



Friday, February 10, 2023

9:00am to 1:00pm

Steering Committee Retreat

Mt. SAC - School of Continuing Education
 1100 N. Grand Avenue – Building 40 Room 126
 Walnut, California 91789

Agenda

9:00 am (5 min)	<i>Continental Breakfast, Sign In</i>
9:05 am (10 min)	Welcome, Introductions, and Overview of the day <i>Tischel Diaz</i>
9:15 am (15 min)	CAEP Transitions Counselor Update <i>Cindy Carrasco</i>
9:30 am (60 min)	3 Year Plan Goals/Progress/Activities <i>Tischel Diaz & Special Guest Omi Miri</i>
<i>10:30 am</i>	<i>5-minute break</i>
10:35 am (60 min)	Governance Plan <i>Tischel Diaz</i>
11:35 am (15 min)	Professional Development Discussion
<i>11:50 am (30 min)</i>	<i>LUNCH</i>
12:20 pm (30 min)	LAO Overview <i>Madelyn Arballo</i>
12:50 pm (10min)	Budget Update <i>Madelyn Arballo</i>
1:00 pm	Adjourn

CAEP Due Dates

February 2023

- **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.

March 2023

- **Mar 1:** 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)*
 - **(Soft Deadline of Feb 22nd)**
- **Mar 31:** 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) *
- **Mar 31:** End of Q3

April 2023

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

May 2023

- **May 2:** CFAD for 2023-24 due in NOVA *
 - **(Soft Deadline of April 25th)**

June 2023

- **Jun 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
 - **(Soft Deadline of May 25th)**
- **Jun 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4

July 2023

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL