

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

<https://lomposchools.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:**

- November 3, 2023 Minutes ([Attachment A](#))
- October 26, 2023 Minutes ([Attachment B](#))

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

- **6.1 21/22, 22/23 & 23/24 Member Expense Report Q1** ([Attachment C](#))

Certification of the 21/22, 22/23, & 23/24 Member Expense Report. Financial reports have been prepared by fiscal departments of both member agencies.

#### **7. Consortium Other Business**

##### **A. Member Magazine Project for SB County Consortia**

Member agencies are reviewing the possibility of collaborating on another magazine promotion for summer 2024. A quote has been requested from Graduate Communication for serving the design needs of a possible summer project.

##### **B. Public Input for Consortium Planning**

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

#### **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

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>

CAEP Due Dates	Consortium Meeting Date
<p><b>December 2023</b></p> <ul style="list-style-type: none"> <li>• Dec 1: 20/21, 21/22 &amp; 22/23 Member Expense Report Due in NOVA (Q1)</li> <li>• <b>Dec 31: 21/22, 22/23 &amp; 23/24 Member Expense Report certified by Consortia in NOVA (Q1)</b></li> <li>• Dec 31: End of Q2</li> </ul>	<p><b>December 14, 2023 3:30 p.m.</b></p>
<p><b>March-May 2024</b></p> <ul style="list-style-type: none"> <li>• Mar 1: 21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)*</li> <li>• <b>Mar 31: 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2)</b></li> <li>• <b>Mar 31: End of Q3</b></li> <li>• <b>May 2: CFAD for 2024-2025 Due in Nova – Consortium Approval* (if ready)</b></li> </ul>	<p><b>March 28, 2024 3:30 p.m.</b></p>
<p><b>April-May 2024</b></p> <ul style="list-style-type: none"> <li>• Apr 30: Student Data due in TOPSPro (Q3)</li> <li>• Apr 30: Employment and Earnings Follow-up Survey</li> <li>• <b>May 2: CFAD for 2024-2025 Due in Nova – Consortium Approval</b></li> </ul>	<p><b>April 25, 2024 3:30 p.m.</b></p>
<p><b>June 2024</b></p> <ul style="list-style-type: none"> <li>• Jun 1: 21/23 and 23/24 Member Expense Report due in NOVA (Q3)</li> <li>• <b>Jun 30: 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) *</b></li> <li>• Jun 30: End of Q4</li> </ul>	<p><b>June 27, 2024 3:30 p.m.</b></p>

## ATTACHMENT A: NOVEMBER 3, 2023 MINUTES



CAEP Special Meeting MINUTES

Date: November 3, 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=WmFwMGVlNWE1VGtHRGUxME8xODJvZz09>

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: Lamica Webber, Ramirez Gelpi. Jaramillo absent. Quorum established.

#### 3. Approval of Agenda

On a motion by Lamica seconded by Webber, 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

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

##### English Language Learner Healthcare Pathways Grant

A recommendation for the Consortium to participate in the English Language Learner Healthcare Pathways Grant. Consortium-level approval is required so that any members may participate in this grant opportunity.

This is a \$333,097 funding opportunity over three years. Members must be able to demonstrate program success via progress reports throughout the grant period to ensure measurable goals and outcomes including, number of participants enrolled and the number of participants who completed. Job placement, postsecondary transitions, and earnings will be used to measure outcomes. The initial grant funding will include a release of \$150,000 for 2023-2024. Subsequent years of funding will be determined by the measurable goals/outcomes from each prior year.

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

#### 6. Adjournment. The meeting was adjourned at 3:37 p.m.

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## ATTACHMENT B: OCTOBER 26, 2023 MINUTES



.CAEP Meeting MINUTES  
.Date: October 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 and at the following physical locations for each member agency:

<https://lomposchools.zoom.us/j/89612328605?pwd=WmFwMGVlNWE1VGtHRGUxME8xODJvZz09>

