RIVERSIDE ABOUT STUDENTS CONSORTIUM

Business Meeting
June 14, 2021
Agenda

1. Welcome & Review

2. CAEP Updates
   - Reports and Publication for CAEP
   - Webinars/ State Meetings
   - Deadlines/Due Dates
   - Certify Member Expense Reports Q 3
   - Annual Plan
   - Three-Year Planning
   - N&R Update
   - Recap of State WIOA Networking Meeting
   - Statewide TE Networking, Upcoming Meeting
   - Regional WIOA/ACSA Networking Upcoming Meeting

3. ABOUT STUDENTS Consortium Updates

4. WIOA Updates

5. Wrap Up

https://riversideregionadulted.org/meeting-handouts/
CAEP UPDATES

Reports and Publication

• CAEP Summit 2021: Call for Proposals Now Open https://summit.caladulted.org/Proposal/

• CCCApply Noncredit Application with SuperGlue: A Pasadena City College Success Story https://ccctechcenter.org/documents/category/6-webinars#pcc

• State Superintendent Tony Thurmond Congratulates Adult Education Providers in Receiving National Recognition for programs that can lead to immediate job skills: https://www.cde.ca.gov/nr/ne/yr21/yr21rel13.asp

• CAEP TAP and OTAN Partner to Develop a section 508 Accessibility Commitment for Adult Educators: (word document.)
Reports and Publication

• Pathways to Success: A Riverside ABOUT STUDENTS Regional Consortium for Adult Education
Publication! Our Publication was highlighted in CAEP’s newsletter!

• Federal Communications Commission: Emergency Broadband Benefit: The Emergency
Broadband Benefit is an FCC program to help families and households struggling to afford
internet service during the COVID-19 pandemic. This new benefit will connect eligible
households to jobs, critical healthcare services, virtual classrooms, and so much more.
https://www.fcc.gov/broadbandbenefit

• Public Policy Institute of California (PPIC): Mapping Equitable Access to Math at California’s
CAEP UPDATES

Reports and Publication

• Governors Budget Update [https://sbud.senate.ca.gov/subcommittee1](https://sbud.senate.ca.gov/subcommittee1)

• Chaffey Adult School Survey Preliminary Results 2020-21: Do you want to better understand how your agency could deliver instruction and services in this COVID-19 era? Review the preliminary results to understand the current adult learners at Chaffey [https://caladulted.org/DownloadFile/1163](https://caladulted.org/DownloadFile/1163)

• More Ways to Connect with the CAEP Office on Social Media: The CAEP Office has a goal of increasing its online presence and connecting with more adult education practitioners and programs.
  ○ Twitter
  ○ Instagram
  ○ Facebook
  ○ LinkedIn

SOURCE: CAEP NEWSLETTER MAY 26, 2021
CAEP UPDATES

Reports and Publication

• CAEP State Priorities Webinar Archives

  - Utilizing SB554 to enroll Nonresident and Resident HSE and HSD Students in College Credit Courses (Learner Transitions) [SB 554 TAP Webinar 2021 (canva.com)]
  - Recruitment of Adult Learners During COVID-19 (Marketing) [Full Capacity Marketing (sharefile.com)]
  - California’s Post-Pandemic Recovery (Program Development) [20210521 Post-Pandemic Recovery - Deeper Dive - YouTube]

• Adult Education Pipeline 4.0 and 4.1 Release Announcement [Microsoft Word - AEP 4.0 and 4.1 Announcement_5-27-21.docx (caladulted.org)]

• Public Policy Institute of California (PPIC): California Remains on Track to Close the Degree Gap [https://www.ppic.org/blog/california-remains-on-track-to-close-the-degree-gap/]
CAEP UPDATES

Reports and Publication

• CAEAA Memo COVID-19 Relief Funds https://caladulted.org/DownloadFile/1193

• The CDE AEO to participate in the Nationwide Integrated Education and Training Design Camp https://caladulted.org/DownloadFile/1194

• Victor Valley Adult Education Consortium Graduates 665 Learners Victor Valley College hosts adult education graduation ceremony honoring hundreds of students (vvdailypress.com)

• New Launch Alert! Advancing CA Adult Education Website Promo Video: Model Program Nomination Advancing CAEP Adult Education Website Promotional Video - Model Program Nomination – YouTube

• New Adult Education Assessment Data Element for MIS https://caladulted.org/DownloadFile/1195
Upcoming Webinars

- **Consortium and Member Effectiveness – Changes July 1, 2021**
  
  Friday, June 25, 2021   12:00 p.m.- 1:30 p.m.
  
