



Building Skills, Advancing Careers

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

DATE: May 21, 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: 4/27/21 		
Vote to Approve: <ul style="list-style-type: none"> • GGAE and SAC Welding Project Work Group is asking for the approval to use up to \$125,000 of RSCCD CAEP Funds to support architectural plans, equipment, or whatever else might be lacking in funding. • The funds are part of the 21-22 RSCCD allocation and will need RSCCD board approval and a sub-contract agreement in place. • The funds will be used to start a collaborative partnership between GGAE, SAC-SCE and SAC credit in the area of welding. 		

Vote to approve:

- **New Meeting Dates:**

July 27

August 24

September 28

October 26* Might conflict with CAEP

Summit (?)

November 23* Thanksgiving (?)

December 28* Winter Break (?)

January 25

February 22

March 22

April 26

May 24

June 28

Upcoming 2021 Due Dates:

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.

June 2021

- **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

August 2021

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2021-22 due in NOVA

September 2021

- **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:** June 22
- **2022:**