

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, 320 N 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 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:

- 5.1 December 14, 2023 Minutes ([Attachment A](#))

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

- 6.1 **21/22 and 22/23 and 23/24 Member Expense Report Certified** ([Attachment B](#))

Certification of the 21/22, 22/23, & 23/24 (Q2) Member Expense Report. Financial reports have been prepared by fiscal departments of both member agencies.

- 6.2 **Consortium Fiscal Administration Declaration (CFAD) 2024-2025 Fiscal Year**

Approve the Consortium Fiscal Administration Declarations (CFAD) for 2024-2025 as presented. Total CAEP budget is \$2,047,404 an increase of \$15,442. Pursuant to CAEP guidelines, the funding will be allocated to each member agency in accordance with established percentage practice of the consortium: \$857,199 to member Allan Hancock College and \$1,190,205 to Lompoc Unified Adult School. Should there occur later COLA/budget revisions by the state, the Consortium will file a Consortium Allocation Amendment to accept the change and incorporate it into member budgets. ([Attachment C](#))

- 6.3 **Member Allan Hancock College Capital Outlay Plan**

Approve Member Allan Hancock College's capital outlay plan and any necessary budget uncertification/recertification:

23/24 – Purchase of an automatic transmission truck (projected cost at \$50,500) to provide more effective instruction for Class B license training. As the number of instructors increase, so is demand for the automatic truck, and purchasing a second one will alleviate the scheduling and DMV testing conflicts.

- 6.4 **Consortium Bylaws Update**

Approve CAEP recommended clarifying changes to Consortium Bylaws. The changes pertain to carryover and member effectiveness. ([Attachment D](#))

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 and from direct mail provider Modern Postcard 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.

C. Future Meeting Dates 2023 2024

April 25, 2024

June 27, 2024

D. CAEP Funds Carryover AB 1491 Review

Pursuant to AB 1491, CAEP member agencies and Consortia will be tracking carryover of CAEP funds (CAEP funds spending threshold remains at 30 months). Agencies and Consortia carrying over 20% of funds will be flagged and will prepare Corrective Action Plans. Technical Assistance may be provided by the CAEP TAP office. In cases where Consortia feel it is warranted, Consortia may reassign carryover from one member agency to another. Member agencies of the AHLUEC have maintained carryover for various reasons, such as staffing shortages and internal processes, and strive to expend their funds in a timely manner. Other Consortia have experienced conflict with member agencies and carryover, but AHLUEC has not.

Ongoing reporting of member and Consortium carryover is included with Consortium Fiscal Reporting.

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

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/j/89612328605?pwd=WmFwMGVINWE1VGtHRGUxME8xODJvZz09>

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

June 2024

- Jun 1: 21/23 and 23/24 Member Expense Report due in NOVA (Q3)
- **Jun 30: 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) ***
- Jun 30: End of Q4

June 27, 2024 3:30 p.m.

ATTACHMENT A: DECEMBER 14, 2023 MINUTES

[RETURN TO AGENDA](#)



.CAEP Meeting MINUTES
.Date: December 14, 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 3:39 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 Jaramillo seconded by Webber, the board approved the following minutes:
 - November 3, 2023
 - October 26, 2023
6. **Action Items**
On a motion by Jaramillo seconded by Webber the board approved the following:
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 with agency prepared financial report.
Roll call vote: Ayes: Jaramillo, Webber, Ramirez Gelpi. Noes: None. Abstentions: None.
7. **Consortium Other Business**
 - A. **Member Magazine Project for SB County Consortia**
The board discussed a possible collaboration with Santa Barbara City on another magazine promotion for summer 2024. Quotes from vendors have been requested, and member agencies are discussing the particulars of the project.
 - B. **Public Input for Consortium Planning**
The board discussed ongoing efforts to inform the upcoming Three-Year Planning process. Public input sessions occur immediately following today's publicized meeting. Member agencies continue to collect input from other stakeholders, including students, staff, employers and partner agencies.
8. **Adjournment.** The meeting was adjourned at 3:45 p.m.

ATTACHMENT B: 21/22 and 22/23 and 23/24 Member Expense Report (Q2) Certified


3/12/24, 12:20 PM

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

California Adult Education Program
Fiscal Reporting

Produced: Mar 12, 2024, 07:20 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 Q2

Submitted by Dr. Sofia Ramirez Gelpi Ph.D.