  [https://register.caladulted.org/Home/EventDetail/491](https://register.caladulted.org/Home/EventDetail/491)
• Jun 30: 19/20 and 20/21 Member Expense Report certified by consortia in NOVA Q 3
• Jun 30: End of Q 4
• July: no deliverables
• Aug 1: Student Data due in TOPSPRO (Q 4) Final
• Aug 15: Annual Plan for 2021-22 due in NOVA
ABOUT STUDENTS UPDATES

• Certify Q 3 Member Expense Report
  o Jurupa Expenditure Revision
  o Certify in NOVA by June 30

• Annual Plan
  o Due in NOVA August 15

• Three-Year Planning
  o Survey Results
  o Next Steps

• N & R Publication Update
  o Social Media Post
## Jurupa-Expenditure Revision

### Quarter 3 Expenditures

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>OBJECT CODES</th>
<th>ARB/ACE Budget</th>
<th>ARB/ACE Expenditure</th>
<th>ARB/ACE Balance</th>
<th>ARB/ACE Budget</th>
<th>ARB/ACE Expenditure</th>
<th>ARB/ACE Balance</th>
<th>ESL Budget</th>
<th>ESL Expenditures</th>
<th>ESL Balance</th>
<th>ESL Budget</th>
<th>ESL Expenditure</th>
<th>ESL Balance</th>
<th>Short term CTE Budget</th>
<th>Short term CTE Expenditure</th>
<th>Short term CTE Balance</th>
<th>Total Budget</th>
<th>TOTAL Expenditure</th>
<th>TOTAL Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Consortium Revenue</strong></td>
<td>8100-8599</td>
<td>$371,151.00</td>
<td>$ -</td>
<td>$244,972.63</td>
<td>$300,000.00</td>
<td>$294,917.87</td>
<td>$313,582.12</td>
<td>$310,000.00</td>
<td>$210,794.79</td>
<td>$320,203.21</td>
<td>$1,471,151.00</td>
<td>$838,393.03</td>
<td>$838,758.37</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CATEGORIES

- **Certified Salaries**
  - 1900-1999: $179,000.00, 39,103.10
  - Total: $218,103.10

- **Classified Salaries**
  - 2000-2999: $110,000.00, 60,000.00
  - Total: $170,000.00

- **Employee Benefits**
  - 3000-3999: $60,000.00, 27,000.76
  - Total: $87,000.76

- **Books and Supplies**
  - 4000-4999: $68,491.00, 10,757.03
  - Total: $79,248.03

- **Service and Other Operating Expenditure**
  - 5000-5999: $29,000.00, 7,420.00
  - Total: $36,420.00

- **Capital Outlay**
  - 4000-4600: $ -
  - Total: $ -

- **Other Outgo (excluding transfers of indirect costs)**
  - 7100-7299: $ -
  - Total: $ -

- **Total of Indirect Expenditures**
  - 7300-7399: $12,500.00, 12,500.00
  - Total: $25,000.00

### TOTALS

- **ARB/ACE**
  - $371,151.00
- **ESL**
  - $244,972.63
- **Short term CTE**
  - $313,582.12
- **Total Budget**
  - $1,471,151.00
- **TOTAL Expenditure**
  - $838,393.03
- **TOTAL Balance**
  - $838,758.37
# Member Expense Reports Q 3

<table>
<thead>
<tr>
<th>Members</th>
<th>Budgets</th>
<th>Expenditures</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvord USD</td>
<td>$574,477</td>
<td>$282,339</td>
<td>$292,138</td>
</tr>
<tr>
<td>Corona-Norco USD</td>
<td>$1,584,868</td>
<td>$736,700</td>
<td>$848,168</td>
</tr>
<tr>
<td>Jurupa USD</td>
<td>$1,471,151</td>
<td>$631,392</td>
<td>$839,759</td>
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<tr>
<td>Moreno Valley USD</td>
<td>$1,489,497</td>
<td>$749,066</td>
<td>$740,431</td>
</tr>
<tr>
<td>Riverside CCD</td>
<td>$1,072,672</td>
<td>$344,367</td>
<td>$728,305</td>
</tr>
<tr>
<td>Riverside COE</td>
<td>$379,975</td>
<td>$261,211</td>
<td>$118,764</td>
</tr>
<tr>
<td>Riverside USD</td>
<td>$3,269,195</td>
<td>$2,049,082</td>
<td>$1,220,122</td>
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<tr>
<td>Val Verde USD</td>
<td>$291,514</td>
<td>$182,976</td>
<td>$108,538</td>
</tr>
<tr>
<td>Leadership</td>
<td>$528,376</td>
<td>$258,765</td>
<td>$269,611</td>
</tr>
</tbody>
</table>

