



Building Skills, Advancing Careers

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

**DATE: September 28, 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		
<b>Approval of consent agenda:</b> <ul style="list-style-type: none"> <li>• Minutes: 7/27/21</li> </ul>		
<b>Vote to Approve:</b> CAEP Fiscal Declaration Allocation Amendment <ul style="list-style-type: none"> <li>• Vote will approve of the CDE allocation of COLA to the 3 funded members</li> <li>• RSCCD: increase of \$80,594 for a new allocation of <b>\$3,288,405</b></li> <li>• GGUSD: Increase of \$40,165 for a new allocation of <b>\$1,638,826</b></li> <li>• OUSD: Increase of \$186 for a new allocation of <b>\$7,586</b></li> </ul>		
<b>Brown Act Update:</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• There have been some updates to the October 1 date mentioned above.</li> </ul>		

## 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.

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

**Location: ZOOM**

**Time: 9:00am – 10:00am**

- **2021:**, 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