



Special Meeting Agenda
Date: Monday, November 30, 2020
Time: 2:00 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 July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area

A recommendation that the consortium board approve certification of the July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area.

5.2 Approval of the 18/19, 19/20, and 20/21 Member Expense Report (Q1).

A recommendation that the consortium board approve certification of the 18/19, 19/20, and 20/21 Member Expense Report (Q1).

6. Adjournment

The next regular meeting of the consortium will be held on Thursday, February 25, 2021.

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.

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#

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Preview & Submittal

Submittal

2019-20 Program Area & Leveraged Funds
Submitted

Member Representatives
Dr. Sofia Ramirez Gelpi Ph.D.
Margaret Lau
Marina Washburn

Hours of Instruction

| CAEP Program Area | Q1 - Q4 Hours of Instruction |
|--------------------|------------------------------|
| ABE/ASE | 26675 |
| ESL/El Civics | 151160 |
| AWD | 57813 |
| K12 Success | 0 |
| Short Term CTE | 0 |
| Workforce Reentry | 41654 |
| Pre-Apprenticeship | 0 |
| Total | 277302 Hours |

Leveraged Funds by Program Area

| Fund | ABE/ASE | ESL/EI Civics | AWD | K12 Success | Short Term CTE | Workforce Reentry | Pre-Apprenticeship | Totals |
|------------------------------------|------------------|--------------------|------------------|-------------|----------------|-------------------|--------------------|--------------------|
| California Adult Education Program | \$243,880 | \$351,815 | \$0 | \$0 | \$0 | \$241,996 | \$0 | \$837,691 |
| CalWORKs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| NonCredit | \$211,134 | \$928,679 | \$13,923 | \$0 | \$0 | \$303,914 | \$0 | \$1,457,650 |
| Perkins | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| LCFF | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Fees | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| K12 Adult Ed Jail Funds | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| WIOA II | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Contracted Services | \$0 | \$0 | \$133,896 | \$0 | \$0 | \$0 | \$0 | \$133,896 |
| Donations | \$13,957 | \$13,957 | \$0 | \$0 | \$0 | \$13,957 | \$0 | \$41,871 |
| Comm. College Supportive Services | \$57,960 | \$115,919 | \$57,960 | \$0 | \$0 | \$115,919 | \$0 | \$347,758 |
| Totals | \$526,931 | \$1,410,370 | \$205,779 | \$0 | \$0 | \$675,786 | \$0 | \$2,818,866 |

Certification

01 Allan Hancock College Consortium - Primary Contact

Dr. Sofia Ramirez Gelpi Ph.D.
 Dean, Academic Affairs
sgelpi@hancockcollege.edu

Marina Washburn
 Director
marina.washburn@hancockcollege.edu

Awaiting Approval



California
Community
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i NOVA will be down for scheduled maintenance starting **November 27th at 7:00 PM (PST)** and will be back online **November 29th at 9:00 AM (PST)**.

Preview & Submittal

Submittal

2019-20 Program Area & Leveraged Funds

Submitted

[Unsubmit Actuals](#)

Member Representatives

Margarita Reyes 3346417

Lompoc Adult School and Career Center Elaine Webber

Brian Jaramillo

John Greck IV

Hours of Instruction

| CAEP Program Area | Q1 - Q4 Hours of Instruction |
|--------------------|------------------------------|
| ABE/ASE | 30475 |
| ESL/El Civics | 21769 |
| AWD | 0 |
| K12 Success | 0 |
| Short Term CTE | 8507 |
| Workforce Reentry | 0 |
| Pre-Apprenticeship | Not Entered |
| Total | 60751 Hours |

Leveraged Funds by Program Area

| Fund | ABE/ASE | ESL/EI Civics | AWD | K12 Success | Short Term CTE | Workforce Reentry | Pre- Apprenticeship | Totals |
|------------------------------------|------------------|------------------|------------|----------------|-------------------|----------------------|------------------------|--------------------|
| California Adult Education Program | \$320,596 | \$432,740 | \$0 | \$0 | \$311,361 | \$0 | \$0 | \$1,064,697 |
| CalWORKs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| NonCredit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Perkins | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| LCFF | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Fees | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| K12 Adult Ed Jail Funds | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| WIOA II | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Contracted Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Totals | \$320,596 | \$432,740 | \$0 | \$0 | \$311,361 | \$0 | \$0 | \$1,064,697 |

Certification

01 Allan Hancock College Consortium - Primary Contact

Dr. Sofia Ramirez Gelpi Ph.D.
 Dean, Academic Affairs
sgelpi@hancockcollege.edu

Marina Washburn
 Director
marina.washburn@hancockcollege.edu

Awaiting Approval

Unsubmit Actuals



NOVA will be down for scheduled maintenance starting **November 27th at 7:00 PM (PST)** and will be back online **November 29th at 9:00 AM (PST)**.

NOVA will be down for scheduled maintenance starting November 27th at 7:00 PM (PST) and will be back online November 29th at 9:00 AM (PST).