SOURCE: NOVA
Budget Revisions

If your agency is planning on proposing a Budget Revision, it must be done at either the

• July 12th Consortium Meeting
  or
• August 9th Consortium Meeting

*Budget Revisions must be done prior to Q 4 Expenditures
Annual Plan 2021/22

- Due in NOVA August 15
- Review Regional Annual Plan from 2020/21
  - Gaps in Service
  - Seamless Transitions
  - Student Acceleration
  - Professional Development
  - Leveraging Resources

- Google Form will be sent out on June 15, please complete by June 25.

Please complete both sections of the google form. First section of the form members will answer questions 1-3. Second section of the form is where you will add any additional strategies that your agency will implement for the 2021/22 to support the 3-Year Plan.

Annual Plan Timeline

- **Annual Plan draft will be presented at the following consortium meeting** **July 12**
- Edits and changes to the draft need to be sent back by **July 23**
- **Final Draft will be sent out July 30**
- **August 9th at consortium meeting members will vote to approve Annual Plan**
- **August 11th members need to approve Annual Plan in NOVA**
Reflection Survey Results

Clarification on question #7 In order to meet the CAEP expectations of including all stakeholders voices in the 3-year plan, list all stakeholder groups, that you would want to participate?

3rd Party Vendor

- Has worked with other adult education organizations, and adult schools, including Huntington Beach Adult
- Uses a structured process that he would easily adapt to accommodate our consortium to meet CAEP mandates
- Includes some electronic meetings and in-person meetings when possible
- Incorporates Data Analysis, SWOT Analysis and other proven techniques used for strategic planning to develop appropriate Goals, Objectives, Strategies and Action Items with clear measurable outcomes
- Events will include: Kick off with planning team, Interviews, Meetings, Surveys, Retreat and Check-in session (following year during implementation)
- Will provide a proposal, estimate cost $15,000-$20,000 (much better than WestEd $90,000!)
Preliminary Meeting 3-Year Planning

Next steps

• In person 1 Day meeting
• Location: Hosted at the Parent Center
• Potential Dates
  ▪ Fri. July 30
  ▪ Fri. August 6
  ▪ Fri. August 13
  ▪ Fri. August 20
Members approved Social Media Post /GIF’s
• All deliverable are available in the drobox
• https://www.dropbox.com/sh/bfohgnkrib3frog/AACnrz0dbiu62yuQGCwVI92fa?dl=0

Social Media Demo with N&R Publications via zoom with Chelsea Hall

How to use the social media post and GIF’s on agencies social media and websites
• Date: June 15 Time: 11:00-12:00
• Zoom link:https://us02web.zoom.us/j/88417199447?pwd=N0ZKMXBadIdrcFpVTXllbk9Ob09uQT09
  Meeting ID: 884 1719 9447
  Passcode: 775909
WIOA Update- Highlights from State WIOA
Meeting 6/8/21

• CDE Update 1
  – Pete Callas, New Division Director
  – 2020-21 EOY Letter

• CDE Update 2
  – HSD Payment Points, summary includes all students who meet basic requirements DOB, 12+ Hrs. Marked “Earned HS Diploma” on the updated record

• CDE Update 3
  – HSD deadline to submit HS Diploma list delayed by one week
  – June 30 cutoff for students to be added

• CDE Update 4
  – Perkins Reporting Before June 30, 2021, K-12 & COE CTE programs will complete Perkins requirements using TE

• CDE Update 5
  – Ordering
    • with agencies “re-opening” everyone is encouraged to order testing and assessment material as early as possible

