



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

DATE: July 22, 2025

TIME: 9:00am – 10:00am

ZOOM: 891 3643 5380

College and Workforce Preparation Center

1572 N. Main Street, Orange, CA 92867

(714) 628-5999

AGENDA

Item	Discussion	Action
Introductions		
Approval of agenda		
Approval of consent agenda <ul style="list-style-type: none"> Minutes: Approval of Minutes (06/24/25) 		
Discussion Items: <ul style="list-style-type: none"> CAEP updated/adjusted allocation for fiscal year 2025-26 Annual Plan 		
Vote to Approve: <ul style="list-style-type: none"> 		
Board Approvals for 2025-2026 <ul style="list-style-type: none"> RSCCD – Approved GGAE – Approved OUSD – Approved SAUSD – OCDE – Approved 		
Announcements:		
Upcoming Events: <ul style="list-style-type: none"> 		

<p>Upcoming 2025 Due Dates and important Information:</p> <p>August 2025</p> <ul style="list-style-type: none"> Aug 15: Annual Plan for 2025-26 due in NOVA * <p>September 2025</p> <ul style="list-style-type: none"> Sep 1: 23/24 and 24/25 Member Expense Report due in NOVA (Q4) Sep 1: 25/26 Certification of Allocation Amendment due in NOVA Sep 30: 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4) * Sep 30: 25/26 Member Program Year Budget and Work Plan due in NOVA Sep 30: End of Q1 <p>October 2025</p> <ul style="list-style-type: none"> Oct 30: 25/26 Member Program Year Budget and Work Plan certified by Consortia in NOVA * Oct 31: Student data due in TOPSPro (Q1) Oct 31: Employment and Earnings Follow-up Survey <p>November 2025</p> <ul style="list-style-type: none"> Nov 14: Written Expenditure Plan (WEP)* Only for consortia who have exceeded 20% carryover. <p>December 2025</p> <ul style="list-style-type: none"> Dec 1: 25/26 Member Expense Report Due in NOVA (Q1) Dec 1: July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium * Dec 31: 25/26 Member Expense Report certified by Consortia in NOVA (Q1) Dec 31: End of Q2 <p><i>* Items with an asterisk are consortium deliverables</i></p>		

Other: <ul style="list-style-type: none">		
Future Meetings: 4 th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 10:00am		
<ul style="list-style-type: none">2025: August 26		