



CAEP Regular Meeting Agenda

Date: November 17, 2022

Time: 3:30 p.m.

Zoom Meeting ID: 896 1232 8605

Passcode: 141103

The meeting will be available for both regional consortium locations via **Zoom**:

<https://lompocschools.zoom.us/j/89612328605?pwd=WmFwMGVINWE1VGtHRGUxME8xODJvZz09>

Allan Hancock College, 800 S. College Drive, Santa Maria, CA 93455

Lompoc Adult School and Career Center 320 North J Street, Lompoc, CA 93436

Allan Hancock and Lompoc Unified Adult Education Consortium

Board Members: Dr. Sofia Ramirez Gelpi (AHC), Tom Lamica (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**
4. **Public Comment**

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

5. **Action Items**

5.1 **A recommendation to approve the following:**

a. **AB 361 Flexibility for Remote Open Meetings** ([Attachment A](#))

A recommendation that the Board adopt Resolution AB 361 for Remote Open Meetings to continue to meet virtually. Assembly Bill 361 provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements. Without the adoption of the Resolution every 30 days, Consortium meetings revert to original Brown Act requirements and must offer public access to all physical locations where board members are gathered.

b. **2022-2023 Member Program Year Budget and Work Plan certified by Consortium in NOVA** ([Attachment B](#))

A recommendation that the Board approve certification of the 2022-2023 Member program Year Budget and Work Plan (2022-2023) as uploaded into NOVA by member agency fiscal departments.

c. **July 1, 2021 to June 30, 2022 Program Area Report certified by Consortium in NOVA** ([Attachment C](#))

A recommendation that the Board approve the July 1, 2021 to June 30, 2022, Program Area Report (Instructional Hours and Expenses by Program Area; actuals) as uploaded into NOVA by member agencies for Consortium certification.

6. **Adjournment**

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Elaine Webber at (805-742-3100). Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting. Meeting documents are available at member agencies.

*Public comment forms are available. If you are unable to attend and wish to make public comment, contact Elaine Webber at (805-742-3100). The CAEP Consortium Public Meetings are scheduled quarterly.

Topic: Allan Hancock and Lompoc Unified Adult Education Consortium. Join Zoom Meeting

<https://lompocschools.zoom.us/j/89612328605?pwd=WmFwMGVINWE1VGtHRGUxME8xODJvZz09>

Meeting ID: 896 1232 8605 Passcode: 141103

One tap mobile

+16699009128,,89612328605#,,,,*141103# US (San Jose) +16694449171,,89612328605#,,,,*141103# US

Meeting ID: 896 1232 8605 Passcode: 141103

Find your local number: <https://lompocschools.zoom.us/u/kb2jT4SJL>

ATTACHMENT A: AB 361 RESOLUTION

A RESOLUTION OF THE EXECUTIVE BOARD OF THE ALLAN HANCOCK COLLEGE CONSORTIUM AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE GOVERNING BOARD OF THE CONSORTIUM PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Allan Hancock College Consortium is committed to preserving and nurturing public access and participation in meetings of the Executive Board; and

WHEREAS, all meetings of Allan Hancock College Consortium's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 — 54963), so that any member of the public may attend, participate, and watch the Consortium's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Consortium's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, an additional condition for meeting remotely is that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, Santa Barbara County Public Health Department recommends social distancing; and

WHEREAS, the Executive Board does hereby find that meeting in-person has caused, and will continue to cause, conditions within the Consortium Region that are likely to be beyond the control of services, personnel, equipment, and facilities of the Consortium, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Executive Board does hereby find that the Allan Hancock College Consortium shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph of subdivision (e) of section 54953; and

WHEREAS, Zoom links have been provided to ensure access for the public.

NOW, THEREFORE, THE EXECUTIVE BOARD OF Allan Hancock College Consortium DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Executive Board has reconsidered the circumstances of the state of emergency, and the following conditions exist:

The state of emergency continues to directly impact the ability of the members of the Consortium

Board to meet safely in person; and
Local officials continue to impose or recommend measures to promote social distancing.

Section 3. Remote Teleconference Meetings. The Allan Hancock College Consortium is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act. Meetings experiencing technical interruptions will be terminated and rescheduled.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective for 30 days, or such time the Executive Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Allan Hancock College Consortium may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Executive Board of the Allan Hancock College Consortium, this 17th day of November 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____	_____
Sofia Ramirez Gelpi	Date
Chair	
Consortium Board	

_____	_____
Elaine Webber	Date
Co-Chair	
Consortium Board	

[AGENDA](#)

ATTACHMENT B: Member Budget & Workplan Summary 2022-2023

11/14/22, 10:31 PM

NOVA: CAEP Member Budget & Workplan: 2022-23 01 Allan Hancock and Lompoc Unified Adult Education Co...