CAEP Consortium Fiscal Reporting 01 Allan Hancock College Consortium

2020-21 Fiscal Year

Certification

Certification Authority
Sofia Ramirez Gelpi
Dean, Academic Affairs

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

Fiscal Report Submittal Status

| | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
|-----------------------------------------|-----------|---------------|---------------|---------------|
| Allan Hancock Joint CCD | Submitted | Not Submitted | Not Submitted | Not Submitted |
| Lompoc Unified | Submitted | Not Submitted | Not 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 |
|----------------------------------------------|--------------------------------|------------------|----------------------------|--------------------|------------------------------|--------------------|
| 1000 - Instructional Salaries | \$10,897 | \$10,945 | 99.56% | \$109,450 | 9.96% | \$98,553 |
| 2000 - Non-Instructional Salaries | \$40,904 | \$122,438 | 33.41% | \$816,250 | 5.01% | \$775,346 |
| 3000 - Employee Benefits | \$16,820 | \$30,656 | 54.87% | \$204,375 | 8.23% | \$187,555 |
| 4000 - Supplies and Materials | \$21,306 | \$17,562 | 121.32% | \$175,615 | 12.13% | \$154,309 |
| 5000 - Other Operating Expenses and Services | \$46,670 | \$27,375 | 170.48% | \$273,750 | 17.05% | \$227,080 |
| 6000 - Capital Outlay | \$0 | \$11,572 | 0% | \$46,289 | 0% | \$46,289 |
| 7000 - Other Outgo | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| Indirect Costs | \$6,768 | \$8,129 | 83.26% | \$81,286 | 8.33% | \$74,518 |
| Totals | \$143,365 | \$228,676 | 62.69% | \$1,707,015 | 8.4% | \$1,563,650 |

Corrective Action Plan

Due to COVID 19, hiring new staff and launching marketing campaigns were put on hold while programs were relaunched as ERT. We are currently working on removing registration barriers and developing new student support strategies to implement in Spring.

Summary of Activities:

Despite the lower than expected enrollment numbers, most CAEP classes are in session.

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 |
|----------------------------------------------|--------------------------------|------------------|----------------------------|--------------------|------------------------------|--------------------|
| 1000 - Instructional Salaries | \$35,897 | \$10,945 | 327.98% | \$109,450 | 32.8% | \$73,553 |
| 2000 - Non-Instructional Salaries | \$154,459 | \$122,438 | 126.15% | \$816,250 | 18.92% | \$661,791 |
| 3000 - Employee Benefits | \$51,800 | \$30,656 | 168.97% | \$204,375 | 25.35% | \$152,575 |
| 4000 - Supplies and Materials | \$43,731 | \$17,562 | 249.02% | \$175,615 | 24.9% | \$131,884 |
| 5000 - Other Operating Expenses and Services | \$153,015 | \$27,375 | 558.96% | \$273,750 | 55.9% | \$120,735 |
| 6000 - Capital Outlay | \$0 | \$11,572 | 0% | \$46,289 | 0% | \$46,289 |
| 7000 - Other Outgo | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| Indirect Costs | \$21,919 | \$8,129 | 269.65% | \$81,286 | 26.97% | \$59,367 |
| Totals | \$460,821 | \$228,676 | 201.52% | \$1,707,015 | 27% | \$1,246,194 |

Status
Unsubmitted

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 |
|----------------------------------------------|--------------------------------|------------------|----------------------------|--------------------|------------------------------|--------------------|
| 1000 - Instructional Salaries | \$35,897 | \$10,945 | 327.98% | \$109,450 | 32.8% | \$73,553 |
| 2000 - Non-Instructional Salaries | \$154,459 | \$122,438 | 126.15% | \$816,250 | 18.92% | \$661,791 |
| 3000 - Employee Benefits | \$51,800 | \$30,656 | 168.97% | \$204,375 | 25.35% | \$152,575 |
| 4000 - Supplies and Materials | \$43,731 | \$17,562 | 249.02% | \$175,615 | 24.9% | \$131,884 |
| 5000 - Other Operating Expenses and Services | \$153,015 | \$27,375 | 558.96% | \$273,750 | 55.9% | \$120,735 |
| 6000 - Capital Outlay | \$0 | \$11,572 | 0% | \$46,289 | 0% | \$46,289 |
| 7000 - Other Outgo | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| Indirect Costs | \$21,919 | \$8,129 | 269.65% | \$81,286 | 26.97% | \$59,367 |
| Totals | \$460,821 | \$228,676 | 201.52% | \$1,707,015 | 27% | \$1,246,194 |

Status
Unsubmitted

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 | \$35,897 | \$76,615 | 46.85% | \$109,450 | 32.8% | \$73,553 |
| 2000 - Non-Instructional Salaries | \$154,459 | \$448,938 | 34.41% | \$816,250 | 18.92% | \$661,791 |
| 3000 - Employee Benefits | \$51,800 | \$112,406 | 46.08% | \$204,375 | 25.35% | \$152,575 |
| 4000 - Supplies and Materials | \$43,731 | \$122,931 | 35.57% | \$175,615 | 24.9% | \$131,884 |
| 5000 - Other Operating Expenses and Services | \$153,015 | \$191,625 | 79.85% | \$273,750 | 55.9% | \$120,735 |
| 6000 - Capital Outlay | \$0 | \$11,572 | 0% | \$46,289 | 0% | \$46,289 |
| 7000 - Other Outgo | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| Indirect Costs | \$21,919 | \$56,900 | 38.52% | \$81,286 | 26.97% | \$59,367 |
| Totals | \$460,821 | \$1,020,987 | 45.13% | \$1,707,015 | 27% | \$1,246,194 |

