



Building Skills, Advancing Careers

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

**DATE: July 25, 2023**

**TIME: 9:00am – 10:00am**

**College and Workforce Preparation Center**

**1572 N. Main Street, Orange, CA 92867**

**(714) 628-5999**

**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: 06/27/23</li> </ul>		
<b>Discussion:</b> <ul style="list-style-type: none"> <li>• Open discussion of the 2023 CAEP Annual Plan draft that was created at the July 5 and July 18 writing group meetings.</li> <li>• Draft was emailed to all voting members on July 18 for comments, suggestions and edits.</li> </ul>		
<b>Vote to Approve:</b> <b>2023 CAEP Annual Plan</b> <ul style="list-style-type: none"> <li>• Vote to approve the 2023 CAEP Annual Plan</li> <li>• Reminder, after the vote all CAEP voting members will need to access NOVA to approve</li> </ul>		
<b>Discussion:</b> <b>English Language Learner (ELL) Healthcare Pathways</b> <ul style="list-style-type: none"> <li>• This is a one-time \$130 million appropriation of Prop 98 funds to support a 3-year program to develop healthcare-focused vocational pathways for English Learners.</li> </ul>		

<ul style="list-style-type: none"> <li>• RSAEC was chosen as one of the eligible consortia to receive funding to support the following areas: <ul style="list-style-type: none"> <li>• Dental Assistant</li> <li>• Emergency Medical Technicians</li> <li>• Medical Assistants</li> <li>• Nursing Assistants</li> <li>• Pharmacy Technicians</li> <li>• Phlebotomists</li> <li>• Social and Human Services Technicians</li> <li>• Healthcare occupations not listed can be considered, but must meet criteria listed in the memo and receive CCCCCO approval.</li> </ul> </li> <li>• 3 out of the 4 Orange County Consortia received the following tentative allocations: <ul style="list-style-type: none"> <li>• <b>RSAEC: \$1,146,634</b></li> <li>• COEC: \$595,896</li> <li>• SOCRC: \$655,388</li> </ul> </li> <li>• RSAEC must submit a single application of Intent in the Chancellor’s Office NOVA system and include the following: <ul style="list-style-type: none"> <li>• Project Workplan</li> <li>• Budget Estimate</li> <li>• Signed Letter of Support from employer and partnerships on behalf of the consortium</li> </ul> </li> <li>• The Letter of Intent and supporting documentation are <b>due in NOVA by 5:00pm on September 8, 2023</b></li> <li>• Proposed workgroup to convene immediately to prepare the budget and workplan.</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 – received May 23</li> <li>• OUSD – received May 23</li> <li>• SAUSD</li> <li>• OCDE</li> </ul> <p>Please let Chrissy know of upcoming Board meeting dates and/or Superintendent meeting dates</p>		

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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> <ul style="list-style-type: none"> <li>• So far: <b>M'Liss</b> and <b>Chrissy</b> will be attending</li> </ul>		
<p><b>Announcement:</b></p> <p><b>Meeting Location:</b> College and Workforce Preparation Center 1572 N. Main Street Orange, CA 92679</p> <p><b>Day and Time:</b> 9:00am-10:00am (4<sup>th</sup> Tuesday of the month)</p> <p><b>Phone:</b> 714-628-5999</p>		
<p><b>Upcoming 2023 Due Dates and important Information:</b></p> <p><b>August 2023</b></p> <ul style="list-style-type: none"> <li>• <b>Aug 1:</b> Student Data due in TOPSPro (Q4) FINAL</li> <li>• <b>Aug 15:</b> Annual Plan for 2023-24 due in NOVA *</li> </ul> <p><b>September 2023</b></p> <ul style="list-style-type: none"> <li>• <b>Sep 1:</b> 21/22 and 22/23 Member Expense Report due in NOVA (Q4)</li> <li>• <b>Sep 1:</b> July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA *</li> </ul>		

<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>		
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<b>Other:</b> <ul style="list-style-type: none"> <li>• <b>Chrissy</b> will be out of town August 4 -11</li> </ul>		
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<b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.      Location: CWPC Conference Room      Time: 9:00am – 10:00am</b> <ul style="list-style-type: none"> <li>• <b>2023:</b> 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>		
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