Approved by Lompoc Adult School and Career Center Elaine Webber

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$5,096	\$20,360	25.03%	\$101,802	5.01%	\$96,706
2000 - Non-Instructional Salaries	\$140,276	\$139,738	100.39%	\$698,689	20.08%	\$558,413
3000 - Employee Benefits	\$36,948	\$90,406	40.87%	\$452,029	8.17%	\$415,081
4000 - Supplies and Materials	\$34,172	\$36,663	93.21%	\$183,314	18.64%	\$149,142
5000 - Other Operating Expenses and Services	\$62,940	\$45,756	137.55%	\$228,782	27.51%	\$165,842
6000 - Capital Outlay	\$33,049	\$29,349	112.61%	\$146,747	22.52%	\$113,698
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$15,624	\$15,067	103.7%	\$75,334	20.74%	\$59,710
Totals	\$328,105	\$377,339	86.95%	\$1,886,697	 17.39%	\$1,558,592

Member Carryover Compliance Status

Description: The Member Carryover Compliance Status table shows how the member's spending is tracking against the allocations for the displayed fiscal year(s) based on expenditures entered as of the time of viewing.

Expenditures: A negative value indicates that current fiscal year spending has not begun, as there are still unused funds from previous fiscal years.

Carryover Amount & Carryover %: If current fiscal year spending has not yet begun (a negative Expenditures amount), Carryover Amount will remain equal to Allocation and Carryover % will remain 100%.

Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %	Carryover Threshold %	Locked
2023-24	\$850,734	-\$707,858	\$850,734	100%	N/A	-

Additional Comments

Not Entered

Allocation Year 2021-22 Closeout

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

2021-22 Reverted Funds:
\$0

**Lompoc Unified
2023-24 Q2**

Submitted by Lompoc Adult School and Career Center Elaine Webber

Approved by Lompoc Adult School and Career Center Elaine Webber

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$220,703	\$450,779	48.96%	\$959,104	23.01%	\$738,401
2000 - Non-Instructional Salaries	\$129,310	\$124,547	103.82%	\$264,993	48.8%	\$135,683
3000 - Employee Benefits	\$108,955	\$185,939	58.6%	\$395,615	27.54%	\$286,660
4000 - Supplies and Materials	\$6,720	\$44,748	15.02%	\$95,209	7.06%	\$88,489
5000 - Other Operating Expenses and Services	\$38,558	\$133,010	28.99%	\$283,001	13.62%	\$244,443
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$25,212	\$46,951	53.7%	\$99,896	25.24%	\$74,684
Totals	\$529,458	\$985,974	53.7%	\$2,097,818	25.24%	\$1,568,360

Member Carryover Compliance Status

Description: The Member Carryover Compliance Status table shows how the member's spending is tracking against the allocations for the displayed fiscal year(s) based on expenditures entered as of the time of viewing.

Expenditures: A negative value indicates that current fiscal year spending has not begun, as there are still unused funds from previous fiscal years.

Carryover Amount & Carryover %: If current fiscal year spending has not yet begun (a negative Expenditures amount), Carryover Amount will remain equal to Allocation and Carryover % will remain 100%.

Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %	Carryover Threshold %	Locked
2023-24	\$1,181,229	-\$387,131	\$1,181,229	100%	N/A	-

Additional Comments

Additional staff, program expansion, and technology/instructional item purchases anticipated throughout remainder of 2023-2024

Allocation Year 2021-22 Closeout

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

2021-22 Reverted Funds:
\$0



California
Community
Colleges



ATTACHMENT C : Consortium Fiscal Administration Declaration (CFAD) 2024-2025 Fiscal Year

3/12/24, 11:41 AM

NOVA: CAEP CFAD 01 Allan Hancock and Lompoc Unified Adult Education Consortium

CAEP
CFAD

Produced: Mar 12, 2024, 06:41 PM UTC - By Elaine Webber

01 Allan Hancock and Lompoc Unified Adult Education Consortium DRAFT

2024-25

Fiscal Declaration - Draft

Consortium Name: 01 Allan Hancock and Lompoc Unified Adult Education Consortium

Funding Channel: Direct Funded

Narrative: Planned allocations are aligned to the Consortium's approved Three-Year and Annual Plans. Member agencies provide program and fiscal reports to the Consortium in accordance with CAEP requirements.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Allan Hancock Joint CCD	\$857,199	\$850,026	\$777,040
Lompoc Unified	\$1,190,205	\$1,180,246	\$1,078,906
Total Allocated to Members	\$2,047,404	\$2,030,272	\$1,855,946
Total CAEP Funds	\$2,047,404	\$2,031,963	\$1,877,621
Total Remaining	\$0	\$1,691	\$21,675

Carryover Threshold

Input a percentage of carryover that your consortium agrees will be considered an excessive amount.

Should a member, or members, exceed this carryover percentage upon certification of their Q4 report, they will be flagged as non-compliant with the carryover legislation (EC 84914). One year of non-compliance does not carry a penalty. However, should the same member, or members, have two consecutive years of non-compliance the consortium may agree, by majority vote, to reallocate an amount that does not exceed the carryover to other members.

A consortium does have the ability to opt-out. To do so, simply toggle the carryover threshold button to the off position.

Carryover Threshold off

Consortia Report on Governance Compliance of Rules and Procedures v.2

1. Have all community college districts, school districts, county offices of education, or any joint powers authority, located within the boundaries of the adult education region been allowed to join the consortium as a member? *

Yes

2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? *

Yes

3. How will the available funds be reported and evaluated? *

Regarding available funds report and evaluation, the governing documents require the following: AHLUAEC will provide ongoing evaluation and ensure that the projects, activities, and strategies undertaken are aligned with the objectives of the legislation for the adult education program, and included in the AHLUAEC Three-Year Plan. Member agencies submit annual plans, budgets, and financial reports that include carryover plans into the Nova system for certification. During the program year, annual plans that require budget amendment in the Nova system must be presented to the board for executive action that authorizes the uncertifying and recertifying process for such changes to be entered into the Nova system.

4. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member? *

Governing Documents expressly define member representation in accordance with respective legislation. The consortium adheres to its governing documents and legislation in all of its dealings.

5. How will you assure that each member of the consortium participates in any decision made by the consortium? *

Governing Documents expressly guide member participation and decision making in accordance with legislation and Brown Act requirements. All member agencies participate equally and consistently. Additionally, the consortium adheres to its governing documents and legislation in all of its dealings.

6. What will be the relative voting power of each member? *

Other

6.1 (Other) If selected "Other" in Question 6, use the space below to describe the relative voting power of each member. If not applicable, leave question blank. *

N/A

7. How will decisions be approved? *

by majority vote of 51%

8. How did you arrive at that decision-making model? *

The Governing Documents define a decision-making model that follows the Brown Act and legislative directive. The model in use has served the consortium well with all votes being resolved through dialogue and consensus. This has been our ongoing model since original governing documents were created and the consortium began.

9. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment? *

Governing documents address decision making, properly noticed meetings, public comment and other related matters. In accordance with the Brown Act and legislation, all decisions are agendized and discussed in open, properly noticed public meetings that include public comment periods as well a public comment opportunity on individual agenda items.

10. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. *

Governing Documents expressly follow Brown Act and Legislative requirements of meeting components, including public comment opportunity. All public decisions are published in the Consortium minutes. Public comments are included with agenda items, pursuant to the Brown Act.

11. Describe how comments submitted by members of the public will be distributed publicly. *

Governing Documents address this matter. Public comments are published on the Consortium website and included in the meeting minutes.

12. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. *

In accordance with the Brown Act, the consortium solicits and considers comments and input regarding proposed decisions from other entities in various ways: other entities are invited to present at public meetings, attend consortium retreats/workshops, provide input via surveys, and contact individual member agencies for more in-depth planning /conversations

13. How will you determine approval of a distribution schedule pursuant to Section 84913? *

Pursuant to the Government Documents, the Consortium monitors all member planning and spending in accordance with legislation and other requirements

14. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule? *

B) chosen to have funds flow directly to the member districts based upon the approved distribution schedule

15. How will members join, leave, or be dismissed from the consortium? *

Governing Documents address this matter and follow legislative requirements.

16. What is the consortium's defined "excessive" member carryover percentage threshold? *

Governing Documents address this matter and follow legislative requirements and CAEP recommendations.

17. Please explain how the consortium will monitor and administer carryover funds. What is the consortium's technical assistance and reasonable intervention process? What additional bylaws do you have that govern carryover? *

Consortium

18. How does your consortium define member effectiveness? *

Our consortium holds all members accountable to adhere to the legislative policies. AHLUAEC will provide ongoing evaluation and ensure that the projects, activities, and strategies undertaken are aligned with the objectives of the legislation for the adult education program, and included in the AHLUAEC Three-Year Plan. Member agencies submit annual plans, budgets, and financial reports into the Nova system for certification.

19. What bylaws does your consortium have addressing member effectiveness? *

Section 2 of our governing documents addresses member effectiveness, and this is largely achieved by ongoing member planning, review and reporting at the consortium level.

