

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. Board members may or may not respond to public comment.

5. **Member Agency Reports RE: CAEP Annual/3Year Plan Goals of Improved Transitions, Student Gains, and Enrollment**
 - a. Allan Hancock College – Dr. Sofia Ramirez Gelpi
 - b. Lompoc Unified Adult School – Elaine Webber

6. **Approval of Minutes/Record of Meetings**

6.1 A recommendation to approve minutes from the following past meetings:

- a. **Approval of minutes from November 17, 2022, Meeting ([Attachment A](#))**
- b. **Approval of minutes from October 20, 2022, Meeting ([Attachment B](#))**
- c. **Approval of minutes from September 22, 2022, Meeting ([Attachment C](#))**
- d. **Approval of minutes from August 25, 2022, Meeting ([Attachment D](#))**

7. **Action Items**

7.1 A recommendation to approve the following:

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

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. **[20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA \(Q1\) \(\[Attachment F\]\(#\)\)](#)**

A recommendation that the Board approve certification of the 20/21, 21/22 & 22/23 Member Expense Report Q1 as uploaded into NOVA by member agency fiscal departments.

8. **New Business – 2023 Proposed Meeting Dates Q1 (1/12, 1/26, 2/23, 3/23)**
9. **Old Business – Evergreen Magazine Project ([Attachment G](#))**
10. **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

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Meeting ID: 896 1232 8605 Passcode: 141103 Find your local number: <https://lompocschools.zoom.us/u/kb2jT4SjL>

ATTACHMENT A: NOVEMBER 17, 2022, MINUTES



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=WmFwMGVlNWE1VGtHRGUxME8xODJvZz09>

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=WmFwMGVlNWE1VGtHRGUxME8xODJvZz09>

Meeting ID: 896 1232 8605 Passcode: 141103

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Meeting ID: 896 1232 8605 Passcode: 141103

Find your local number: <https://lompocschools.zoom.us/u/kb2jT4SjL>

ATTACHMENT B: OCTOBER 20, 2022, MINUTES



CAEP Special Meeting Agenda
Date: October 20, 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), 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**
4. **Public Comment**

In accordance with Brown Act requirements, Public Comment may be given on Special Meeting Agenda items only.

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. Resolution of Recognition and Appreciation (Attachment B)

A recommendation that the Board adopt the Resolution of Recognition and Appreciation to acknowledge the work of Margaret Lau and Marina Washburn. Both individuals have provided years of effective guidance and leadership to the Consortium in their respective roles.

6. **Consortium Update – Member Agency Leadership Changes**
7. **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.

*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

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Meeting ID: 896 1232 8605 Passcode: 141103

Find your local number: <https://lompocschools.zoom.us/j/89612328605?pwd=WmFwMGVINWE1VGtHRGUxME8xODJvZz09>

ATTACHMENT C: SEPTEMBER 22, 2022, MINUTES



CAEP Public Meeting Minutes
Date: September 22, 2022
Time: 3:30 p.m.
Zoom Meeting ID: 946 8691 2354

The meeting will be available for 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

Allan Hancock and Lompoc Unified Adult Education Consortium

Board Members: Dr. Sofia Ramirez Gelpi (AHC), Margaret Lau (AHC), Elaine Webber (LUSD), Brian Jaramillo (LUSD)

Meeting Chair: Elaine Webber

1. Call to Order

The meeting was called to order at 3:34 p.m.

2. Roll Call & Establishment of Quorum

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

3. Approval of Agenda

On a motion by Lau seconded by Ramirez Gelpi the board approved the agenda.

Roll call vote: Ayes: Lau, Ramirez Gelpi, Webber. Noes: None. Abstentions: None.

4. Public Comment and Entity Comment - None

5. Approval of Minutes/record of meetings

On a motion by Webber seconded by Lau the board approved the minutes of the August 25, 2022, board meeting.

Roll call vote: Ayes: Lau, Ramirez Gelpi, Webber. Noes: None. Abstentions: None.

6. Presentations/Oral Reports - None

7. Member agencies provided reports.

8. Action Items

8.1 A On a motion by Lau seconded by Webber the board approved a recommendation for the following:

Roll call vote: Ayes: Lau, Ramirez Gelpi, Webber. Noes: None. Abstentions: None.

a. AB 361 Flexibility for Remote Open Meetings

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. Approve 20/21 and 2021-2022 Member Expense Report

Recommendation that the consortium board approve certification of the 20/21 and 2021-2022 Member Expense Report certified in NOVA (Q4). Due by September 30, 2022. Fiscal departments for both member agencies have provided the final reports.

9. Discussion/Information: Graduate Communications project with member agencies and Santa Barbara City College was discussed, reporting on the Evergreen magazine that is in design process and will ultimately be mailed throughout SB County in December/January.