California Adult Education Program Produced: Nov 14, 2022, 10:31 PM UTC Elaine Webber

01 Allan Hancock and Lompoc Unified Adult Education Consortium

Member Budget & Workplan Summary 2022-23

Status:

Member Information

Member Name:

Lompoc Unified

Member Type:

Unified School District

Member Address:

1301 North A Street | Lompoc, CA | 93436-3516

Member Website:

<http://www.lusd.org>

Member Allocations 2022-23:

\$1,078,906

Member Allocations 2021-22:

\$1,005,784

Member Allocations 2020-21:

\$966,640

Member Contacts

Responsibility	Name	Email	Title	Phone
Member Representative	Elaine Webber	webber.elaine@lusd.org	Principal	(805) 742-3100
Member Representative	Brian Jaramillo	jaramillo.brian@lusd.org	Director	(805) 742-3310
Member Representative	John Greck	greck4.john@lusd.org	Budget Analyst	(805) 742-3192

Objectives

Objective 1: Address Educational Needs

Strategy Name

Student Gains

Activity that Applies to this Strategy

Increase Number of Students Achieving Gain

Metrics that Apply to this Activity/Strategy

- Progress: Participants with Educational Functioning Levels Gains ESL (AE 400 - ESL)

Strategy Description

Member agency EL instructors will continue to meet in PLC with the goal of increasing the number of students achieving a level gain. For each semester, EL instructors will meet a minimum of four hours per month in PLC to review data and plans to improve student learning, creating collective teacher efficacy. Lead EL instructor and administration will conduct data skills sessions for 2 of the 4 monthly PLC hours to improve staff data skills.

Increase number of EL students achieving a learning gain by 2% over baseline year 2021-2022.

✓ We plan to address this strategy

Program Area(s) of Focus

- ESL

Explain how this strategy will focus on the Program Area(s) selected *

Instructors will meet in twice monthly PLC meetings to review student assessment data and to create lesson elements, Common Formative Assessments for example, for improving student gains in critical skill areas. Newly developed lesson elements and assessments will be implemented quarterly. The strategy will be implemented throughout the school year with final data and student gains being reviewed in June 2023. The goal is to improve ESL student gains by a minimum of 2% over the baseline year of 2021-2022.

Objective 2: Improve Integration of Services & Transitions

Strategy Name

Quarterly Meetings

Activity that Applies to this Strategy

Quarterly Meetings to Improve Services, Transition

Metrics that Apply to this Activity/Strategy

- Progress: Participants with Educational Functioning Levels Gains ESL (AE 400 - ESL)

Strategy Description

Consortium will conduct quarterly sessions to discuss and explore effective options that improve integration of services and transitions.

Increase transitions by 2% over baseline 2021-2022 transitions.

✓ We plan to address this strategy

Program Area(s) of Focus

- ASE

Explain how this strategy will focus on the Program Area(s) selected *

Quarterly session meetings within member agency and between Consortium Members will focus on transition data, trends, and strategies to identify improvements and schedule implementation of improvements quarterly throughout the year to improve transitions of ASE students by 2% over the baseline 2021-2022 year.

Objective 3: Improve Effectiveness of Services

Strategy Name

Student Meetings

Activity that Applies to this Strategy

Student One on One Meetings for Improved Retention

Metrics that Apply to this Activity/Strategy

- Student Barriers: English Language Learner (AE 305 - Overall)

Strategy Description

To improve students achieving a level to indicate learning gain status, instructors/counselors will conduct a one-on-one at semester intake and at benchmark testing events such as CASAS to establish and review student goals, testing outcomes, plans to improve performance, etc.

Improve number of students persisting achieving retention gain of 2% over baseline year of 2021-2022.

✓ We plan to address this strategy

Program Area(s) of Focus

- ESL

Explain how this strategy will focus on the Program Area(s) selected *

Student intake and ongoing one-on-one meetings to be implemented throughout the school year at established quarterly intervals to review relevant data for students with barriers to success and effectively identify and implement supports quarterly through internal or partner agencies that can help students persist, remain in programming, and achieve academic gains. By focusing on student barriers and identifying/implementing real solutions to negate those barriers, we seek to improve student retention by a minimum of 2% over the baseline year of 2021-2022.

Budget Breakdown

Lompoc Unified	1000 - Instructional Salaries	\$907,742
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Instructional Salaries

Lompoc Unified	2000 - Non-Instructional Salaries	\$231,553
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Non-Instructional Salaries

Lompoc Unified	3000 - Employee Benefits	\$360,493
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Employee Benefits

Lompoc Unified	4000 - Supplies and Materials	\$111,834
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Supplies & Materials

Lompoc Unified	5000 - Other Operating Expenses and Services	\$262,138
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Other Operating Expenses & Services

Lompoc Unified	Indirect Costs	\$93,688
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Indirect Costs

Budget Totals

	Total Available Funds:	\$1,967,448
Lompoc Unified	1000 - Instructional Salaries	\$907,742
Lompoc Unified	2000 - Non-Instructional Salaries	\$231,553
Lompoc Unified	3000 - Employee Benefits	\$360,493
Lompoc Unified	4000 - Supplies and Materials	\$111,834
Lompoc Unified	5000 - Other Operating Expenses ...	\$262,138
Lompoc Unified	Indirect Costs	\$93,688
	Total Budget:	\$1,967,448
	Remaining Amount:	\$0
	Direct Costs Total:	\$1,873,760
	Indirect Costs Total:	\$93,688 (5.0% of Direct Costs Total)
	Consortium Fiscal/Admin Expen...	\$0

