



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

DATE: September 16, 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
<b>Introductions</b>		
<b>Approval of agenda</b>		
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>Minutes: Approval of Minutes (08/26/25)</li> </ul>		
<b>Discussion Items:</b> <ul style="list-style-type: none"> <li></li> </ul>		
<b>Vote to Approve:</b> SAC: Medical Mobile Unit <ul style="list-style-type: none"> <li>Vote to approve funding for one time only to utilize the Workforce Coordinator's salary for the purchase of a Medical Mobile Unit. CAEP funding will be leveraged with funds from the Dept. of Education to cover the expense. The CAEP allocations will augment the shortfall in the budget. Approximate Cost \$350,000 with \$150,000 from the CAEP allocation.</li> </ul>		
<b>Board Approvals for 2025-2026</b> <ul style="list-style-type: none"> <li>RSCCD – Approved</li> <li>GGAE – Approved</li> <li>OUSD – Approved</li> <li>SAUSD –</li> <li>OCDE – Approved</li> </ul>		

<div>Announcements:</div> <div><div></div></div>		
<div>Upcoming Events:</div> <div><div></div></div>		
<div>Upcoming 2025 Due Dates and important Information:</div> <div><div>September 2025</div><div><div><div>Sep 30:</div>23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4) *</div><div><div>Sep 30:</div>25/26 Member Program Year Budget and Work Plan due in NOVA</div><div><div>Sep 30:</div>End of Q1</div></div></div> <div><div>October 2025</div><div><div><div>Oct 30:</div>25/26 Member Program Year Budget and Work Plan certified by Consortia in NOVA *</div><div><div>Oct 31:</div>Student data due in TOPSPro (Q1)</div><div><div>Oct 31:</div>Employment and Earnings Follow-up Survey</div></div></div> <div><div>November 2025</div><div><div><div>Nov 14:</div>Written Expenditure Plan (WEP)* Only for consortia who have exceeded 20% carryover.</div></div></div> <div><div>December 2025</div><div><div><div>Dec 1:</div>25/26 Member Expense Report Due in NOVA (Q1)</div><div><div>Dec 1:</div>July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *</div><div><div>Dec 31:</div>25/26 Member Expense Report certified by Consortia in NOVA (Q1)</div><div><div>Dec 31:</div>End of Q2</div></div></div> <div><div>* Items with an asterisk are consortium deliverables</div></div>		
<div>Other:</div> <div><div></div></div>		

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