



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

DATE: September 29, 2026

TIME: 9:00am – 10:00am

ZOOM: 849 6314 4409

PLEASE NOTE: Host Location-Orange Unified School District - Board Room 1

1401 North Handy Street, Orange, CA 92867

(714) 628-4000

AGENDA

Item	Discussion	Action
Introductions		
Public Comments		
Approval of Agenda		
Approval of consent agenda Minutes: Approval of Minutes (08/25/26)		
Discussion Items: 26/27 Member Program Year Budget and Workplan updates. Certification will be on October 30 - Bylaws discussion – Review of Saddleback College Bylaws. - Budget Review - Upcoming Reports: July 1, 2025 to June 30, 2026 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium		
Vote to Approve:		
Board Approvals for 2026-2027 - RSCCD – Approved on 6/22/26 - GGAE – Approved on 6/2/26 - OUSD – Approved on 3/12/26		

• SAUSD – Approved on 7/1/26 • OCDE –		
Announcements: •		
Upcoming Events: •		
Upcoming 2026 Due Dates and important Information: September 2026 • Sep 1: 25/26 Member Expense Report due in NOVA (Q4) • 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		
<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		
2026: 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		