10. Old Business - None

11. New Business - None

12. Adjourned at 3:49 p.m.

ATTACHMENT D: AUGUST 25, 2022, MINUTES



CAEP Public Meeting Agenda
Date: August 25, 2022
Time: 3:30 p.m.
Zoom Meeting ID: 94686912354

The meeting will be available for both regional consortium locations via Zoom
<https://hancockcollege.zoom.us/j/94686912354>

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), 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**
4. **Public Comment and Entity 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 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. **Approval of Minutes/record of meetings**
 - 5.1 **Approval of Minutes from the following meetings. ([Attachment A](#))**
 - a. May 19, 2022
 - b. June 2, 2022
 - c. June 23, 2022
 - d. July 7, 2022
 - e. July 28, 2022
6. **Presentations/Oral Reports**
7. **Member reports**

Ms. Elaine Webber, Principal LASCC, will provide an update on LASCC programs.
Dr. Ramirez Gelpi, Academic Dean, will provide an update on Community Education programs.
8. **Action Items**
 - 8.1 **A recommendation to approve the following:**
 - a. **Request to Approve Resolution AB 361 Flexibility for Remote Open Meetings ([Attachment B](#))**

A request to approve 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. **Request to Uncertify and Recertify the 2021-2022 Budget for Year End Adjustments**

A request by by AHC and LASCC to uncertify the 2021-2022 budget to align budget items to actual expenses for the 21/22 Member Expense Report (Q4) – e.g. negative value not allowed on final report – and then recertify the 21/22 budget following the needed changes.
 - c. **Request to Approve the Annual Plan for 2022-2023. ([Attachment C](#))**

A request to approve the 2022-2023 Annual Plan, which represents year one of the recently approved Consortium 2022-2025 Three Year Plan.
 - d. **Request to Approve the 2022-2023 Consortium Fiscal Administrative Declaration ([Attachment D](#))**

Request to approve the 2022-2023 annual and amended allocation amounts in NOVA Consortium Fiscal Administration Declaration (CFAD). Fiscal Reports from NOVA are attached and reflect changes to annual Consortium funding from budget amendments made at the state level as follow:

 - Allan Hancock Joint CCD Member Allocation \$777,040. May Revise +\$9,075. Final Amount \$786,115
 - Lompoc Unified Allocation \$1,078,906. May Revise +12,600. Final Amount \$1,091,506
9. **Discussion/Information**
 - 9.1 **Graduate Marketing Project Status:** A collaborative marketing effort of the two Santa Barbara County Consortia to create an "Evergreen" product that can serve as a long-term reference item for the primary programming focus and benefit of our Santa Barbara County Adult Education providers: Allan Hancock Community College, Lompoc Unified Adult School, Santa Barbara City College.

10. Old Business
11. New Business
12. Adjournment

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>

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ATTACHMENT E: 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.

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

WHE REAS, 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

WHE REAS, 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

WHE REAS, 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

WHE REAS, 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

WHE REAS, 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

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

WHE REAS, 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

WHE REAS, 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

WHE REAS, 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 15th day of December 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 F: 20/21, 21/22 & 22/23 MEMBER EXPENSE REPORT Q1 2022-2023

Allan Hancock Joint CCD 2022-23 Q1

Submitted by Lompoc Adult School and Career Center Elaine Webber
Approved by Dr. Sofia Ramirez Gelpi Ph.D.

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$1,786	\$11,305	15.8%	\$113,045	1.58%	\$111,259
2000 - Non-Instructional Salaries	\$68,735	\$87,622	78.44%	\$876,223	7.84%	\$807,488
3000 - Employee Benefits	\$25,142	\$31,298	80.33%	\$312,975	8.03%	\$287,833
4000 - Supplies and Materials	\$11,316	\$12,707	89.05%	\$127,074	8.91%	\$115,758
5000 - Other Operating Expenses and Services	\$5,755	\$15,857	36.29%	\$158,574	3.63%	\$152,819
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,743	\$7,896	72.73%	\$78,958	7.27%	\$73,215
Totals	\$118,477	\$166,685	71.08%	\$1,666,849	7.11%	\$1,548,372

Additional Comments

Unfilled staff positions due to be filled and program expansion planned to achieve higher spending targets in Q2 and Q3.

Lompoc Unified 2022-23 Q1

Submitted by Lompoc Adult School and Career Center Elaine Webber
Approved by Dr. Sofia Ramirez Gelpi Ph.D.

