



Building Skills, Advancing Careers

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

**DATE: June 27, 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
<b>Introductions</b>		
<b>Approval of agenda</b>		
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>• Minutes: 04/25/23</li> </ul>		
<p><b>Vote to Approve:</b>  <b>The redistribution of funding to meet current personnel needs at Santa Ana College SCE.</b>                      Current Position: FT Faculty Member, ESL (100%)  <ul style="list-style-type: none"> <li>• Savings: \$173,332</li> </ul>                     New Position: Special Projects Director (50%)  <ul style="list-style-type: none"> <li>• Cost \$105,350</li> </ul>                     New Position: Registrar (25%)  <ul style="list-style-type: none"> <li>• Cost: \$55,196</li> </ul> <b>Total Position Savings: \$12,786</b> </p>		
<p><b>Vote to Approve:</b>  <b>The redistribution of funding to meet current personnel needs at Santiago Canyon College DCE.</b>                      Current Position: FT Custodian (47.5%)  <ul style="list-style-type: none"> <li>• Savings: \$48,854</li> </ul>                     Current Position: PT DSPS Instructional Assistant  <ul style="list-style-type: none"> <li>• Savings: \$22,663</li> </ul>                     Current Position: PT DSPS Instructional Assistant                 </p>		

<ul style="list-style-type: none"> <li>• Savings: \$22,663</li> </ul> <p>New Position: PT Custodian (47.5%)</p> <ul style="list-style-type: none"> <li>• Cost \$22,125</li> </ul> <p>New Position: PT Custodian (47.5%)</p> <ul style="list-style-type: none"> <li>• Cost \$22,125</li> </ul> <p>New Position: Administrative Clerk (100%)</p> <ul style="list-style-type: none"> <li>• Cost: \$109,143</li> </ul> <p><b>Total Position Increase: \$59,213</b></p> <p>Note: A portion of the permanent funding that has been allocated to SCC DCE will fund the offset.</p> <p><b>[SCC-DCE COLA \$75,307 – approved 4.25.23]</b></p>		
<p><b>Vote to Approve:</b>  <b>Change of position from Executive Director, AEBG to Dean of Instruction and Student Services.</b></p> <p>Costs include salary and benefits.</p> <p>Current Position: Executive Director, AEBG</p> <ul style="list-style-type: none"> <li>• Cost \$257,906</li> </ul> <p>New Position: Dean of Instruction and Student Services</p> <ul style="list-style-type: none"> <li>• Cost \$278,448</li> </ul> <p><b>Total Position Increase: \$20,542</b></p> <p>Note: A portion of the permanent funding that has been allocated to SCC DCE will fund the offset.</p> <p><b>[SCC-DCE COLA \$75,307 – approved 4.25.23]</b></p>		
<p><b>Vote to Approve:</b>  <b>The use of the new permanent funding that has been allocated to Santa Ana College SCE to support marketing of CAEP programs.</b></p> <p>The funding will be used for all mediums of marketing/advertising including radio, TV, social media, and mailers/printed materials as well as funding of personnel to assist this effort.</p> <p>Note: A portion of the permanent funding that has been allocated to SAC SCE will fund the offset.</p> <p><b>[SAC-SCE COLA \$176,716 – approved 4.25.23]</b></p>		
<p><b>Vote to Approve:</b>  <b>Carryover funding to be used to support projects for Santa Ana College SCE. Projects include:</b></p> <ul style="list-style-type: none"> <li>• Marketing</li> <li>• OCTA Bus Pass Program</li> </ul>		

<ul style="list-style-type: none"> <li>• Curriculum Development</li> <li>• Part-Time Coordination of CAEP Programs</li> <li>• Supplies</li> <li>• Equipment</li> </ul>		
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<p><b>Vote to Approve:</b>  <b>Carryover funding to be used to support projects for Santiago Canyon College DCE. Projects include:</b></p> <ul style="list-style-type: none"> <li>• Marketing</li> <li>• OCTA Bus Pass Program</li> <li>• Curriculum Development</li> <li>• Part-Time Coordination of CAEP Programs</li> <li>• Part-Time Counseling of CAEP Programs</li> <li>• Supplies</li> <li>• Equipment</li> </ul>		
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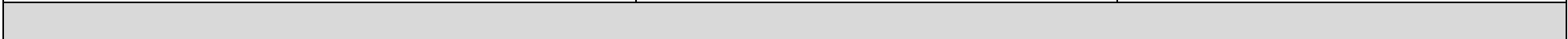
<p><b>Board Approvals for 2023-2024</b></p> <ul style="list-style-type: none"> <li>• RSCCD</li> <li>• GGAE</li> <li>• OUSD</li> <li>• SAUSD</li> <li>• OCDE</li> </ul>		
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<p><b>Discussion:</b></p> <p><b>CAEP Summit: October 24-26, 2023</b></p> <ul style="list-style-type: none"> <li>• Call for proposals: Deadline June 30</li> <li>• Registration is now open</li> <li>• Cost: \$450 until August 25, then \$550</li> <li>• Location: Hilton Universal City Room Block at Hilton \$219/night</li> </ul> <p>Please let me know if you will be attending.</p>		
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<p><b>Discussion:</b></p> <p><b>Schedule Annual Plan Writing Workgroup meetings.</b></p> <ul style="list-style-type: none"> <li>• Due August 15</li> </ul>		
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**Announcement:**

All future meetings will be in-person in compliance with the Brown Act.

**Meeting Location:**

College and Workforce Preparation Center  
1572 N. Main Street  
Orange, CA 92679

**Day and Time:**

9:00am-10:00am (4<sup>th</sup> Tuesday of the month)

**Phone:**

714-628-5999

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

**June 2023**

- **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 \*

<ul style="list-style-type: none"> <li>• <b>Sep 1:</b> 22/23 Certification of Allocation Amendment due in NOVA</li> <li>• <b>Sep 30:</b> 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *</li> <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 July 9 - 14</li> </ul>		
<p><b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.      Location: CWPC Conference Room      Time: 9:00am – 10:00am</b></p> <ul style="list-style-type: none"> <li>• <b>2023:</b> July 25, August 22, September 26, October 24, November 28, <b>December – No Meeting</b></li> <li>• <b>2024:</b> January 23, February 27, March 26, April 23, May 28, June 25</li> </ul>		