



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

DATE: June 23, 2026

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: New Executive Board Member representing SCC: Estela Cuellar		
Public Comments		
Approval of agenda		
Approval of consent agenda Minutes: Approval of Minutes (4/21/26) and (05/26/26)		
Discussion Items: - Annual Plan: The 2026-2027 Annual Plan is due on August 15, 2026. - Annual Plan Writing Groups - In-Person meetings scheduled for 2026-2027 and locations (see below)		
Vote to Approve:		
Board Approvals for 2026-2027 - RSCCD – - GGAE – - OUSD – Approved on 3/12/26		

• SAUSD – • OCDE –		
Announcements: • Next meeting (July 28) will be in Person at CWPC		
Upcoming Events: • CAEP Summit & Director’s Event: October 27 – Friday, October 30, 2026 • Location: Santa Clara, CA		
Upcoming 2026 Due Dates and important Information:		
June 2026 • Jun 30: 25/26 Member Expense Report certified by Consortia in NOVA (Q3) * • Jun 30: End of Q4		
July 2026 • Jul 15: Student Data due in TOPSPro (Q4) FINAL		
August 2026 • Aug 15: Annual Plan for 2026-27 due in NOVA *		
September 2026 • Sep 1: 25/26 Member Expense Report due in NOVA (Q4) • Sep 1: 26/27 Certification of Allocation Amendment due in NOVA • Sep 30: 25/26 Member Expense Report certified by Consortia in NOVA (Q4) * • Sep 30: 26/27 Member Program Year Budget and Workplan due in NOVA • Sep 30: End of Q1; NOVA carryover compliance snapshot taken at 11:59 pm		

October 2026

- **Oct 30:** 26/27 Member Program Year Budget and Workplan certified by Consortia in NOVA *
- **Oct 31:** Student data due in TOPSPRO (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

November 2026

- **Nov 14:** Written Expenditure Plan (WEP)* Only for consortia who have exceeded 20% carryover.

December 2026

- **Dec 1:** 26/27 Member Expense Report Due in NOVA (Q1)
- **Dec 1:** July 1, 2025 to June 30, 2026 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 31:** 26/27 Member Expense Report certified by Consortia in NOVA (Q1) *
- **Dec 31:** End of Q2

January 2027

- **Jan 31:** Student Data due in TOPSPRO (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

February 2027

- **Feb 28:** Preliminary allocations for 2027-28 released by this date.

March 2027

- **Mar 1:** 26/27 Member Expense Report is due in NOVA. (Q2)
- **Mar 31:** 26/27 Member Expense Report certified by Consortia in NOVA (Q2) *

***Items with an asterisk are consortium deliverables**

Other:

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Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 10:00am

- **2026: Tuesday, July 28, 2026,** Tuesday, August 25, 2026, **Tuesday, September 29, 2026** *5th Tuesday, Tuesday, October 20, 2026 *
*Moved due to CAEP Summit/Director's Event, November: No meeting, Tuesday, December 1, 2026 * Moved due to holidays
- **2027:** Tuesday, January 26, 2027, Tuesday, February 23, 2027, Tuesday, March 23, 2027, Tuesday, April 27, 2027, Tuesday, May 25, 2027, Tuesday, June 22, 2027