



Building Skills, Advancing Careers

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

**DATE: April 25, 2023**

**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 22-23 academic year have been moved to ZOOM per CAEP approval.

**AGENDA**

Item	Discussion	Action
Introductions		
Approval of agenda		
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>• Minutes: 01/24/23</li> <li>• Minutes: 02/28/23</li> <li>• Minutes: 03/28/23</li> </ul>		
<b>Vote to Approve:</b> <ul style="list-style-type: none"> <li>• Vote to approve the CFAD with the following changes.</li> </ul> <b>1. COLA distributions and percentage calculations as follows:</b>  <b>GGAE: \$141,976.43</b> Calculated by: .332094621543739 <b>OUSD: \$657.19</b> Calculated by: .001537224089049 <b>RSCCD: \$284,884.38</b> Calculated by .666368154367212  <b>2. Total Distributions as follows:</b> <ul style="list-style-type: none"> <li>• See chart below</li> </ul>		

<b>Member</b>	<b>FY 23/24 Preliminary</b>	<b>+COLA</b>	<b>FY 23/24 TOTAL</b>
GGUSD	1,746,335.00	141,976.43	<b>1,888,311.43</b>
OUSD	8,084.00	657.19	<b>8,741.19</b>
RSCCD	3,504,125.00	284,884.38	<b>3,789,009.38</b>
<b>TOTAL</b>	<b>5,258,544.00</b>	<b>427,518.00</b>	<b>5,686,062.00</b>

**Vote to Approve:**

Vote to approve the RSCCD percentage split of new funding (\$251,023) for the 23-23 fiscal year as follows:

- Santa Ana College Continuing Education: 70% (\$176,716)
- Santiago Canyon College Continuing Education: 30% (\$75,307)

**Discussion:**

**23-24 Meeting Dates and Times.**

Proposed dates and times include:

- July 25, 2023
- August 22, 2023
- September 26, 2023
- October 24, 2023
- November 28, 2023
- **December – No Meeting**
- January 23, 2024
- February 27, 2024
- March 26, 2024
- April 23, 2024
- May 28, 2024
- June 25, 2024

**Upcoming 2023 Due Dates and important Information:**

April 2023

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

## May 2023

- **May 2:** CFAD for 2023-24 due in NOVA \*

## June 2023

- **Jun 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) \*
- **Jun 30:** End of Q4

## July 2023

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL

## August 2023

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2023-24 due in NOVA \*

## September 2023

- **Sep 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA \*
- **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) \*

<ul style="list-style-type: none"> <li>• <b>Sep 30:</b> 22/23 Member Program Year Budget and Work Plan due in NOVA</li> <li>• <b>Sep 30:</b> End of Q1</li> </ul> <p><b>October 2023</b></p> <ul style="list-style-type: none"> <li>• <b>Oct 30:</b> 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA *</li> <li>• <b>Oct 31:</b> Student data due in TOPSPro (Q1)</li> <li>• <b>Oct 31:</b> Employment and Earnings Follow-up Survey</li> </ul> <p><b>December 2023</b></p> <ul style="list-style-type: none"> <li>• <b>Dec 1:</b> July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *</li> <li>• <b>Dec 1:</b> 20/21, 21/22 &amp; 22/23 Member Expense Report Due in NOVA (Q1)</li> <li>• <b>Dec 31:</b> 20/21, 21/22 &amp; 22/23 Member Expense Report certified by Consortia in NOVA (Q1)</li> <li>• <b>Dec 31:</b> End of Q2</li> </ul>		
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• <b>Chrissy</b> will be out of town from Friday, April 28 – Sunday, May 14 and Friday, May 26 – Tuesday, May 30.</li> </ul>		
<p><b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.</b></p> <ul style="list-style-type: none"> <li>• <b>2023:</b> May 23, June 27</li> </ul>	<p><b>Location: ZOOM</b></p>	<p><b>Time: 9:00am – 10:00am</b></p>