due in TOPSPro (Q3) <p>May 2021</p> <ul style="list-style-type: none"> • May 2: CFAD for 2021-22 due in NOVA <p>June 2021</p> <ul style="list-style-type: none"> • Jun 1: 19/20 and 20/21 Member Expense Report due in NOVA (Q3) • Jun 30: 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3) • Jun 30: End of Q4 <p>August 2021</p> <ul style="list-style-type: none"> • Aug 1: Student Data due in TOPSPro (Q4) FINAL • Aug 15: Annual Plan for 2021-22 due in NOVA <p>September 2021</p>		

- **Sep 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA
- **Sep 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4)
- **Sep 30:** 21/20 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

October 2021

- **Oct 30:** 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- **Oct 31:** Student data due in TOPSPRO (Q1)

December 2021

- **Dec 1:** July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- **Dec 1:** 19/20, 20/21 & 21/22 member expense report due in NOVA (Q1)
- **Dec 31:** 19/20, 20/21 & 21/22 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

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

Location: ZOOM

Time: 9:00am – 10:00am

- **2021:** Tuesday, May 25; Tuesday, June 22