

The meeting will be available for both regional consortium locations via Zoom and at the physical locations noted below:

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

Allan Hancock College, 800 S. College Drive, Building S-106, Santa Maria, CA 93455

Lompoc Unified School District, 1301 North A Street, Board Room, 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 as Presented

4. Public Comment and Entity Comment*

*Testimony of up to three minutes of any topic at Regular Meetings and on agenda items at Special Meetings will be welcome during consideration of the item by the Consortium Board. Speakers are encouraged to submit comments 48 hours in advance in writing, which shall be made available at the start of the meeting. Board members may or may not respond to public comment.

5. Approval of Minutes: A recommendation to approve the following minutes:

- August 10, 2023 Minutes ([Attachment A](#))
- April 27, 2023 Minutes ([Attachment B](#))
- March 23, 2023 Minutes ([Attachment C](#))

6. Action Items: A recommendation to approve the following action items:

6.1 21/22 and 22/23 Member Expense Report Certified in NOVA Q4 ([Attachment D](#))

Certification of the 21/21 and 22/23 Member Expense Report Q4. Financial reports have been prepared by fiscal departments of both member agencies.

6.2 Allan Hancock College Capital Outlay Plan

Member Allan Hancock College's capital outlay plan as follows:

- 22/23 - Replacement of desktop computers in two separate classrooms to run the new MS Office and GED/HiSET prep software (\$30,982.41).
- 22/23 - Setting up a classroom electrical/HVAC to run two commercial truck simulators (\$70,764.97).
(23/24 - The classroom set-up is still ongoing because Facilities is moving very slowly. Thus, there are still lingering repairs showing up for 23/24.)
- 23/24 – Replacement of a commercial truck to provide more effective instruction for Class B license training, at a cost of up to \$95,919.94. Trade-in hasn't been calculated yet.
- 23/24 – Purchase of four short commercial truck trailers at a total cost of \$60,538.00 for each. Due to the custom-built nature, these will be purchased at different times during 23/24. Trade-in hasn't been calculated yet.

7. Consortium Other Business

A. Public Input for Consortium Planning

To help the Consortium prepare for its upcoming Three-Year Planning process, public input sessions will be scheduled to occur immediately following today's publicized meeting.

B. Consortium Magazine Project

Project has been completed. Member agencies are reporting significant increase in registrations related to the project. Member agencies will meet with SBCC to discuss the following recommendations from SBCC:

- A second but smaller mail out to expanded zip codes in 2023-2024 prior to beginning of winter semester

- Another mail out for July of next summer for 2024-2025 fall enrollments
 - Possible consortium presentation at an upcoming CAEP conference as a unique project between consortia
- C. Consortium Member Agencies Offering Select AHC Santa Maria Classes in Lompoc at LASCC El Camino Campus**
- LASCC and AHC are reviewing plans to bring AHC's Noncredit Early Childhood programming to the LASCC El Camino Campus by winter 2024.
 - Classes such as this one will support the Lompoc community's need to expand home daycare facilities.

8. 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, and public comment of up to three minutes is offered to members of the general public at Regular meetings during Public Comment and upon discussion of Agenda items. Members of the public may comment at Special Meetings for up to three minutes on Agenda items. 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>

CAEP Due Dates	Consortium Meeting Date
September 2023 <ul style="list-style-type: none"> • <u>Sep 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *</u> Sep 30: 22/23 Member Program Year Budget and Work Plan due in NOVA • Sep 30: End of Q1 	September 28, 2023 3:30 p.m. (Followed by Public Input for 3 Year Plan)
October 2023 <ul style="list-style-type: none"> • <u>Oct 30: 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA *</u> • Oct 31: Student data due in TOPSPRO (Q1) • Oct 31: Employment and Earnings Follow-up Survey (WIOA II) 	October 26, 2023 3:30 p.m.
December 2023 <ul style="list-style-type: none"> • <u>Dec 1: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *</u> • Dec 1: 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1) • <u>Dec 31: 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)</u> • Dec 31: End of Q2 	November 16, 2023 3:30 p.m. December 14, 2023 3:30 p.m.

ATTACHMENT A: AUGUST 10, 2023 MINUTES



.CAEP Special Meeting MINUTES

.Date: August 10, 2023

.Time: 3:30 p.m.

