



Special Meeting Agenda

Date: Thursday, September 17, 2020

Time: 3:00 p.m.

Zoom Meeting ID: 946 8691 2354

The meeting will be available at both regional consortium locations via Zoom ID **946 8691 2354**

- Allan Hancock College, 800 S. College Drive, Santa Maria, CA 93455
- Lompoc Adult School and Career Center 320 North J Street, Lompoc, CA 93436

Northern Santa Barbara County Adult Education Programs Consortium

Board Members: Dr. Sofia Ramirez Gelpi (AHC), Margaret Lau (AHC), Elaine Webber (LUSD), Brian Jaramillo (LUSD)

Meeting Chair: Dr. Sofia Ramirez Gelpi

- 1. Call to Order**
- 2. Roll Call & Establishment of Quorum**
- 3. Approval of Agenda as Presented**
- 4. Public Comment and Entity Comment**

This section of the agenda is intended for members of the public to address the board on items involving regional Adult Education. Public comment not pertaining to specific agenda items is welcome under public comment. Testimony on specific agenda items will be welcome during consideration of the item by the Consortium Board.

5. Action Items

5.1 Approval of the 18/19 and 19/20 Member Expense Report (Q4)

A recommendation that the consortium board approve certification of the 18/19 and 19/20 Member Expense Report certified in NOVA (Q4).

6. Adjournment

The next regular meeting of the consortium board will be held on Thursday, October 22, 2020.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Marina Washburn at (805-922-6966 x 3588). Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.

*Public comment forms are available at the meeting. If you are unable to attend and wish to make public comment, contact Marina Washburn at (805-922-6966 x 3588). The CAEP Consortium Public Meetings are scheduled alternate **fourth Thursdays of the month** at 3:00 pm.

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- Zoom Topic: CAEP Meeting ID 946 8691 2354 Meeting URL: <https://cccconfer.zoom.us/j/94686912354>
 - Phone one-tap: US: +16699006833,,96046898402# or +12532158782,,96046898402#
 - Join by Telephone – For higher quality, dial a number based on your current location.
 - Dial US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592
 - International numbers Skype forBusiness (Lync) <https://cccconfer.zoom.us/join/96046898402>

CAEP Consortium Fiscal Reporting 01 | Allan Hancock College Consortium

2019-20 Fiscal Year

Certification

Certification Authority

Sofia Ramirez [Gelpi](#)
Dean, Academic Affairs [alcs](#)

Quarter 1 Status	Quarter 2 Status	Quarter 3 Status	Quarter 4 Status
Certified	Certified	Uncertified	Uncertified

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Allan Hancock Joint CCD	Submitted	Submitted	Submitted	Not Submitted
Lom pcc Unified	Submitted	Submitted	Submitted	Not Submitted

Allan Hancock Joint CCD

Allan Hancock Joint CCD Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
- Instructional Salaries	\$8,054	\$14,780	54.49%	\$147,800	5.45%	\$139,746
- Non-Instructional Salaries	\$59,261	\$50,900	116.43%	\$509,000	11.64%	\$449,739
- Employee Benefits	\$14,143	\$18,700	75.63%	\$187,000	7.56%	\$172,857
- Supplies and Materials	\$7,146	\$24,655	28.98%	\$246,549	2.9%	\$239,403
- Other Operating Expenses and Services	\$24,281	\$45,562	53.29%	\$455,622	5.33%	\$431,341
- Capital Outlay	\$410	\$18,500	2.22%	\$185,000	0.22%	\$184,590
- Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,665	\$8,573	66.08%	\$85,734	6.61%	\$80,069
Totals	\$118,960	\$181,670	65.48%	\$1,816,705	6.55%	\$1,697,745

Corrective Action Plan

Q2 expenditures will pick up with the confirmation of ~~sta~~ ing positions previously delayed, in addition to equipment, materials, ~~instructional~~ supplies. Registration computer lab, desktop computers, textbooks, digital content subscriptions and classroom technology purchased in Q2. Consortium initiatives will reflect on Q2 expenditures. **Summary of**

Activities:

In Q1, BASK and VOCE program coordinators were hired to support respective programs. The fall marketing campaign got o to a rocky start and new student engagement technology received approval. Faculty and ~~sta~~ attended professional development in the development of a noncredit curriculum and roadmaps to success initiatives through the Academic Senate. Two temporary positions ~~were hired~~ in late September to respond to the need for extended service hours in noncredit programs. Two positions ~~were hired~~ to support CASAS testing and data collection.

