



**In person location: MCM 1060 ( Board Room)**

**7. Director's Update:**

**(Discussion/Action)**

Director will give updates/information on CAEP, MLACE and/or TE topics.

- a. CAEP Allocation will have a possible May revise about COLA from 2.3% to 2%
- b. Annual Plan Template and Guidance now available
- c. Views from different consortia on additional COLA
- d. Views from other consortia who hire their consortium directors
- e. We need to put these topics in the agenda to discuss, make a motion, to vote
- f. PAT process for the college allocation

**8. Member Updates-**

**(Discussion)**

- a. Monthly verbal report if member has any new information—no more than 5mins-report out per agency
- b. Will use the monthly verbal report as record of Member monthly update

**9. 3-year planning Process and Tasks and Due dates**

**(Discussion)**

- a. Progress on the 3-year Plan:
  - i. Two formats: NOVA and the CAEP template provided
  - ii. Will send draft to members by or before May 23—two weeks to review and give feedback
  - iii. Consortium members approve on June 9<sup>th</sup> Meeting
  - iv. Due in NOVA on June 20<sup>th</sup> --deadline

**10. Future Topics of Discussion**

**(Discussion)**

- a. Members proposed topics or guest speakers for future discussions in the monthly meeting.

**11. Adjournment**

**Time: First motion/Seconded/Approve:**

**(Action)**

**A. Reminders: Next Meeting Date and Time: *June 9 2025 (Monday) 10-1pm LLRC 4210***

**B. CAEP Due Dates:**

**June 2025**

- Jun 1: 24/25 Member Expense Report due in NOVA (Q3)
- **June 9: Consortium Monthly Meeting (Monday)**
- Jun 20: CAEP Three-Year Plan Due
- Jun 30: 24/25 Member Expense Report certified by Consortia in NOVA (Q3) \*
- Jun 30: End of Q4

**July 2025**

- Jul 15: Student Data due in TOPSPRO (Q4) FINAL (\***Submit in TE by end 24/25 School year**\* Most Adult Schools end before June 20th)


**August 2025**

- Aug 15: Annual Plan for 2025-26 due in NOVA \*

**September 2025**

- **Sep 1:** 23/24 and 24/25 Member Expense Report due in NOVA (Q4)
- **Sep 1:** 25/26 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4) \*
- **Sep 30:** 25/26 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

PowerPoint Slide Show - [CAEP FY25-26 Preliminary Allocations & CFAD Overview (1)]



## Reminder: Timeline/Deadlines

Deadline:	FY 2024-25 Deliverable
<b>May 2, 2025</b>	CFAD Certification due in NOVA
<b>June 20, 2025</b>	Three-Year Plan ❖ Must be submitted and approved by all members in NOVA
<b>August 15, 2025</b>	Annual Plan ❖ Must be submitted and approved by all members in NOVA
<b>September 1, 2025</b>	Certification of Allocation Amendments due in NOVA
<b>September 30, 2025</b>	<ul style="list-style-type: none"> <li>• Member Workplan &amp; Budget submission</li> <li>• Carryover Compliance Year 2 snapshot assessment</li> </ul>
<b>October 30, 2025</b>	Consortium certification of all Member Workplan & Budgets
<b>December 1, 2025</b>	Member Q1 Expenditure Report

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