.Zoom Meeting ID: 896 1232 8605

.Passcode: 141103

Available for both regional consortium locations via Zoom and at the physical locations noted below:

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Allan Hancock College, 800 S. College Drive, Building S-106, Santa Maria, CA 93455

Lompoc Unified School District, 1301 North A Street, Board Room, 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: Tom Lamica

1. Call to Order
The meeting was called to order at 4:16 p.m.
2. Roll Call & Establishment of Quorum
Roll called with the following members present: Jaramillo, Lamica, Webber present. Quorum established.
Ramirez Gelpi absent.
3. Approval of Agenda
On a motion by Jaramillo seconded by Lamica the board approved the agenda.
Roll call vote: Ayes: : Jaramillo, Lamica, Webber Noes: None. Abstentions: None.
4. Public Comment and Entity Comment – None
5. Action Items: On a motion by Lamica seconded by Jaramillo the board approved recommendations for the following:
 - 5.1 21/22 and 22/23 Member Expense Report Certified in NOVA Q3
 - 5.2 Uncertify and Recertify 2022-2023 Member Budgets to allow member agencies to make needed revisions
 - 5.3 Approve Member Allocation Amendment of an additional \$708 (AHC) and \$983 (LASCC) in state funding
 - 5.4 Approve 2023-2024 Consortium Annual Plan, which continues the goals of the Three Year Plan.Roll call vote: Ayes: Jaramillo, Lamica, Webber. Noes: None. Abstentions: None.
6. Consortium Other Business
 - A. The evergreen magazine project with SBCC, AHC, and LUSD/LASCC was discussed. The project has been completed with 100,000 magazines mailed throughout SB County starting August 7, 2023.
 - B. Consortium Meeting Schedule of proposed meetings through December 2023, was discussed.
 - C. Public Input for Consortium Planning was discussed with select meetings in fall 2023 having a specific input sessions for consortium planning following the adjournment of the consortium meetings.
 - D. Consortium Partnership Programming was discussed. Member agencies LUSD and AHC are discussing the possibility of locating Early Childhood classes in Lompoc on LASCC's campus in the near future.
 - E. California English Language Learner Healthcare Pathways Grant was discussed. Member agencies recommend against applying for the grant due to low level of interest in such programming at this time.
 - F. CAEP Consortium Dual Enrollment was discussed; future discussions between LASCC and AHC may review possibilities.
7. Future Meetings – the calendar for the remainder of the calendar year was discussed.
8. Adjournment. The meeting was adjourned at 4:31 p.m

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ATTACHMENT B: APRIL 27, 2023 MINUTES



Special Meeting Minutes

Date: April 27, 2023

Time: 9 a.m.

Zoom Meeting ID: 896 1232 8605

The meeting will be available for both regional consortium locations via Zoom and at the physical locations noted below:

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

Allan Hancock College, 800 S. College Drive, Building S-106, Santa Maria, CA 93455

Lompoc Unified School District, 1301 North A Steet, Conference Room 1, 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:

The meeting was called to order at 9:00 a.m.

2. Roll Call & Establishment of Quorum

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

Jaramillo absent. Quorum established.

3. Approval of Agenda as Presented

On a motion by Webber seconded by Lamica the board approved the agenda.

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

4. Public Comment and Entity Comment - None

5. Action Items

5.1 Consortium Fiscal Administration Declaration (CFAD) 2023-2024 Fiscal Year

On a motion by Lamica, seconded by Webber, the board approved the Consortium Fiscal Administration Declarations (CFAD) for 2023-2024 as presented. Total CAEP budget is \$2,030,272 an increase of \$174,326 an increase of 9.3%. Pursuant to CAEP guidelines, the funding will be allocated to each member agency in accordance with established percentage practice of the consortium: \$850,026 to member Allan Hancock College and \$1,180,246 to Lompoc Unified Adult School.

6. Adjournment. The meeting was adjourned at 9:06 a.m.

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ATTACHMENT C: March 23, 2023 MINUTES



.CAEP Meeting MINUTES
.Date: March 23, 2023
.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 and at the following physical locations for each member agency:

<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 1301 North A 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**
The meeting was called to order at 3:30 p.m.
2. **Roll Call & Establishment of Quorum**
Roll called with the following members present: Jaramillo, Webber, Ramirez Gelpi. Lamica absent. Quorum established.
3. **Approval of Agenda**
On a motion by Webber seconded by Jaramillo the board approved the agenda.
Roll call vote: Ayes: Jaramillo, Webber, Ramirez Gelpi. Noes: None. Abstentions: None.
4. **Public Comment and Entity Comment – None**
5. **Agency Reports**
No member agency reports.
6. **Approval of Minutes**
On a motion by Ramirez Gelpi, seconded by Jaramillo the board approved recommendations for the following:
 - a. December 15, 2022 ([Attachment A](#))
 - b. January 12, 2023 ([Attachment B](#))
 - c. January 26, 2023 ([Attachment C](#))Roll call vote: Ayes: Jaramillo, Webber, Ramirez Gelpi. Noes: None. Abstentions: None.
7. **Action Items**
On a motion by XXXX seconded by XXXX the board approved the following:
 - a. **Member Expense Reports ([Attachment D](#))**
A recommendation to approve the 20/21 and 21/22 and 22/23 (Q2) Member Expense Report Certification (due by March 31). Fiscal departments for member agencies have submitted reports.
Roll call vote: Ayes: Jaramillo, Webber, Ramirez Gelpi. Noes: None. Abstentions: None.
8. **Project & CAEP Updates**
Several updates on projects and CAEP were discussed:
 - Annual Plan 2022-2023 is reflective of our Three-Year Plan and will duplicate for 2023-2024 and 2024-2025, requiring approval at Consortium meeting. Data to be reviewed in fall 2023.
 - New CAEP funding model is being proposed (five-year & graduated rollout timeline) & provides separate funding streams for colleges and allocates all CAEP funding to adult schools but retains a 10% of CAEP funds dedicated to consortia connections.
 - Consortia Magazine Project with AHC, SBCC and LASC is due for final edits by 3/30/23; go to press by 4/30/23
9. **Adjournment.** The meeting was adjourned at 3:41p.m.

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ATTACHMENT D: 21/22 AND 22/23 (Q4) MEMBER EXPENSE REPORT

California Adult Education Program
Fiscal Reporting


Produced: Sep 10, 2023, 05:16 PM UTC - By Elaine Webber

01 Allan Hancock College Consortium

Allan Hancock Joint CCD 2022-23 Q4

Submitted by Dr. Sofia Ramirez Gelpi Ph.D.

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	\$12,032	\$45,218	26.61%	\$113,045	10.64%	\$101,013
2000 - Non-Instructional Salaries	\$275,108	\$309,790	88.8%	\$774,476	35.52%	\$499,368
3000 - Employee Benefits	\$75,365	\$125,190	60.2%	\$312,975	24.08%	\$237,610
4000 - Supplies and Materials	\$29,242	\$50,830	57.53%	\$127,074	23.01%	\$97,832
5000 - Other Operating Expenses and Services	\$119,360	\$63,430	188.18%	\$158,574	75.27%	\$39,214
6000 - Capital Outlay	\$101,747	\$40,699	250%	\$101,747	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$18,032	\$31,583	57.09%	\$78,958	22.84%	\$60,926
Totals	\$630,886	\$666,740	94.62%	\$1,666,849	 37.85%	\$1,035,963

Additional Comments

Not Entered

✓ I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program Guidance.

Lompoc Unified
2022-23 Q4

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	\$483,430	\$907,742	53.26%	\$907,742	53.26%	\$424,312
2000 - Non-Instructional Salaries	\$150,548	\$231,553	65.02%	\$231,553	65.02%	\$81,005
3000 - Employee Benefits	\$210,831	\$360,493	58.48%	\$360,493	58.48%	\$149,662
4000 - Supplies and Materials	\$32,897	\$111,834	29.42%	\$111,834	29.42%	\$78,937
5000 - Other Operating Expenses and Services	\$123,112	\$262,138	46.96%	\$262,138	46.96%	\$139,026
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$50,041	\$93,688	53.41%	\$93,688	53.41%	\$43,647
Totals	\$1,050,859	\$1,967,448	53.41%	\$1,967,448	! 53.41%	\$916,589

Additional Comments

Not Entered

✓ I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program Guidance.



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