20. Does the consortium have a formal document detailing its work beyond the questionnaire? *

Yes

20.1 (Yes) Use the space below to provide a link to the formal document. *

<https://adulthoodeducation.lusd.org/services/allan-hancock-and-lompoc-unified-adult-education-consortium>

Member Agencies

Member Agency	Member Type	Contact	Phone
Allan Hancock Joint CCD	District	Dr. Sofia Ramirez Gelpi Ph.D.	(805) 922-6966 ext: 3325
Lompoc Unified	Unified School District	Lompoc Adult School and Career Center Elaine Webber	(805) 742-3100

Certification & Assurances

By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

Assurances

Membership & Decision-Making

- I certify that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member (EC 84905 (a)(b). (See Membership Box above).
- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.
- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).

- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1)(A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

Public Meetings

- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly (EC 84905 (d)(1)(C)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any "local body created by state or federal statute." (Ed. Code, section 54952.)

Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).
- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district's work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 8914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).
- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.
- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

No approver contacts.



[RETURN TO AGENDA](#)

ATTACHMENT D: AHLUEC CONSORTIUM BYLAWS UPDATE

Bylaws of the Allan Hancock and Lompoc Unified Adult Education Consortium

ARTICLE I - NAME, PURPOSE, PRINCIPLES and FUNDING

Section 1 - Name

The name of the organization shall be **Allan Hancock and Lompoc Unified Adult Education Consortium (AHLUAEC)**

Section 2 - Purpose

The purpose of the AHLUAEC is to implement the AB86 legislation via an established consortium and following approved protocols and strategies, including a comprehensive three-year plan developed through the AB86 Adult Education Consortium Grant/California Adult Education Program (CAEP) and revisions to the plan, as needed, to better provide adults in the region with the following programs specified within current legislation:

- Programs in elementary and secondary skills, including those leading to a high school diploma or high school equivalency certificate.
- Programs for immigrants in citizenship, ESL, and workforce preparation.
- Programs for adults, including, but not limited to, older adults, that are primarily related to entry or re-entry into the workforce.
- Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
- Programs for adults with disabilities.
- Programs in career technical education that are short term in nature with high employment potential.
- Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards.

Individual Consortium members may contract with and/or appoint individuals, delegate tasks, and plan/execute spending in areas such as capital expense, personnel, operational, instructional, professional, etc. as needed to support achieving the consortium goals. Shared funding projects will be identified and accounted for between members within the state NOVA system.

AHLUAEC will provide **ensures member effectiveness** through ongoing evaluation and ensures that the projects, activities, and strategies undertaken are aligned with the objectives of the legislation for the adult education program, and included in the

AHLUAEC Three-Year Plan. Member agencies submit annual plans, budgets, and financial reports that include carryover plans into the Nova system for certification. The Consortium follows recommendations from CAEP and legislative direction to define and address excessive carryover. During the program year, annual plans that require budget amendment in the Nova system must be presented to the board for executive action that authorizes the uncertifying and recertifying process for such changes to be entered into the Nova system.

Section 3 - Guiding Principles

- The AHLUAEC places the highest value on students achieving their educational and career goals.
- The AHLUAEC strives to help improve the community by providing adults with educational pathways to the workforce, advancement within the workforce, skill building advancement, and higher education.
- The AHLUAEC works collaboratively and fairly to allocate financial resources and achieve efficiency in meeting the needs of AHLUAEC students.
- The AHLUAEC shares responsibility and accountability for all project and student outcomes.
- Adult education programs are open to all adults in accordance with current laws and regulations. The goal is to balance access and success.
- The AHLUAEC adheres to a transparent process of open and collegial communication.

Section 4 - Funding

- The AHLUAEC recognizes members have multiple revenue streams that directly or indirectly support the purpose of the AHLUAEC.
- The AHLUAEC recognizes that it will receive an annual allocation of funding from the California Adult Education Program (CAEP).
- The AHLUAEC will annually allocate funding for members in accordance with the law and the annual work plan/budget approved by the Executive Board.

ARTICLE II - MEMBERSHIP

Section 1 - Membership

Membership in the AHLUAEC is governed by current California State legislation.

Section 2 - Participants

The voting members of the AHLUAEC are:

- Allan Hancock Community College District (AHCC)

- Lompoc Unified School District Adult School and Career Center (LUSDASCC)

Section 3 - Executive Board Representation

Each of the organizations in section 2 must have representation on the Executive Board by the 2 officials designated by their respective local governing boards or elected Superintendent. Additional representatives from each member organization may attend the Executive Board meetings. All members are expected to abide by the bylaws of the AHLUAEC.

