



**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://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 3:32 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.