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$97,864	\$181,548	53.91%	\$907,742	10.78%	\$809,878
2000 - Non-Instructional Salaries	\$27,926	\$46,311	60.3%	\$231,553	12.06%	\$203,627
3000 - Employee Benefits	\$33,312	\$72,099	46.2%	\$360,493	9.24%	\$327,181
4000 - Supplies and Materials	\$20,640	\$22,367	92.28%	\$111,834	18.46%	\$91,194
5000 - Other Operating Expenses and Services	\$34,170	\$52,428	65.18%	\$262,138	13.04%	\$227,968
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$10,696	\$18,738	57.08%	\$93,688	11.42%	\$82,992
Totals	\$224,608	\$393,490	57.08%	\$1,967,448	11.42%	\$1,742,840

Additional Comments

Unfilled staff positions due to be filled and program expansion planned to achieve higher spending targets in Q2 and Q3

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Whether you want to improve your English, complete your Diploma/GED, or earn a career-ready certificate, the California Adult Education Program (CAEP) Schools of Santa Barbara County are here to help you advance your education, your career, and your life.

Classes are available to the public regardless of immigration status!



¡Las clases están disponibles al público sin importar su estatus migratorio!

REGISTERING IS EASY!

- Pick the program you like.
- Choose the school you want to attend.
- Visit their website and follow the prompts.
- Or, reach out via phone or email for help.
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We offer many free, career-ready classes along with extensive support and services.*

Many of our programs are short-term and some are even just one or two days long.*

Take classes from any of our schools. Day, night, online and/or in-person options are available.*



ABOUT US



Allan Hancock College, Lompoc Unified School District Adult School, and Santa Barbara City College comprise the CAEP Consortia of Santa Barbara County. In partnership with California leadership, we are committed to advancing the lives and careers of adults by providing flexible career training, professional advancement, and personal growth programs and support services.



* Not all classes offered are listed in this publication. Please check our websites or printed class schedules for a full list.



FREE CAREER EDUCATION

Find a new job, secure a raise, or get the promotion you want by building or advancing job-ready career skills in such in-demand fields as business, design, health, and technology—for FREE!

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ALLIED HEALTH



TYPES OF CAREERS

- Health-related Front Office
- Medical Assistant
- Personal Care Attendant
- Restorative Nursing Assistant

Medical assistant positions can be part of a pathway to a six-figure medical salary!

OUR PROGRAMS



Medical Assistant

Personal Care Attendant



Certified Nursing Assistant (2024)

Medical Terminology



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adulteducation.lusd.org

hancockcollege.edu/communityed

sbcc.edu/extendedlearning

BUSINESS & MANAGEMENT



TYPES OF CAREERS

- Bookkeeping
- Customer Service
- Entrepreneurship
- Management
- Marketing
- Project Management
- Sales

Business & management skills are needed in every industry. We have a business-focused certificate or course for every need.

OUR PROGRAMS



Accounting Basics for Small Business

Blogging for Business

Bookkeeping and Auditing

Career Strategist

Customer Relations

Effective Marketing Communication Emerging Leaders

Enterprise Communication 1 & 2

Global Trends in Human Resources

High Performance Teams

Managing to Maximize Performance Management

Management Toolbox

Nonprofit Marketing

Powerful Presentations

Project Management

Sales Techniques

Social Media for Business

Strategic Marketing

Thrive and Survive in the Workplace

Workplace Essentials



Career Preparation

Basic Computer Skills

Microsoft Office



Career Preparation

Income Tax Preparation Classes

COMPUTER TECHNOLOGY



TYPES OF CAREERS

- Computer Installation
- Computer Technician
- Desktop Support
- Network & Systems Administration
- Office Support & Administration
- Research
- Secretarial
- Technical Support

Many computer-related fields are growing fast. This means job security and salaries are growing too!

OUR PROGRAMS



- Basic Internet Skills
- Basic Microsoft Office Skills (Multi-level)
- Basic Mac Software Skills
- Beginner Computer Skills
- Beginner Mac Skills
- Bilingual Computer Skills
- Computer Hardware Fundamentals
- Harness the Cloud to Maximize Work Performance
- Research Specialist



- Basic Computer Skills
- Microsoft Office Basics



Please visit our websites for a full list of courses:

adulteducation.lusd.org

hancockcollege.edu/communityed

sbcc.edu/extendedlearning

COMMERCIAL TRUCK DRIVING



TYPES OF CAREERS

- Heavy & Tractor-trailer Truck Driving
- School & Delivery Truck Driving

OUR PROGRAMS



Commercial Truck Driving

CONSTRUCTION TECHNOLOGY



TYPES OF CAREERS

- Carpentry
- Construction
- Electrician
- Plumbing

OUR PROGRAMS



Construction Technology A

Construction Technology B

Electrical

Sustainable Building

* Please visit our websites for a full list of courses

CULINARY



TYPES OF CAREERS

- Cook
- Restaurant Management
- Food Service

OUR PROGRAMS



ServSafe Food Safety Preparation

EDUCATION



TYPES OF CAREERS

- Childcare Worker
- Teacher Assistant

OUR PROGRAMS



**Early Childhood Studies
(Vocational ESL Option)**

**Family Childcare License Preparation
(Vocational ESL Option)**



Teacher Assistant (Paraeducator)

Please visit our websites for a full list of courses:

adulteducation.lusd.org

hancockcollege.edu/communityed

sbcc.edu/extendedlearning

DESIGN



TYPES OF CAREERS

- Digital Prototyping
- Graphic Design
- Photography
- Print Design
- Print Production
- Web Design
- Web Development

Graphic designers can make excellent wages in California with the right education and experience.

