



## CAEP Public Meeting Agenda

**Date: April 22, 2021**

**Time: 3:00 pm – 4:30 pm**

**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, CA93455
- Lompoc Adult School and Career Center 320 North J Street, Lompoc, CA93436

### **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. Guest Presentations**

- 3.1. BW Research**
- 3.2. Full Capacity Marketing**

- 4. Approval of Agenda as Presented**
- 5. 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.

- 6. Approval of Minutes/record of meetings**

- 6.1. Approval of Minutes from February 25, 2021 Regular Meeting**

- 7. Presentations/Oral Reports**

- 7.1. Member reports**

Dr. Ramirez Gelpi, Academic Dean, will provide an update on Community Education programs.

Ms. Elaine Webber, Principal LASCC, will provide an update on Lompoc Adult School and Career Center

- 8. Action Items**

- 8.1. A recommendation that the consortium board approve the Consortium Fiscal Administration Declarations (CFAD) for 2021-2021 as presented.**

- 8.2. Recommendation to approve all future increases or decreases to the Consortium's 2021-2022 AEBG CAEP funding, pursuant to state budget revisions and requirements.**

- 9. Discussion/Information**

- 9.1. Three-Year Plan Status:** Member agencies collecting data for plan. Awaiting state template. Planning expected to begin July 2021. (CAEP State Priorities Handouts)

- 9.2. AB 1491 Adult education proposed legislation in process:** consortia: limit carryover of allocated funds.

- 10. New Business**

- 10.1. Consortium Name Change –** The Governing documents identify the consortium name as Allan Hancock Community College Consortium. Recommendation to discuss the name and identify possible alternate names that focus on representing both member agencies, region, etc.

- 11. Old Business**

- 12. Adjournment**

The next regular meeting of the consortium board will be held on Thursday, June 24, 2021.

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## **Proposed Bi-Monthly Meeting Schedule aligned with CAEP Deadlines**

**February 2021 (Consortium Regular Meeting February 25, 3-4:30PM)**

**April 2021 (Consortium Regular Meeting April 22, 3-4:30PM)**

**June 2021 (Consortium Regular Meeting June 24, 3-4:30PM)**

### **Calendar of Events/Due Dates**

April 2021

- Apr 30: Student Data due in TOPSPro (Q3)

May 2021

- May 2: CFAD for 2021-22 due in NOVA

June 2021

- Jun 1: 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- Jun 30: 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)
- Jun 30: End of Q4

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 93454
  - 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**

Elaine Webber called the meeting to order at 3:04 p.m.

**2. Roll Call & Establishment of Quorum**

Roll called with the following members present: Lau, Jaramillo, Webber.

Quorum established; Absent: Ramirez Gelpi

**3. Guest Presentations**

Celina Shands, of Full Capacity Marketing, made presentation

**4. Approval of Agenda as Presented**

On a motion by Lau, seconded by Jaramillo, the board approved the agenda.

Roll call vote: Ayes: Lau, Jaramillo, Webber. Noes: none; Abstentions: none

**5. Public Comment and Entity Comment\***

No public comment or entity comment.

**6. Approval of Minutes/record of meetings**

**6.1. Approval of Minutes from October 22, 2020 Regular Meeting**

On a motion by Jaramillo, seconded by Lau, the board approved the minutes from October 22, 2020.

Roll call vote: Ayes: Lau, Jaramillo, Webber. Noes: none; Abstentions: none

**6.2. Approval of Minutes from November 30, 2020 Special Meeting**

On a motion by Jaramillo, seconded by Lau, the board approved the minutes from November 30, 2020.

Roll call vote: Ayes: Lau, Jaramillo, Webber. Noes: none; Abstentions: none

**7. Presentations/Oral Reports**

**7.1. Member reports**

Ms. Elaine Webber, Principal LASCC, provided an update on Lompoc Adult School and Career Center.

**8. Action Items**

**8.1. Approval of the 18/19, 19/20, and 20/21 (Q2) Member Expense Report due in Nova March 1 with Certification due by March 31.**

On a motion by Lau, seconded by Jaramillo, the board approved the 18/19, 19/20, and 20/21 (Q2) Member Expense Report due in Nova March 1 with Certification due by March 31.