Status

Submitted

Allan Hancock Joint CCD Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
- Instructional Salaries	\$22,967	\$22,170	103.59%	\$147,800	15.54%	\$124,833
- Non-Instructional Salaries	\$135,244	\$76,350	177.14%	\$509,000	26.57%	\$373,756
- Employee Benefits	\$31,633	\$28,050	112.77%	\$187,000	16.92%	\$155,367
- Supplies and Materials	\$83,683	\$36,982	226.28%	\$246,549	33.94%	\$162,866
- Other Operating Expenses and Services	\$99,499	\$68,343	145.59%	\$455,622	21.84%	\$356,123
- Capital Outlay	\$76,525	\$27,750	275.77%	\$185,000	41.36%	\$108,475
- Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$22,478	\$12,860	174.79%	\$85,734	26.22%	\$63,256
Totals	\$472,029	\$272,506	173.22%	\$1,816,705	25.98%	\$1,344,676

Submitted

Allocation Year Closeout: 2017-18

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2017-18 Reverted Funds :
\$0

2017-18 Status
Closed

Submitting Authority
Dr. Sofia Ramirez [Gelpi](#) Ph.D., Dean, Academic A [ajrs](#)
Margaret Lau, Dean, Academic A [ajrs](#)
Marina Washburn, Director

Corrective Action Plan

In Q3, we are still working to confirm [sta](#) [ing](#) positions previously delayed. Some consortium initiatives will reflect in Q3-Q4 expenditures.

Summary of Activities:

In Q2, BASK, VOCE and NESL program coordinators were in place. Equipment, materials, instructional supplies, as well as registration computers, textbooks, digital content subscriptions, and classroom technology, [were purchased](#) in Q2.

Status

Allan Hancock Joint CCD Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
- Instructional Salaries	\$41,437	\$29,560	140.18%	\$147,800	28.04%	\$106,363
- Non-Instructional Salaries	\$212,274	\$101,800	208.52%	\$509,000	41.7%	\$296,726
- Employee Benefits	\$49,536	\$37,400	132.45%	\$187,000	26.49%	\$137,464
- Supplies and Materials	\$96,564	\$49,310	195.83%	\$246,549	39.17%	\$149,985
- Other Operating Expenses and Services	\$144,596	\$91,124	158.68%	\$455,622	31.74%	\$311,026
- Capital Outlay	\$90,967	\$37,000	245.86%	\$185,000	49.17%	\$94,033
- Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$31,768	\$17,147	185.27%	\$85,734	37.05%	\$53,966
Totals	\$667,142	\$363,341	183.61%	\$1,816,705	36.72%	\$1,149,563

Corrective Action Plan

Hiring, advertising, and marketing projects were put on hold. Hiring processes will resume as will advertising/marketing.

Summary of Activities:

In the third quarter, faculty coordinators identified and began working with workgroups per discipline. Coordinators meet weekly to address program needs. CASAS testing continued as the new semester commenced and student workers supported new and returning enrollees. Extended service hours established to provide evening and weekend services were supported by a part-time employee and two temporary sta. In March, everyone, coordinators, sta and dean, were engaged in addressing the immediate impact of COVID, and the administrative directives.

Status

Submitted

Allan Hancock Joint CCD Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$49,816	\$96,070	51.85%	\$147,800	33.71%	\$97,984
2000 - Non-Instructional Salaries	\$290,716	\$330,850	87.87%	\$509,000	57.12%	\$218,284
3000 - Employee Benefits	\$66,670	\$121,550	54.85%	\$187,000	35.65%	\$120,330
4000 - Supplies and Materials	\$99,112	\$160,257	61.85%	\$246,549	40.2%	\$147,437
5000 - Other Operating Expenses and Services	\$199,382	\$296,154	67.32%	\$455,622	43.76%	\$256,240
6000 - Capital Outlay	\$90,967	\$120,250	75.65%	\$185,000	49.17%	\$94,033
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$39,833	\$55,727	71.48%	\$85,734	46.46%	\$45,901
Totals	\$836,496	\$1,180,858	70.84%	\$1,816,705	46.04%	\$980,209

Corrective Action Plan

Hiring, advertising, and marketing projects were put on hold. Hiring processes will resume as will advertising/marketing.

Summary of Activities:

In Q4, due to COVID, AHC prepared for and implemented remote instruction. Part-time faculty received professional development for improving learner outcomes via remote instruction and engagement. New protocols registration and student outreach protocols were implemented to increase access and remove barriers to access. Noncredit ESL workbooks were purchased as consumables to allow students a take-home copy and a student laptop lending program was implemented to include noncredit students.

