

CALIFORNIA APPRENTICESHIP COUNCIL
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CALIFORNIA APPRENTICESHIP COUNCIL 2025
THIRD QUARTERLY MEETING
RELATED & SUPPLEMENTAL INSTRUCTION COMMITTEE
MINUTES

Wednesday, August 13, 2025

1:30 p.m.

Chairperson Jack Buckhorn

- I. Call to Order/Roll Call
 - a. Chairperson Buckhorn called the meeting to order at 1:30pm.
 - b. DAS Chief Adele Burnes conducted the roll call.
 1. Members Present: Jack Buckhorn, Sheri Learmonth, Yvonne de la Peña, Hugo de la Torre, Alex Beltran, Gary Adams, and DAS Chief Adele Burnes.
 2. Members Absent: Hugo de la Torre.
- II. Review/Approve Previous Minutes
 - a. Members approved the meeting minutes from the 2nd Quarterly Meeting in Glendale, California.
- III. Old Business
 - a. Background: The committee has been working for nearly two years to update the best practices document for RSI administration. Statute assigns the RSI subcommittee to develop best practices, but final authority for adoption lies with the full California Apprenticeship Council (CAC). The document is not regulatory, but intended as guidance for LEAs and apprenticeship programs.
 - b. Process Recap: The subcommittee previously approved a version and sent it to CAC. CAC deferred to the Chancellor's Office for legal review and possible amendments. Amendments were returned, some from Chancellor's Office, possibly DAS, for further discussion.
- IV. New Business
 - a. Discussion on amendments and authority
 1. Clarification of Authority:
 - I. Statute gives CAC—not the subcommittee—final authority.
 - II. Subcommittee's role is to develop and recommend, not to finalize.
 - III. LEA Perspective (Anna Gray, LAUSD):
 - I. Expressed concern that the subcommittee's approved version should stand, as it represents the body's work.
 - II. Felt the Chancellor's Office had ample time for review and should not add amendments after subcommittee approval.
 - III. Stressed the importance of process and representation.
 2. Chair's Response:

- I. Clarified that CAC's deferral to Chancellor's Office included the possibility of amendments if legal counsel deemed necessary.
 - II. Emphasized the goal of consensus and broad support for the final document.
- 3. Request for Transparency:
 - I. Several members requested that amendments be presented in a redlined/marked-up format to clearly show changes.
 - II. Noted difficulty in tracking multiple versions and the importance of version control and dating.
- 4. Chancellor's Office Response (Commissioner Adams, Sabrina Lopez):
 - I. No intent to obscure changes; amendments made in good faith, in consultation with CDE and DAS.
 - II. Will provide a redlined version for future review and for the full CAC.
 - III. Most changes are minor and clarifying, not substantive.
- b. Members reviewed the status of the "Common Administrative Practices" document, which is currently in draft form and undergoing revisions.
 - 1. Chancellor's Office Amendments (Sabrina Lopez):
 - I. Reporting Dates: Corrected discrepancies in reporting deadlines to match official Chancellor's Office calendar.
 - II. Important Notes Section: Added five key points for RSI reporters:
 - III. Timely and Accurate Reporting: LEAs and CCDs must submit accurate reports by deadlines, with CBO approval.
 - IV. Staffing Changes: LEAs/CCDs must notify Chancellor's Office of staffing changes to ensure access to reporting systems.
 - V. Funding Withholding for Non-Reporting: If recalculation reports are not submitted, funding will not be provided. This is a new policy based on recent issues with non-reporting.
 - VI. All Reports Required: Payment is based on recalculation data, but all reports (P1, P2, recalculation) must be submitted and approved by deadlines.
 - VII. RSI vs. OJT: RSI funding is for classroom instruction, not OJT/work experience; double-counting is prohibited.
 - VIII. Audit Guide Reference: Added links to source documents for audit protocols to ensure clarity and transparency.
 - 2. Committee Discussion:
 - I. Members generally agreed with factual corrections (e.g., reporting dates).
 - II. Concerns raised about communication and notification of new policies, especially for LEAs with limited staff.
 - III. Emphasis on the need for official, proactive communication from Chancellor's Office regarding deadlines and consequences.
 - IV. Noted that reporting is more complex for LEAs than for community colleges due to lack of centralized systems and large volume of apprentices.
 - 3. Chancellor's Office Response:
 - I. Outreach includes emails, phone calls, and webinars; future memos will clarify policies.