OUR PROGRAMS



- Basic Digital Imaging**
- Desktop Publishing Principles (Bilingual)**
- Digital Design Basics**
- Digital Maker**
- Digital Photograph Management**
- Digital Printing: Newsletters & Magazines**
- Fundamentals of Graphic & Web Design (Bilingual)**
- Information Design**
- Learn & Apply Adobe Acrobat Tools**
- Web Designer**



LANDSCAPING & FLORAL DESIGN



TYPES OF CAREERS

- Floral Design
- Gardening
- Irrigation Technology
- Landscape Design
- Landscape Maintenance

As long as there are green spaces there will be a demand for qualified workers to take care of them!

OUR PROGRAMS



Ecological Landscape Design

Green Gardener (Beginner)

Green Gardener (Advanced)

Small Scale Food Production for the Home Landscape



Floral Design

Green Landscaping & Gardening



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FREE ADULT HIGH SCHOOL DIPLOMA/GED™

Find a better job, earn a higher paycheck, or prepare for college by earning your high school diploma or GED. Options are fast, flexible, and FREE!

**ENJOY
THESE
BENEFITS**

- 100% FREE classes
- In-person and online options
- Start anytime
- Learn at your own pace
- Registration support
- Academic advising
- Career counseling



PROGRAMS



Adult High School Diploma Program

Earn a high school diploma by taking classes in reading comprehension, vocabulary and grammar, spelling, writing, mathematics and other subjects.

GED Preparation Classes

Take self-paced classes designed to help you pass the GED or HiSET exams and earn a high school equivalency certificate. Must be 18 or older.

🌐 ¿Hablas español?

¿Sabías que podías tomar los exámenes de GED o HiSET en español? ¡Además, nuestras clases de preparación para el GED y HiSET son ofrecidas en forma bilingüe (español e inglés)! Puedes tomar clases de forma presencial, en línea y por medio de Zoom. Contáctanos hoy. ¡Tenemos ayuda bilingüe disponible!

OUR PROGRAMS



Adult HS Diploma Program
GED/HiSET Prep Classes



Adult HS Diploma Program



GED/HiSET Prep Classes



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FREE ENGLISH CLASSES

Improve your language skills and prepare to become a U.S. citizen in a safe and supportive learning environment.

Day, night, and online classes are available!

ENGLISH OPENS DOORS

- Get a better job and earn more money
- Get a high school diploma
- Prepare to go to college
- Help family and children at home
- Communicate more successfully
- Pass the U.S. citizenship test

CLASES DE INGLÉS GRATIS

Ofrecemos clases de día, de noche o en línea, en un ambiente seguro y con mucho apoyo.

EL INGLÉS TE ABRE PUERTAS

- *Obtén un mejor trabajo y gana más dinero*
- *Obtén un diploma de secundaria o un GED*
- *Prepárate para la universidad*
- *Ayuda a tu familia y a tus hijos*
- *Comunicate con más éxito*
- *Pasa el exámen de ciudadanía*



Basic to Advanced ESL Courses

Develop listening, speaking, reading, and writing skills. Build skills to communicate in real-life situations.

Vocational ESL

Improve your English and learn career-specific communication skills and common phrases so you can interact more effectively in business settings.

Citizenship

Prepare to take and pass the U.S. citizenship test and interview.

Classes are available to the public regardless of immigration status!



¡Las clases están disponibles al público sin importar su estatus migratorio!

OUR PROGRAMS



Citizenship

English as a Second Language (multi-level)

Vocational ESL



Citizenship

English as a Second Language (multi-level)

Vocational ESL



Citizenship

English as a Second Language (multi-level)

Vocational ESL



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Local Postal Customer

WE ALSO OFFER:

FREE LIFELONG LEARNING PROGRAMS

Pursue your personal and professional goals at your own pace in a caring community of like-minded learners and supporting staff. Attend in-person or online.*

PROGRAMAS GRATUITOS DE APRENDIZAJE PARA TODA LA VIDA

Persigue tus metas personales y profesionales a tu propio tiempo en una comunidad de individuos con ganas de aprender, como tú, y con un personal listo para darte apoyo. Asiste en persona o en línea.



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T 805-965-0581
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CALIFORNIA ADULT EDUCATION PROGRAM

* Not all classes offered are listed in this publication. Please check our websites or printed class schedules for a full list

[AGENDA](#)