Status
Unsubmitted

9/10/2020

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
- Instructional Salaries	\$132,413	\$140,439	94.29%	\$561,755	23.57%	\$429,342
- Non-Instructional Salaries	\$38,113	\$51,860	73.49%	\$207,440	18.37%	\$169,327
- Employee Benefits	\$47,778	\$76,390	62.54%	\$305,561	15.64%	\$257,783
- Supplies and Materials	\$47,910	\$117,380	40.82%	\$469,521	10.2%	\$421,611
- Other Operating Expenses and Services	\$72,084	\$52,433	137.48%	\$209,730	34.37%	\$137,646
- Capital Outlay	\$0	\$15,022	0%	\$60,086	0%	\$60,086
- Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$16,915	\$20,542	82.34%	\$82,168	20.59%	\$65,253
Totals	\$355,213	\$474,065	74.93%	\$1,896,261	18.73%	\$1,541,048

Lompoc Unified

Lompoc Unified Q1 Report (7/1 - 9/30)

Corrective Action Plan

Spending levels increased in Q2 as ~~sta~~ ing and programs grew. New ~~sta~~ positions, new programming, and materials/supplies/equipment all will appear in subsequent quarters as the school continues to expand its program ~~q~~ erings. New medical career explorations program purchased in Q2. Parent Academy instructors (2) hired in Q2. Chromebooks lab and desktop computers purchased in Q2 for new medical career exploration program. New 50% registrar position approved and filled in Q2. New Adults with Disabilities program - PAES Lab - purchased and ~~sta~~ hired in Q2.

Summary of Activities:

In Q1, programs resumed in fall with new ABE instructor FTE. Purchase of new ABE/ASE curriculum: Edgenity, Career Technical Training programs received board approval, and the school prepared for a January 2020 launch date. ~~Sta~~ received professional development for improving learner outcomes via PLC. CTE planning to achieve our Consortium included extensive outreach to local employers and job sectors to ensure alignment to the region's needs.

Status

Submitted

Lompoc Unified Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
- Instructional Salaries	\$324,289	\$140,439	249.13%	\$561,755	89.99%	\$320,288
- Non-Instructional Salaries	\$105,428	\$51,860	203.29%	\$207,440	50.82%	\$102,012
- Employee Benefits	\$188,019	\$76,390	183.98%	\$305,561	28.69%	\$268,909
- Supplies and Materials	\$134,529	\$117,380	114.61%	\$469,521	28.65%	\$334,992
- Other Operating Expenses and Services	\$108,006	\$52,433	203.38%	\$209,730	58.88%	\$503,834
- Capital Outlay	\$0	\$15,022	0%	\$60,086	0%	\$60,086
- Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$39,912	\$20,542	194.29%	\$82,168	48.57%	\$42,256
Totals	\$828,098	\$474,065	188.02%	\$1,896,261	34.62%	\$1,808,289

Status
Submitted

Allocation Year Closeout: 2017-18

~~I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.~~

2017-18 Reverted Funds :

\$0

2017-18 Status

Closed

Submitting Authority

Margarita Reyes 3346417, Director Fiscal Services
Lompoc Adult School and Career Center Elaine Webber, Principal
Brian Jaramillo, Director
John Greck IV, Budget Analyst

Lompoc Unified Q3 Report (1/1 - 3/31) status

Lompoc Unified Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$481,714	\$140,439	343.01%	\$561,755	85.75%	\$80,041
2000 - Non-Instructional Salaries	\$143,809	\$51,860	277.3%	\$207,440	69.33%	\$63,631
3000 - Employee Benefits	\$216,530	\$76,390	283.45%	\$305,561	70.86%	\$89,031
4000 - Supplies and Materials	\$143,740	\$117,380	122.46%	\$469,521	30.61%	\$325,781
5000 - Other Operating Expenses and Services	\$136,470	\$52,433	260.28%	\$209,730	65.07%	\$73,260
6000 - Capital Outlay	\$0	\$15,022	0%	\$60,086	0%	\$60,086
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$52,558	\$20,542	255.86%	\$82,168	63.96%	\$29,610
Totals	\$1,174,821	\$474,065	247.82%	\$1,896,261	61.95%	\$721,440

Summary of Activities:

LASCC plans include ongoing expenditures - salaries and benefits, professional development, curriculum and technology, and marketing. Lompoc Adult School and Career Center continues to expand opportunities for students to gain essential basic skills and work place skills through an increased number of classes offered. Additional class sections and staff as well as instructional technology and additional curriculum expenditures are also planned.

Status

Unsubmitted

