



Building Skills, Advancing Careers

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

DATE: July 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 21-22 academic year have been moved to ZOOM through October 1, 2021.

AGENDA

Item	Discussion	Action
Introductions		
Approval of agenda		
Approval of consent agenda: <ul style="list-style-type: none"> • Minutes: 5/21/21 		
Vote to Approve: <ul style="list-style-type: none"> • CAEP Annual Plan Narrative • Due to the state on August 15, 2021 with certifications into NOVA 		
Brown Act Update: <ul style="list-style-type: none"> • On June 11, 2021, Governor Gavin Newsom set a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act. • Starting with our October 19th meeting, we will be back to in-person meetings at the CWPC. 		

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.

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)

<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 2021: July 27, August 24, September 28, October 19*, November 30*, December 14* • 2022: January 25, February 22, March 22, April 28, May 24, June 28 • *Shifted dates due to CAEP Summit, Thanksgiving and Winter Breaks 	Location: ZOOM	Time: 9:00am – 10:00am