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 3:35 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 Jaramillo seconded by Webber 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. **Approval of Minutes**  
On a motion by Webber, seconded by Jaramillo the board approved the minutes for the September 28, 2023, meeting :  
Roll call vote: Ayes: Jaramillo, Webber, Ramirez Gelpi. Noes: None. Abstentions: None.
6. **Action Items**  
On a motion by Webber seconded by Jaramillo the board approved the following:
  - 6.1 **23/24 Member Program Year Budget and Work Plan**  
A recommendation to approve the 23/24 Member Program Year Budget and Work Plan. Financial reports have been prepared by fiscal departments of both member agencies.  
Roll call vote: Ayes: Jaramillo, Webber, Ramirez Gelpi. Noes: None. Abstentions: None.
  - 6.2 **23/24 Certification of the 22/23 Member Instructional Hours and Expenses by Program Area Report**  
A recommendation to approve the 22/23 Member Instructional Hours and Expenses by Program Area Report, which has been prepared by the fiscal departments of member agencies.  
Roll call vote: Ayes: Jaramillo Webber, Ramirez Gelpi. Noes: None. Abstentions: None.
7. **Consortium Other Business**  
Updates on projects and CAEP were discussed:
  - A. CAEP Meeting Calendar with proposed dates through June 2024 was discussed
  - B. The Consortium will continue to offer Public Input sessions that follow CAEP Consortium Meetings in order to obtain community input for regional needs that will help inform the upcoming three-year planning process of 2024-2025.
8. **Adjournment.** The meeting was adjourned at 3:47 p.m.

[RETURN TO AGENDA](#)

# ATTACHMENT C: 21/22, 22/23 & 23/24 Member Expense Report Q1

12/2/23, 12:21 PM

NOVA: California Adult Education Program Fiscal Reporting 01 Allan Hancock College Consortium

California Adult Education Program  
Fiscal Reporting


Produced: Dec 2, 2023, 08:21 PM UTC - By Elaine Webber

## 01 Allan Hancock College Consortium

Consortium Summary | Total Expenditures: \$0 Total Allocation: \$2,031,963 Total Carryover: \$2,031,963 (100%)  
Carryover Compliance 

### Allan Hancock Joint CCD 2023-24 Q1

Submitted by Lompoc Adult School and Career Center Elaine Webber  
Awaiting Approval (Primary Contact)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$2,779	\$10,180	27.3%	\$101,802	2.73%	\$99,023
2000 - Non-Instructional Salaries	\$59,216	\$69,869	84.75%	\$698,689	8.48%	\$639,473
3000 - Employee Benefits	\$18,470	\$45,203	40.86%	\$452,029	4.09%	\$433,559
4000 - Supplies and Materials	\$10,058	\$18,331	54.87%	\$183,314	5.49%	\$173,256
5000 - Other Operating Expenses and Services	\$29,569	\$22,878	129.25%	\$228,782	12.92%	\$199,213
6000 - Capital Outlay	\$0	\$14,675	0%	\$146,747	0%	\$146,747
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,004	\$7,533	79.7%	\$75,334	7.97%	\$69,330
<b>Totals</b>	<b>\$126,096</b>	<b>\$188,670</b>	<b>66.83%</b>	<b>\$1,886,697</b>	<b> 6.68%</b>	<b>\$1,760,601</b>

#### Carryover Status

Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %	Carryover Threshold %	Locked
2023-24	\$850,734	-\$909,867	\$850,734	100%	N/A	-

#### Additional Comments

Not Entered

### Lompoc Unified

2023-24 Q1

Submitted by Lompoc Adult School and Career Center Elaine Webber

Awaiting Approval (Primary Contact)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$95,075	\$201,412	47.2%	\$959,104	9.91%	\$864,029
2000 - Non-Instructional Salaries	\$43,671	\$55,649	78.48%	\$264,993	16.48%	\$221,322
3000 - Employee Benefits	\$39,019	\$83,079	46.97%	\$395,615	9.86%	\$356,596
4000 - Supplies and Materials	\$4,698	\$19,994	23.5%	\$95,209	4.93%	\$90,511
5000 - Other Operating Expenses and Services	\$11,921	\$59,430	20.06%	\$283,001	4.21%	\$271,080
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,719	\$20,978	46.33%	\$99,896	9.73%	\$90,177
<b>Totals</b>	<b>\$204,103</b>	<b>\$440,542</b>	<b>46.33%</b>	<b>\$2,097,818</b>	<b>9.73%</b>	<b>\$1,893,715</b>

Carryover Status

Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %	Carryover Threshold %	Locked
2023-24	\$1,181,229	-\$712,486	\$1,181,229	100%	N/A	-

Additional Comments

Additional staffing and program spending increases as of Q2



California Community Colleges



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