



**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.**