



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:

- December 15, 2022 ([Attachment A](#))
- January 12, 2023 ([Attachment B](#))
- 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:

- 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 LASCC 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.

ATTACHMENT A: DECEMBER 15, 2022 MINUTES



CAEP Meeting MINUTES

Date: December 15, 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://lomposchools.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**
The meeting was called to order at 3:32 p.m.
2. **Roll Call & Establishment of Quorum**
Roll called with the following members present: Jaramillo, Webber, Ramirez Gelpi, Quorum established. Lamica absent.
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. **Member Agency Reports: Member agencies Allan Hancock College and Lompoc Adult School provided updates on their respective action steps regarding CAEP Annual/3Year Plan Goals of improving the following: 1) Transitions, 2) Student Gains, and 3) Enrollment.**
Further information and progress updates will be provide at upcoming meetings.
6. **Approval of Minutes/Record of Meetings**
6.1 On a motion by Webber seconded by Jaramillo the board approved a recommendation to approve the following minutes from past meetings:
 - a. Approval of minutes from November 17, 2022, Meeting
 - b. Approval of minutes from October 20, 2022, Meeting
 - c. Approval of minutes from September 22, 2022, Meeting
 - d. Approval of minutes from August 25, 2022, MeetingRoll call vote: Ayes: Jaramillo, Webber, Ramirez Gelpi. Noes: None. Abstentions: None.
7. **Action Items**
On a motion by Jaramillo seconded by Webber the board approved recommendations for the following:
 - a. Approve AB 361 Flexibility for Remote Open Meetings
 - b. Approve the 20/21, 21/22 & 22/23 Member Expense Report as certified by Consortia in NOVA (Q1) for CertificationRoll call vote: Ayes: Jaramillo, Webber, Ramirez Gelpi. Noes: None. Abstentions: None.
8. **New Business – Proposed meeting dates for 2023 Q1 that will be scheduled, to ensure that the consortium can meet reporting requirements, were discussed (1/12, 1/26, 2/23, 3/23)**
9. **Old Business – The evergreen marketing project being coordinated among the member agencies from Allan Hancock and Lompoc Unified Adult Education Consortium and Santa Barbara City College Consortium was discussed with an anticipated publication date due by January 2023. About 160,000 magazines will be mailed throughout the county to all households registered to receive mail. The project cost is reportedly about \$130,000 and is being shared among member agencies, based on population. The magazine will highlight main programming rather than schedules so that it can endure for years to promote adult education programming and key providers in the county.**
10. **Adjournment: The meeting was adjourned at 3:46 p.m.**

[AGENDA RETURN](#)

ATTACHMENT B: JANUARY 12, 2023, MINUTES



CAEP Meeting MINUTES

Date: January 12, 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**:

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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**

The meeting was called to order at 3:00 p.m.

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

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

3. **Approval of Agenda**

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

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

4. **Public Comment and Entity Comment – None**

5. **Action Items**

On a motion by Ramirez-Gelpi seconded by Lamica the board approved recommendations for the following:

- a. 5.1 Approve AB 361 Flexibility for Remote Open Meetings

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

6. **Adjournment. The meeting was adjourned at 3:33 p.m.**

[AGENDA RETURN](#)

ATTACHMENT C: JANUARY 26, 2023, MINUTES



CAEP Meeting MINUTES

Date: January 26, 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**:

<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

The meeting was called to order at 3:01 p.m.

2. Roll Call & Establishment of Quorum

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

3. Approval of Agenda

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

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

4. Public Comment and Entity Comment – None

5. Action Items

On a motion by Webber seconded by Lamica the board approved recommendations for the following:

- a. 5.1 Approve AB 361 Flexibility for Remote Open Meetings

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

6. Adjournment. The meeting was adjourned at 3:33 p.m.

[AGENDA RETURN](#)

ATTACHMENT D: Q2 2022-2023 MEMBER AGENCY FISCAL REPORTS

Allan Hancock Joint CCD 2022-23 Q2

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	\$7,427	\$22,609	32.85%	\$113,045	6.57%	\$105,618
2000 - Non-Instructional Salaries	\$136,272	\$175,245	77.76%	\$876,223	15.55%	\$739,951
3000 - Employee Benefits	\$44,048	\$62,595	70.37%	\$312,975	14.07%	\$268,927
4000 - Supplies and Materials	\$16,806	\$25,415	66.13%	\$127,074	13.23%	\$110,268
5000 - Other Operating Expenses and Services	\$37,902	\$31,715	119.51%	\$158,574	23.9%	\$120,672
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$12,121	\$15,792	76.76%	\$78,958	15.35%	\$66,837
Totals	\$254,576	\$333,370	76.36%	\$1,666,849	15.27%	\$1,412,273

Corrective Action Plan *

In November 2022, we lost two CAEP-funded positions that impacted our Q2 numbers. We are in the process of hiring for those positions (a slow process on our campus). As a result, we are below our targeted fiscal forecast.

Additional Comments

Not Entered

Allocation Year 2020-21 Closeout

I have reviewed the fiscal reports for my agency and confirmed that all funds for this allocation year have been spent.

2020-21 Reverted Funds:

\$0

Lompoc Unified
2022-23 Q2

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	\$227,024	\$408,484	55.58%	\$907,742	25.01%	\$680,718
2000 - Non-Instructional Salaries	\$61,566	\$104,199	59.09%	\$231,553	26.59%	\$169,987
3000 - Employee Benefits	\$80,972	\$162,222	49.91%	\$360,493	22.46%	\$279,521
4000 - Supplies and Materials	\$27,796	\$50,325	55.23%	\$111,834	24.85%	\$84,038
5000 - Other Operating Expenses and Services	\$94,404	\$117,962	80.03%	\$262,138	36.01%	\$167,734
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$23,926	\$42,160	56.75%	\$93,688	25.54%	\$69,762
Totals	\$515,688	\$885,352	58.25%	\$1,967,448	26.21%	\$1,451,760

Corrective Action Plan *

Expansion of staff duties and purchase of technology and instructional items anticipated for Q3 and Q4.

Additional Comments

Not Entered

Allocation Year 2020-21 Closeout

I have reviewed the fiscal reports for my agency and confirmed that all funds for this allocation year have been spent.

2020-21 Reverted Funds:
 \$0