Roll call vote: Ayes: Lau, Jaramillo, Webber. Noes: none; Abstentions: none

**8.2 Approval of close out of 18/19 funds in NOVA certified by Consortia with certification due in NOVA by March 31.**

On a motion by Lau, seconded by Jaramillo, the board approved the close out of 18/19 funds in NOVA certified by Consortia with certification due in NOVA by March 31.

Roll call vote: Ayes: Lau, Jaramillo, Webber. Noes: none; Abstentions: none

**8.3 Approval of \$44,500 Full Capacity Marketing (FCM) Proposal LUSD-20210210 for Consortium services.**

Through MOU, services to be contracted by Lompoc Unified School District and to include Allan Hancock College transfer of \$44,500 to LUSD/LASCC through NOVA.

On a motion by Jaramillo, seconded by Lau, the board approved \$44,500 Full Capacity Marketing (FCM) Proposal LUSD-20210210 for Consortium services. Through MOU, services to be contracted by Lompoc Unified School District and to include Allan Hancock College transfer of \$44,500 to LUSD/LASCC through NOVA.

Roll call vote: Ayes: Lau, Jaramillo, Webber. Noes: none; Abstentions: none

**9. Discussion/Information**

**10. New Business**

**10.1. Consortium Name Change** – The Governing documents identify the consortium name as Allan Hancock Community College Consortium. Recommendation to discuss the name and identify possible alternate names that focus on representing both member agencies, region, etc.

**11. Old Business**

**11.1. Three-Year Plan**

**12. Adjournment: Adjourned at 3:33 p.m.**

The next regular meeting of the consortium board will be held on Thursday, April 22, 2021.

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## **Proposed Bi-Monthly Meeting Schedule aligned with CAEP Deadlines**

**February 2021 (Consortium Regular Meeting February 25, 3-4:30 PM)**

**April 2021 (Consortium Regular Meeting April 22, 3-4:30 PM)**

**June 2021 (Consortium Regular Meeting June 24, 3-4:30 PM)**

## **Calendar of Events/Due Dates**

### **February 2021**

- Feb 28: Preliminary allocations for 2021-22 and 2022-23 released by this date.

### **March 2021**

- Mar 1: 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2)
- Mar 1: Close out of 18/19 Member Funds due in NOVA
- Mar 31: 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)
- Mar 31: Close out of 18/19 funds in NOVA certified by Consortia in NOVA
- Mar 31: End of Q3

### **April 2021**

- Apr 30: Student Data due in TOPSPro (Q3)

### **May 2021**

- May 2: CFAD for 2021-22 due in NOVA

### **June 2021**

- Jun 1: 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- Jun 30: 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)
- Jun 30: End of Q4

California Adult Education Program : CFAD : 2021-22 Produced: Apr 19, 2021, 03:11 PM UTC Elaine Webber

## 01 Allan Hancock College Consortium

### Fiscal Declaration - Draft

**Consortium Name:** 01 Allan Hancock College Consortium**Funding Channel:** Fiscal Agent**Fiscal Agent:** Not Selected**Justification:** Not Complete**Narrative:** N/A**Changes:** N/A

### Member Allocations

Member Name	(2021-22)	(2020-21)	(2019-20)
Allan Hancock Joint CCD	\$0	\$743,450	\$725,700
Lompoc Unified	\$0	\$988,776	\$971,025
Total Allocated to Members	\$0	\$1,732,226	\$1,696,725
Total CAEP Funds	\$1,718,846	\$1,693,446	\$1,693,446
Total Remaining	\$1,718,846	\$-38,780	\$-3,279

### Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Allan Hancock Joint CCD</a>	District	Dr. Sofia Ramirez Gelpi Ph.D.	(805) 922-6966 ext: 3325
<a href="#">Lompoc Unified</a>	Unified School District	Margarita Reyes 3346417	

### Certification & Assurances



By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

## Assurances

### Membership & Decision-Making

- I certify that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member (EC 84905 (a) (b)). (See Membership Box above).
- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.
- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1) (A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

### Public Meetings

- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly (EC 84905 (d)(1)(C)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any "local body created by state or federal statute." (Ed. Code, section 54952.)

### Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).
- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district's work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 84914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).
- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.

- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

No approver contacts.



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April 2021

## **Consortium Effectiveness & Three-Year Planning with State Level Goals and Initiatives**

### **California Department of Education Superintendent's Initiatives The California Community College System Vision Goals**

**Note:**     -State level vision goals and initiatives will translate to adult education/noncredit.  
              -Structure and priority areas will assist in the rollout of professional development to support these efforts  
              -Shared goals will drive consortium planning efforts and push for greater member effectiveness.

#### **Superintendent's Initiatives**

1. Closing the Digital Divide
2. Statewide Literacy
3. Reducing Chronic Absenteeism
4. Closing the Achievement Gap
5. Jobs for Tomorrow

#### **Vision Goals**

1. Over five years, increase by at least 20 percent the number of California Community College students annually who acquire associate degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job.
2. Over five years, increase by 35 percent the number of California Community College students transferring annually to a UC or CSU.
3. Over five years, decrease the average number of units accumulated by California Community College students earning associate degrees.
4. Over five years, increase the percent of exiting CTE students who report being employed in their field of study.
5. Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups.
6. Over five years, reduce regional achievement gaps across all of the above measures through faster improvements among colleges located in regions with the lowest educational attainment of adults.

#### **Adult Education Shared Goals**

1. Increase credential and high school diploma/high school equivalency obtainment.
2. Increase transfer to community college credit coursework.
3. Decrease unit obtainment and help students achieve the 12 hours of instruction milestone.
4. Increase employment for CTE students (and all CAEP students).
5. Reduce regional gaps in the 71 CAEP regional consortia.

#### **State Priority Areas**

1. Equity
2. Leadership
3. Learner Transition
4. Marketing
5. Program Development/Curriculum/Classroom
6. Program Evaluation
7. Technology and Distance Learning



## CAEP State Priorities Defined

**Equity** - Equity is about being fair and impartial with learners, partners, and the communities we serve. Programs aligned to this area may focus on methods for building cultural awareness and responsiveness, addressing equity in the classroom, addressing the achievement gap, or creating access, success, and transfer opportunities for historically disadvantage populations.

**Leadership** – Leadership deals with important things leaders need to know about successfully managing a consortium or managing an adult education K-12 Adult or noncredit agency. Programs aligned to this area might focus on regional and local policies, developing systems, supervision and management of staff, organizational change, leveraging resources, or capacity building.

**Learner Transition** – Moving learners along in educational, career, or other paths is one measure of how we determine success. Programs aligned to this area may focus on college and career pathways, transition supports, or counseling and support services. Some examples include short-term CTE, integrated education and training, pre-apprenticeship, bridges and boot camps, and mirrored courses.

**Marketing** - Marketing programs and learner recruitment are ongoing responsibilities for consortium members. It is also vital that local communities understand and support regional consortia. Programs aligned to this area should share successful marketing strategies and practices, such as employing social media in marketing, budgeting for marketing, using data to target marketing efforts, or strategies for keeping marketing current and effective.

**Program Development/Curriculum/Classroom** - Constant program improvement is at the core of building stronger and relevant consortia and agencies. Programs in this area could focus on any of the approved CAEP program areas, annual and 3-year planning, building partnerships, leveraging funding, or implementing specialized programs, such as programs built around the immigrant integration framework.

**Program Evaluation** – Ongoing assessment of programs is at the core of building stronger and relevant consortia and agencies. Programs aligned to this area could focus on using data to inform consortia annual and 3-year planning, programming, and instruction, evaluation design, or engaging stakeholders in the evaluation process.



**Technology and Distance Learning** – This state priority focuses on the integration of technology into the educational and work environments as well as the implementation of blended or distance learning programs. Programs aligned to this area might include anything relating to reaching and serving adult learners at a distance, whether synchronously or asynchronously. Programs might also relate to a technology goal(s) that agencies or consortium have identified and implemented.