ARTICLE III - MEETINGS

Section 1 - Executive Board Meetings

There will be a minimum of four quarterly meetings of the Executive Board annually, open to the public, and held at a time and location which will be designated by the Executive Board. At the first quarter meeting, the Executive Board may appoint a Chair and Vice-chair. At these meetings, the Executive Board will conduct business and receive reports on the activities of the Consortium members in relation to the annual and three-year plans and the budget and expenditures to date. Opportunities will be provided for public comment.

Board members unable to attend an Executive Board meeting in person may participate via Brown Act allowable means/technology in accordance with Brown Act regulations.

Section 2 - Subcommittee Meetings

Subcommittees may be created by the Board. Meetings of the members and invited partners shall be held as agreed, at a time and place designated by the Executive Board and in accordance with Brown Act requirements.

Section 3 - Special Meetings

Special meetings may be called by any member of the Executive Board and must be noticed at least 24 hours in advance and held in accordance with Brown Act requirements.

Section 4 - Notice of Regular Board Meetings

Regular meetings will be scheduled and noticed at least 72 hours in advance in accordance with the Brown Act requirements.

Section 5 - Quorum

For meetings of the Executive Board, a quorum shall be a majority of the voting members. A four (4) member Executive Board requires three (3) members present to constitute a quorum. Meetings may still be held without a quorum for the purpose of presentation or discussion. However, no actions or voting may take place without a quorum.

Section 6 - Voting

Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, discussion shall continue until a decision can be reached by a majority vote. Proxy voting and absentee ballots are not permitted.

Annual Consortium Fiscal Administration Declaration (CFAD Budget) must be approved by consensus of all voting members as required by legislation.

ARTICLE IV - Executive Board

Section 1 - Role, Size, and Compensation

The Executive Board is responsible for overall policy and direction of the Consortium. The Executive Board will be composed of two (2) representatives from each member agency, for a total of four voting representatives, and designated by the local governing boards of each member organization or the Superintendent.

Section 2 - Officers and Duties

There shall be two officers of the Executive Board consisting of a Chair and Vice-chair. Their duties are as follows:

The Chair shall preside at all meetings of the Executive Board, oversee preparation of the meeting agendas and supporting materials, and perform other duties, which may be assigned by the Executive Board.

The Vice-chair shall act as Chair in the absence of the Chair and shall perform such other duties as may be prescribed by the vote of the Executive Board.

Section 3 - Voting

Each Executive Board member will have one vote. In order to cast a vote, at least three of the four members of the Executive Board must be present. In case of a tie, the

discussion will continue until the tie is broken or the matter is tabled for future consideration.

Summary of votes by participants:

Allan Hancock Community College District	2 votes
Lompoc Unified School District Adult School	2 votes

All decisions under the jurisdiction of the Executive Board will be decided by a simple majority vote unless otherwise indicated in these by-laws.

ARTICLE V - COMMITTEES

Section 1 - Committee Formation

The Executive Board may create committees as needed. Committees will operate under the direction of the Executive Board and coordinated by a chair appointed by the Executive Board.

Section 2 - Committee Minutes

Any committee will keep regular minutes of its proceedings and make these minutes available to the Executive Board.

ARTICLE VI - FISCAL YEAR

The fiscal year of AHLUAEC shall run from July 1 to June 30.

ARTICLE VII - AMENDMENTS

The Bylaws may be altered or amended at a properly published meeting of the AHLUAEC by two-thirds of the total Consortium membership, provided that notice of the proposed change has been sent to each Consortium member at least 7 days prior to the meeting.

ARTICLE VIII - FISCAL AGENT or DIRECT FUNDING

The Executive Board may vote annually on whether to have a direct funding model or a fiscal agent model. If the fiscal agent model is selected, then each member will have an opportunity to offer to be the fiscal agent and propose how they will carry out the duties as fiscal agent. The Executive Board will then vote and select the member to be the fiscal agent.

Section 1 - Fiscal Agent

A fiscal agent acts as a banker. It processes expenses related to the AEP as agreed upon by the Executive Board. It certifies that the AEP expenditures have been prepared in accordance with applicable federal and state laws and regulations. It works with the Executive Board to implement fiscal decisions made by the Executive Board.

Approved: ALLAN HANCOCK AND LOMPOC UNIFIED ADULT EDUCATION
CONSORTIUM

~~April 21, 2022~~ **March 28, 2024**

[RETURN TO AGENDA](#)