

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, 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**

Dr. Sofia Ramirez Gelpi called the meeting to order at 3:00 p.m.

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

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

All present: Quorum established; Absent: none

**3. Guest Presentations**

**No guest presentations.**

**4. Approval of Agenda as Presented**

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

Roll call vote: Ayes: Lau, Webber, Jaramillo, Ramirez Gelpi. 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 June 18, 2020 regular public meeting**

On a motion by Webber, seconded by Ramirez Gelpi, the board approved the minutes from June 18, 2020.

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

**6.2. Approval of Minutes from June 25, 2020 special meeting**

On a motion by Ramirez Gelpi, seconded by Jaramillo, the board approved the minutes from June 25, 2020.

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

**6.3. Approval of Minutes from July 7, 2020 special meeting**

On a motion by Ramirez Gelpi, seconded by Lau, the board approved the minutes from July 7, 2020.

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

**6.4. Approval of Minutes from September 17, 2020 special meeting**

On a motion by Ramirez Gelpi, seconded by Webber, the board approved the minutes from September 17, 2020.

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

**7. Presentations/Oral Reports**

**7.1. Member reports**

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

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

**8. Action Items**

**8.1. Approval of the 20/21 Member Program Year Budget and Work Plans due in Nova September 30:**

### **Certification due by October 30**

On a motion Ramirez Gelpi, seconded by Jaramillo, the board approved the 20/21 Member Program Year Budget and Work Plans.

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

### **9. Discussion/Information**

**9.1. Item for discussion:** Review/access official Consortium name “Allan Hancock College Consortium”

The adult education consortium has operated under the Allan Hancock College Consortium as well as Northern Santa Barbara County Adult Education Consortium.

The board agreed to keep the Consortium name “Allan Hancock College Consortium”. Item 9.1 will move to an action item at the November 19, 2020 special meeting.

**9.2. Item for discussion:** Review next steps in the development of marketing collateral elements for the regional marketing campaign. The consortium board will have an opportunity to provide feedback as project takes shape.

The board will discuss again at the next consortium meeting timelines and scope of work.

### **10. New Business**

Three-year plan consultant will be a discussion item at the November 19, 2020 meeting.

### **11. Adjournment: Adjourned at 3:37 p.m.**

The next special meeting of the consortium board will be held on Thursday, November 19, 2020.

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

### **October 2020 (Consortium Regular Meeting October 22, 3-4:30 PM)**

#### October 2020

- **Oct 30:** 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- **Oct 31:** Student data due in TOPSPro (Q1)

### **November 2020 (Consortium Special Meeting November 19, 3-4:30 PM)**

#### December 2020

- **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortia
- **Dec 1:** 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)
- **Dec 31:** 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

#### January 2021

- **Jan 31:** Student Data due in TOPSPro (Q2)

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

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

April 2021

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

May 2021

- **May 2:** CFADS for 2021-22 due in NOVA

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

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