• TE Update –
  – New Build 11 dated May 31, 2021
  – Updates to NRS Tables
    • New columns G & N on NRS Table 4
    • New logic for selecting qualifying pretest
    • Number of gains will be the same, but may attributed to different placement in EFL
  – CAEP Enrollee by Hrs.
    • Identifies “participants” vs “Adults Served
    • Reports available at the agency & consortium level
  – Proxy
    • For this yr. the proxy retrieves tests administered as far back as Jan 1, 2020
    • CDE will continue the date range of Jan1-June 30 PY 2021-22. Normal date range is May 12- June 30
**Reporting for Perkins and CTE (1)**

- Mark A22 and/or CIP Code for **all CTE** Class Definitions in TE
- Mark Special Programs = Perkins at either the Class Instance or Student level for **all students eligible for federal Perkins reporting**
- All CTE and Perkins students will be part of the EDD data match for employment; so provide SSN if possible
- Access a short ppt with more directions here:  

**Reporting for Perkins and CTE (2)**

Record the federal CIP code and the CDE A22 Course Code in the **TE Class Definition Record**.

**Reporting for Perkins and CTE (3)**

Link for CDE A-22 codes:
- [https://caadultedreporting.org/Info/CourseListAll](https://caadultedreporting.org/Info/CourseListAll)

Link for federal CIP codes:
WIOA Update- Highlights from State WIOA Meeting 6/8/21

https://riversideregionadulted.org/presentations/

- CAEP Data Dive Part II_051821
- CAEP Data Dive Part I – 042821
  - CAEP Data Dive Supplemental 042821
  - CASAS Service Definitions Coding Presentation_Final
  - Coding Presentation_Final
- CFAD Update
- CAEP State Priorities

CAEAA State Conference 2021
- caeaa_2021_conference_presentation

CAEP Fiscal Update
- NOVA Close Out 2018-19_Final

California Statewide WIOA II Networking Meeting
- Statewide Networking Meeting 6_8_21
- Statewide Networking Meeting 5_4_21
- Statewide Networking Meeting 4_7_21
- Statewide Networking Meeting 3_2_21
- Statewide Networking Meeting 2_2_21
# PY 2020-21 End of Year Data Deliverables

<table>
<thead>
<tr>
<th>Required Data and Documents</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>End-of-Year Data, TOPSpro® Enterprise</td>
<td>Two steps:&lt;br&gt; • All year end data must be entered into TOPSpro® Enterprise and completed for this quarter on or before this date&lt;br&gt; • Submit End-of-Year Certification Letter by email to <a href="mailto:capm@ccasas.org">capm@ccasas.org</a> (signature required)</td>
</tr>
<tr>
<td>Adult Education Personnel Information</td>
<td>Enter personnel information for Federal Table 7 into TOPSpro® Enterprise</td>
</tr>
<tr>
<td>End-of-Year Data Integrity Report</td>
<td>Generate the NRS Data Integrity Report and submit a copy of the report to <a href="mailto:capm@ccasas.org">capm@ccasas.org</a></td>
</tr>
<tr>
<td>Payment Points Summary Report</td>
<td>Generate the Payment Points Summary and email a PDF copy of the report to <a href="mailto:capm@ccasas.org">capm@ccasas.org</a></td>
</tr>
<tr>
<td>Employment and Earnings Follow-up Survey</td>
<td>Complete sending Employment and Earnings Survey to exit populations. The following tasks should be completed during Quarter 4 (April through June):&lt;br&gt; • Run the “NRS Core Performance Wizard” under Tools in TOPSpro® Enterprise&lt;br&gt; • Send Employment and earnings Survey to exit population for second and fourth quarter after exit</td>
</tr>
</tbody>
</table>
Upcoming Events and Meetings

• CASAS Summer Institute June 17-18 Trainings, June 22-23 Workshops & Panels
  • Last day to register is Tuesday June 15

• Upcoming Statewide WIOA II Meeting dates July 6th, 1:00

• Upcoming Statewide TE Networking Meeting July 9th, 9:00

• Upcoming WIOA/ACSA Regional Meeting: July 14, 9:00-12:00
Office Hours

Official Members: Would members like to continue office hours for the remainder of June and July?

- June 18 Office Hours Cancelled

Summer Schedule

Official Members: If you will be off during June or July, please send me the dates you will be unavailable.

Fall Start Dates

Alvord Community Adult School
Corona-Norco Adult School
Jurupa Adult School
Moreno Valley Community Adult School
Riverside Community College District
Riverside County Office of Education
Riverside Adult School
Val Verde Adult School
Thank you!
Contact us if there are any questions.

Next Consortium Meeting July 12, 2021