



**CAEP Public Meeting Minutes**

**Date: February 25, 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, 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, 3-4:30PM)**

**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**

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