Budget Forecast

2022-23 Amount
\$1,967,448

Cumulative Quarterly Expenditure Forecast

	Q1	Q2	Q3	Q4
Percentage	20%	45%	65%	100%
Dollars	\$393,490	\$885,352	\$1,278,841	\$1,967,448



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California Adult Education Program Produced: Nov 14, 2022, 10:31 PM UTC Elaine Webber

01 Allan Hancock and Lompoc Unified Adult Education Consortium

Member Budget & Workplan Summary 2022-23

Status:

Member Information

Member Name:

Allan Hancock Joint CCD

Member Type:

District

Member Address:

800 S. College Drive | Santa Maria, CA | 93454

Member Website:

<https://www.hancockcollege.edu/caep/>

Member Allocations 2022-23:

\$798,715

Member Allocations 2021-22:

\$756,245

Member Allocations 2020-21:

\$726,806

Member Contacts

Responsibility	Name	Email	Title	Phone
Member Representative	Sofia Ramirez Gelpi	sgelpi@hancockcollege.edu	Dean, Academic Affairs	(805) 922-6966 ext: 3325
Contact	Laura Becker	laura.becker@hancockcollege.edu	Director, Business Services	(805) 922-6966 ext: 3268
Contact	Thomas Lamica	thomas.lamica@hancockcollege.edu	Interim Dean	(616) 238-3990
Contact	Dana Avila	danaavila@hancockcollege.edu	Admin. Asst. III	(805) 922-6966 ext: 3242

Objectives

Objective 1: Address Educational Needs

Strategy Name

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Activity that Applies to this Strategy

Increase Number of Students Achieving Gain

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Increase number of EL students achieving a learning gain by 2% over baseline year 2021-2022.

✓ We plan to address this strategy

Program Area(s) of Focus

- ESL

Explain how this strategy will focus on the Program Area(s) selected *

Instructors will meet throughout the school year at regular intervals quarterly to review student data and to create lesson elements, Common Formative Assessments for example, for improving student gains in critical skill areas. Newly created elements will be implemented quarterly. The strategy will be implemented throughout the school year with final data and student gains being reviewed in June 2023. The goal is to improve ESL student gains by a minimum of 2% over the baseline year of 2021-2022.

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Budget Breakdown

Allan Hancock Joint CCD	1000 - Instructional Salaries	\$113,045
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Instructor Salaries

Allan Hancock Joint CCD	2000 - Non-Instructional Salaries	\$876,223
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Non-Instructional Salaries

Allan Hancock Joint CCD	3000 - Employee Benefits	\$312,975
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Employee Benefits

Allan Hancock Joint CCD	4000 - Supplies and Materials	\$127,074
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Supplies and Materials

Allan Hancock Joint CCD	5000 - Other Operating Expenses and Services	\$158,574
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Other Operating Expenses

Allan Hancock Joint CCD	Indirect Costs	\$78,958
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Indirect Costs

Allan Hancock Joint CCD	6000 - Capital Outlay	\$0
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Capital Outlay

Budget Totals

	Total Available Funds:	\$1,666,849
Allan Hancock Joint CCD	1000 - Instructional Salaries	\$113,045
Allan Hancock Joint CCD	2000 - Non-Instructional Salaries	\$876,223
Allan Hancock Joint CCD	3000 - Employee Benefits	\$312,975
Allan Hancock Joint CCD	4000 - Supplies and Materials	\$127,074
Allan Hancock Joint CCD	5000 - Other Operating Expenses ...	\$158,574
Allan Hancock Joint CCD	Indirect Costs	\$78,958
Allan Hancock Joint CCD	6000 - Capital Outlay	\$0
	Total Budget:	\$1,666,849
	Remaining Amount:	\$0
	Direct Costs Total:	\$1,587,891
	Indirect Costs Total:	\$78,958 (4.97% of Direct Costs Total)
	Consortium Fiscal/Admin Expen...	\$0

Budget Forecast

2022-23 Amount

\$1,666,849

Cumulative Quarterly Expenditure Forecast

	Q1	Q2	Q3	Q4
Percentage	10%	20%	30%	50%
Dollars	\$166,685	\$333,370	\$500,055	\$833,425



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ATTACHMENT C: Member Program Area Hours 2021 2022

11/14/22, 10:20 PM

NOVA: CAEP Program Area Reporting: 2021-22 Lompoc Unified

Program Area Hours

Hours of Instruction	
CAEP Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	18372
AWD	0
ESL/El Civics	18517
K12 Success	0
Pre-Apprenticeship	0
Short Term CTE	3356
Workforce Reentry	2331
Total	42576 Hours



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Program Area Hours

Hours of Instruction	
CAEP Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	26021
AWD	0
ESL/El Civics	171327
K12 Success	0
Pre-Apprenticeship	0
Short Term CTE	28709
Workforce Reentry	222
Total	226279 Hours



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