



**CAEP Meeting MINUTES**

**Date: April 2, 2024**

**Time: 11:30 a.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 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**

The meeting was called to order at 11:33 a.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. Approval of Minutes**

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

- **December 24, 2023**

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

**6. Action Items**

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

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

**6.1 21/22, 22/23 & 23/24 Member Expense Report Q2**

Certification of the 21/22, 22/23, & 23/24 (Q2) Member Expense Report with agency prepared financial report.

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

**6.2 Approval of the Consortium Fiscal Administration Declaration (CFAD) for 2024-2025**

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.

**6.3 Approval of Member Allan Hancock College Capital Outlay Plan**

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. Approval of Capital Outlay as well as any necessary budget uncertification and certification in Nova.

**6.4 Consortium Bylaws Update**

Approval of CAEP recommended clarifying to Consortium Bylaws. The changes pertain to carryover and member effectiveness guidance.

**7. Consortium Other Business**

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

The board discussed a collaboration with member agencies 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.

**C. Future Meeting Dates**

April 25, 2024 (May not be necessary. TBD)

June 27, 2024 (Move up earlier June or to May if fiscal departments have Q3 reports finalized)

**D. CAEP Funds Carryover AB 1491 Review**

The board discussed CAEP and legislative expectations with carryover. Although other consortia experience disagreement over carryover funds, the AHLUEC Consortium has experienced no internal issues with carryover.

**8. Adjournment. The meeting was adjourned at 11:48 a.m.**