



Building Skills, Advancing Careers

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

DATE: August 26, 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 (07/22/25) 		
Discussion Items: <ul style="list-style-type: none"> SAC: Addition of PT Administrative Clerk position for CAEP, SAC. SAC: Discussion on Medical Mobile Unit CFAD Allocation Amendment 		
Vote to Approve: <ul style="list-style-type: none"> SAC: Addition of PT Administrative Clerk position for CAEP, SAC. 		
Vote to Approve: <ul style="list-style-type: none"> Certification of CFAD Allocation Amendment 		
Board Approvals for 2025-2026 <ul style="list-style-type: none"> RSCCD – Approved GGAE – Approved OUSD – Approved SAUSD – OCDE – Approved 		

Announcements: <ul style="list-style-type: none">		
Upcoming Events: <ul style="list-style-type: none">		
Upcoming 2025 Due Dates and important Information:		
September 2025 <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 NOVASep 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 NOVASep 30: End of Q1		
October 2025 <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		
November 2025 <ul style="list-style-type: none">Nov 14: Written Expenditure Plan (WEP)* Only for consortia who have exceeded 20% carryover.		
December 2025 <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		

* <i>Items with an asterisk are consortium deliverables</i>		
Other: •		
Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 10:00am		
<ul style="list-style-type: none"> 2025: September 16, October 21, November - NO MEETING, December 2 (adjusted due to Winter Break) 2026: January 27, February 24, March 24, April 28, May 26, June 23 		