Status
Unsubmitted

Lompoc Unified

Lompoc Unified 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 |
|----------------------------------------------|--------------------------------|------------------|----------------------------|--------------------|------------------------------|--------------------|
| 1000 - Instructional Salaries | \$96,601 | \$167,014 | 57.84% | \$668,055 | 14.46% | \$571,454 |
| 2000 - Non-Instructional Salaries | \$39,621 | \$66,074 | 59.96% | \$220,246 | 17.99% | \$180,625 |
| 3000 - Employee Benefits | \$34,727 | \$60,885 | 57.04% | \$304,427 | 11.41% | \$269,700 |
| 4000 - Supplies and Materials | \$12,489 | \$37,387 | 33.4% | \$149,548 | 8.35% | \$137,059 |
| 5000 - Other Operating Expenses and Services | \$68,369 | \$122,349 | 55.88% | \$271,886 | 25.15% | \$203,517 |
| 6000 - Capital Outlay | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| 7000 - Other Outgo | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| Indirect Costs | \$11,990 | \$22,175 | 54.07% | \$73,918 | 16.22% | \$61,928 |
| Totals | \$263,797 | \$475,884 | 55.43% | \$1,688,080 | 15.63% | \$1,424,283 |

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 |
|----------------------------------------------|--------------------------------|------------------|----------------------------|--------------------|------------------------------|--------------------|
| 1000 - Instructional Salaries | \$96,601 | \$300,625 | 32.13% | \$668,055 | 14.46% | \$571,454 |
| 2000 - Non-Instructional Salaries | \$39,621 | \$110,123 | 35.98% | \$220,246 | 17.99% | \$180,625 |
| 3000 - Employee Benefits | \$34,727 | \$121,771 | 28.52% | \$304,427 | 11.41% | \$269,700 |
| 4000 - Supplies and Materials | \$12,489 | \$89,729 | 13.92% | \$149,548 | 8.35% | \$137,059 |
| 5000 - Other Operating Expenses and Services | \$68,369 | \$149,537 | 45.72% | \$271,886 | 25.15% | \$203,517 |
| 6000 - Capital Outlay | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| 7000 - Other Outgo | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| Indirect Costs | \$11,990 | \$33,263 | 36.05% | \$73,918 | 16.22% | \$61,928 |
| Totals | \$263,797 | \$805,048 | 32.77% | \$1,688,080 | 15.63% | \$1,424,283 |

Status
Unsubmitted

Lompoc Unified 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 |
|----------------------------------------------|--------------------------------|--------------------|----------------------------|--------------------|------------------------------|--------------------|
| 1000 - Instructional Salaries | \$96,601 | \$467,639 | 20.66% | \$668,055 | 14.46% | \$571,454 |
| 2000 - Non-Instructional Salaries | \$39,621 | \$165,185 | 23.99% | \$220,246 | 17.99% | \$180,625 |
| 3000 - Employee Benefits | \$34,727 | \$197,878 | 17.55% | \$304,427 | 11.41% | \$269,700 |
| 4000 - Supplies and Materials | \$12,489 | \$127,116 | 9.82% | \$149,548 | 8.35% | \$137,059 |
| 5000 - Other Operating Expenses and Services | \$68,369 | \$163,132 | 41.91% | \$271,886 | 25.15% | \$203,517 |
| 6000 - Capital Outlay | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| 7000 - Other Outgo | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| Indirect Costs | \$11,990 | \$51,743 | 23.17% | \$73,918 | 16.22% | \$61,928 |
| Totals | \$263,797 | \$1,172,691 | 22.5% | \$1,688,080 | 15.63% | \$1,424,283 |

Status
Unsubmitted

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 | \$96,601 | \$668,055 | 14.46% | \$668,055 | 14.46% | \$571,454 |
| 2000 - Non-Instructional Salaries | \$39,621 | \$220,246 | 17.99% | \$220,246 | 17.99% | \$180,625 |
| 3000 - Employee Benefits | \$34,727 | \$304,427 | 11.41% | \$304,427 | 11.41% | \$269,700 |
| 4000 - Supplies and Materials | \$12,489 | \$149,548 | 8.35% | \$149,548 | 8.35% | \$137,059 |
| 5000 - Other Operating Expenses and Services | \$68,369 | \$271,886 | 25.15% | \$271,886 | 25.15% | \$203,517 |
| 6000 - Capital Outlay | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| 7000 - Other Outgo | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| Indirect Costs | \$11,990 | \$73,918 | 16.22% | \$73,918 | 16.22% | \$61,928 |
| Totals | \$263,797 | \$1,688,080 | 15.63% | \$1,688,080 | 15.63% | \$1,424,283 |

Status
Unsubmitted



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