- II. Virtual office hours offered twice monthly; underutilized by LEAs.
 - III. Willing to hold regional workshops and expand support as needed.
- 4. LEA Concerns:
 - I. Withholding funding for missed deadlines could be punitive, especially for single-person offices or those facing emergencies.
 - II. Reporting process is complex and time-consuming; deadlines have shifted multiple times in recent years.
 - III. Requested flexibility and accommodation for extenuating circumstances.
- 5. Chancellor's Office and DAS Clarifications:
 - I. Funding sources for RSI hours must be clearly distinguished (RSI funding, FTEs, AIFT); double-counting is not allowed.
 - II. Programs must "pick a lane" for each occupation regarding funding source.
 - III. AIFT cannot be used to supplement unfunded RSI hours for an occupation already receiving RSI funding.
 - IV. Definitions of RSI funding clarified and added to the document. DAS Chief Burnes clarified the Chancellor's Office, not DAS, administers RSI funding. DAS's role is to provide information on the registered apprenticeship programs to the auditors, as the RSI funding is tied to registered programs.
- V. Chancellor's Office Report
 - 1. Sabrina Aguilar from the California Community Colleges Chancellor's Office provided the following updates:
 - I. Announced a significant investment in an employer engagement network:
 - II. Will include a statewide hub, a coordinator for credit for prior learning collaboration, and a focus on pre-apprenticeship.
 - III. Each of California's eight regions will have a regional director.
 - IV. Thanked Commissioner de la Pena for collaboration with Cal Jack team.
 - V. Discussed efforts to catch up on RSI (Related and Supplemental Instruction) shortfall:
 - I. CCC received \$6.3 million to address shortfalls from two previous years.
 - II. Sabrina Lopez to provide details.
 - VI. CCC aims for greater transparency in RSI distributions:
 - I. Two memos on distributions to be issued soon.
 - VII. Budget request for 2026-27 includes an additional \$15 million for RSI, on top of the current ~\$100 million.
 - I. Goal: Catch up to current year and avoid future shortfall gaps.
 - VIII. CCC plans follow-up outreach to LEA partners, including structured office hours and active listening.
 - 2. RSI Reporting for FY 2024-25 Projection:
 - I. Nine reports missing or not submitted by deadline (seven for P1, eleven for P2; total 27 missing).
 - II. Ongoing challenge with timely and accurate submissions, which

- may impact funding.
- III. Chancellor's Office implemented improved features in NOVA (reporting platform):
- IV. Automated reminders for deadlines.
- V. Clarified language in reminders to avoid misinterpretation about funding.
- VI. Team available via email and virtual office hours for support.
- VII. Reminder: FY 2025-26 projection report due October 1; FY 2024-25 recalculation due November 1.
- VIII. Early recalculation reports with CBO certification already received.
- 3. Transparency and Public Access:
 - I. Apportionment information available on Chancellor's Office website under College Finance and Fiscal Planning Division.
 - II. Includes RSI instructional hours and other programs.
- 4. RSI Funding Data:
 - I. FY 2024-25: Over 7 million hours of RSI instruction funded; supported over 107,000 apprentices.
 - II. FTEs supported over 42,000 hours of RSI instruction for over 2,000 apprentices.
 - III. FY 2025-26 allocation:
 - I. Schedule 2: \$35,622,000
 - II. Schedule 3: \$62,485,000
 - IV. Shortfall Funding:
 - I. Collaboration with Cal-JAC team led to \$6,333,000 in one-time funding for FY 2022-23 and 2024-25 shortfalls.
 - II. Memorandums regarding shortfall and initial allocation for FY 2025-26 in progress, aiming for release soon.
 - III. RSI hourly rate increased to \$10.32/hour.
 - I. Positive change, but may contribute to future shortfalls.
 - II. CCC working with government relations to advocate for additional funding.
 - III. Requesting \$15 million for projected FY 2024-25 and 2025-26 shortfalls, plus \$7 million base funding increase.
- 5. California Apprenticeship Initiative Program:
 - I. \$30 million designated for CAI.
 - II. Internal processes underway for next Request for Applications; details to be released in fall.
- 6. Statewide Support Infrastructure:
 - I. Foundation for California Community Colleges serves as technical assistance provider:
 - I. Develops guidance documents, resource toolkits, organizes training.
 - II. Revamped virtual office hours for targeted support (funding, employer engagement, general Q&A).
 - III. Flexible support outside office hours.

- II. Launch Apprenticeship Network:
 - I. Establishing statewide apprenticeship hub and supporting regional consortia.
 - II. Robust employer engagement to help meet Governor Newsom's goal of 500,000 apprentices by 2029.
 - III. Supports programmatic sponsorship and general guidance.
 - 7. Virtual Office Hours:
 - I. Held every second and fourth Tuesday, 2–3pm.
 - II. Contact: apprenticeship@cccco.edu
 - 8. Request for Feedback:
 - I. Considering moving projection and recalculation submission deadlines earlier (possibly July/August) to align with Department of Finance budget cycle.
 - II. Purpose: Provide true-up data sooner for budget advocacy.
 - III. Field feedback requested on feasibility and challenges.
- VI. Public Comment
 - a. Proxy Approval for CBO:
 - 1. Some LEAs cannot easily designate proxy approvers for reports; approval process can be delayed if CBO is unavailable.
 - 2. Community colleges may have more centralized systems; LEAs often rely on manual aggregation from multiple programs.
 - b. Reporting Deadlines:
 - 1. Deadlines have moved earlier over time (January 31 → December 1 → November 1).
 - 2. Early submission is possible; some LEAs already submit recalculation reports before the deadline.
 - c. Audit Guidance:
 - 1. Discussion on audit guidance for LEAs and community colleges postponed to next meeting; requests for changes in audit protocols are being considered.
 - d. Action Items and Next Steps
 - 1. Redlined Version: Chancellor's Office and DAS will prepare a redlined version of the best practices document for review at the next RSI meeting and for the full CAC.
 - 2. Clarification on Funding Sources: Chancellor's Office will confirm with fiscal office regarding use of multiple funding sources for a single occupation.
 - 3. Audit Guidance Discussion: Will be carried over to next quarter's meeting.
 - 4. Continued Outreach: Chancellor's Office will issue memos and continue office hours/workshops to support LEAs and colleges.
- VII. Adjournment
 - a. The meeting adjourned at approximately 2:54pm.