



Meeting Agenda

Monday, July 15, 2019

2:00-4:00 pm

Mt. San Antonio College, Bldg. 40, Rm 126

CAEP UPCOMING DUE DATES ON LAST PAGE

Steering Committee

Baldwin Park __Veronica Valenzuela	Charter Oak __Ivan Ayro __Debra Black	Mt. SAC __Madelyn Arballo __Tami Pearson	Consortium __Ryan Whetstone __Lila Manyweather __Ana Ramos
Bassett __Albert Michel	Covina Valley __Virginia España	Pomona __Enrique Medina __Miguel Hurtado	Partners/guests present:
ESGVROP __Leticia Covarrubias __John Smith	Hacienda-La Puente __Gregory Buckner __Micah Goins	Rowland __Rocky Bettar	

<ul style="list-style-type: none"> Welcome & Agenda Check Public Comment Approval of Minutes for 6/15/2019 	
Objectives for the day:	
1. Draft Annual Plan 2019-20	Ryan Whetstone
2. Data Update	Lila Manyweather
3. Fiscal Update	Madelyn Arballo
4. Pomona AJCC ESL Opportunity	Ryan Whetstone
5. Spring Conference	Ryan - Date approval – Tuesday, March 24, 2019 @ Kellogg
6. CAEP Related State Updates	Rocky Bettar / Madelyn Arballo
7. Member Updates	All
8. Adjourn	

July 2019

- **Jul 31:** Final Data and Accountability expense report due

August 2019

- **Aug 1:** Student data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2019-20 due in NOVA
- **Aug 26:** Data and Accountability close out and Practice with Promise due

September 2019

- **Sep 1:** 17/18 and 18/19 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2018 to June 30, 2019 expenses by program area due (estimates only) in NOVA
- **Sep 30:** End of Q1

- **Sep 30:** 17/18 and 18/19 Member Expense Report certified by Consortia in NOVA (Q4)
- **Sep 30:** 19/20 Member Program Year Budget and Work Plan due in NOVA

October 2019

- **Oct 30:** 19/20 Member Program Year Budget and Work Plan certified by Consortia in NOVA

December 2019

- **Dec 1:** 17/18 and 18/19 and 19/20 Member Expense Report due in Nova (Q1)
- **Dec 31:** 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2
- **Dec 31:** July 1, 2018 to June 30, 2019 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium

January 2020

- **Jan 31:** Student Data due in TOPSPro (Q2)

February 2020

- **Feb 28:** Preliminary allocations for 2020-21 and 2021-22 released by this date

March 2020

- **Mar 1:** 17/18 and 18/19 and 19/20 Member Expense Report due in NOVA (Q2)
- **Mar 1:** Close out of 17/18 Member Funds due in NOVA
- **Mar 31:** 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia by NOVA (Q2)
- **Mar 31:** Close out of 17/18 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3

April 2020

- **Apr 30:** Student Data due in TOPSPro (Q3)

May 2020

- **May 2:** CFADs for 2020-21 due in NOVA

June 2020

- **Jun 1:** 18/19 and 19/20 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3)
- **Jun 30:** End of Q4