

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: Tom Lamica (AHC), Elaine Webber (LUSD), Brian Jaramillo (LUSD)

Meeting Chair: Elaine Webber

- 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 May 30, 2024 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 (Q4) Member Expense Report. Financial reports have been prepared by fiscal departments of both member agencies.

6.2 CAEP Allocation Amendment ([Attachment C](#))

Approval of the May Governor's Revised Budget and CAEP Allocation Amendment, which increases the Consortium's 2024-2025 funding by \$6,303.00. This increases the 2024-2025 Annual funding from \$2,047,404 to \$2,053,707. In accordance with CAEP requirements, the amount being allocated is divided proportionally between the two member agencies in alignment with the percentage of annual funding distributions: \$2,649 (42%) for AHC and \$3,664 (58%) for LUSD/LASCC.

6.3 Capital Outlay Project Allan Hancock College 2024-2025 ([Attachment D](#))

Approval for a \$43,559.80 Capital Outlay Project for 2024-2025 is being requested from Allan Hancock College as follows:

Purchase of 2016 Cascadian Freightliner automatic transmission truck (projected cost \$43,559.80). This acquisition aims to enhance the effectiveness of Class B license training. As the number of instructors and student enrollments in the program have grown, the demand for an additional automatic truck has increased. Purchasing a third automatic truck will help alleviate scheduling challenges and conflicts related to DMV test. In accordance with CAEP requirements, member agency AHC has advised CAEP of this planned Capital Expenditure.

7. Consortium Other Business

A. Member Direct Mail Magazine Project for North SB County Consortia

Member agencies AHC and LASCC collaborated on another magazine promotion that was mailed to all North County residences in the summer 2024. The magazine was of a similar design to that of summer 2023, promoting the free programming of the consortium's member agencies.

B. Promotional Project for CAEP Narrative Arc and Stakeholder Narratives

Member agencies have begun a collaborative effort with consultant N&R Publications for a CAEP Leadership- and

Legislative-aligned Narrative Arc and stakeholder narrative project that will illustrate the benefit of member agencies' CAEP Adult Education programs. This project will develop a unique regional portrait and narrative for the Consortium's region, addressing specific talking points that the Legislature and CAEP Leadership are interested in reviewing from Consortia.

C. Public Input for Consortium Planning

The Consortium is in the planning year for its Three-Year Planning process. Member agencies will discuss their respective efforts to inform the consortium on regional need and steps/recommendations for agencies for the planning year. In 2023-2024, the Consortium held open meetings for public input, and consortium members gathered local data.

D. CAEP Funds Carryover AB 1491 Review

Pursuant to AB 1491, CAEP member agencies and Consortia are 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 may 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 Deliverables and Due Dates	Consortium Meeting Date
<p>September 2024</p> <ul style="list-style-type: none"> • Sep 1: 22/23 and 23/24 Member Expense Report due in NOVA (Q4) • Sep 1: 23/24 Certification of Allocation Amendment due in NOVA • Sep 30: 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4) * • Sep 30: 24/25 Member Program Year Budget and Work Plan due in NOVA • Sep 30: End of Q1 • Three Year Planning & Update 	<p>August 22, 2024</p>

<p>October 2024</p> <ul style="list-style-type: none"> • Oct 30: 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA * • Oct 31: Student data due in TOPSPro (Q1) • Oct 31: Employment and Earnings Follow-up Survey • Three-Year Planning & Update 	<p>September 26, 2024</p>
<p>December 2024</p> <ul style="list-style-type: none"> • Dec 1: July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium * • Dec 1: 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1) • Dec 31: 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1) • Dec 31: End of Q2 • Three-Year Planning & Update 	<p>November 14, 2024</p>
<p>January 2025</p> <ul style="list-style-type: none"> • Jan 31: Student Data due in TOPSPro (Q2) • Jan 31: Employment and Earnings Follow-up Survey 	
<p>February 2025</p> <ul style="list-style-type: none"> • Feb 28: Preliminary allocations for 2025-26 and 2026-27 released by this date. • Three Year Planning & Update <p>March 2025</p> <ul style="list-style-type: none"> • Mar 1: 22/23 and 23/24 and 24/25 Member expense report is due in NOVA. (Q2)* • Mar 31: End of Q3 • Mar 31: 22/23 and 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q2) * • Three-Year Planning & Update 	<p>February 27, 2025</p>
<p>April 2025</p> <ul style="list-style-type: none"> • Apr 30: Student Data due in TOPSPro (Q3) • Apr 30: Employment and Earnings Follow-up Survey • May 1: CFAD certified by Consortia in Nova • Three-Year Planning & Update 	<p>March 27, 2025</p>
<p>June 2025</p> <ul style="list-style-type: none"> • Jun 20: CAEP Three-Year Plan Due 	<p>May 22, 2025</p>

ATTACHMENT A: May 30, 2024 MINUTES

RETURN TO AGENDA



.CAEP Special Meeting MINUTES

.Date: May 30, 2024

.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 Unified School District 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 3:40 p.m.

2. Roll Call & Establishment of Quorum

Roll called with the following members present: Jaramillo, Webber, Lamica, Ramirez Gelpi. Quorum established.

3. Approval of Agenda

On a motion by Webber seconded by Jaramillo, the board approved the agenda.

Roll call vote: Ayes: Jaramillo, Lamica, 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:

- April 2, 2024

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

6. Action Items

On a motion by Webber, seconded by Jaramillo, the board approved the following.

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

6.1 21/22 and 22/23 and 23/24 Member Expense Report Certified

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 Resolution of Recognition and Appreciation

Adoption of the Resolution of Recognition and Appreciation to acknowledge the work of Sofia Ramirez Gelpi, who has provided years of effective guidance and leadership to the Consortium.

6.3 ELL Healthcare Pathways Grant Round 2

Approve participation in Round 2 of the CAEP ELL Healthcare Pathways Grant funding project. Member agency LASCC will complete the grant application and will serve as the participating member agency and fiscal agent for the two-year project.

6.4 CAEP 2024-2025 Annual Plan

Approve the 2024-2025 Annual Plan, which is a continuation of the prior two years' plans. This will be the final year of the Consortium's Three-Year Plan.

7. Consortium Other Business

A. Member Magazine Project for SB County Consortia

The Board discussed that member agencies are collaborating on another magazine promotion to be mailed out summer 2024. The magazine will have a design similar to last year's but have updated member agency information.

B. Promotional Project for CAEP Narrative Arc and Stakeholder Narratives

The Board discussed a possible 2024-2025 member agency collaborative project for a CAEP Leadership- and Legislative-aligned Narrative Arc and stakeholder narrative project that will illustrate the benefit of member agencies' CAEP Adult Education programs. This project will develop a unique regional portrait and narrative for the Consortium's region, addressing specific talking points that the Legislature and CAEP Leadership are interested in reviewing from Consortia.

C. Public Input for Consortium Planning

The Board discussed the ongoing effort to help the Consortium prepare for its upcoming Three-Year Planning process and the public input sessions scheduled to occur following all public meetings in 2023-2024.

D. Future Meeting Dates 2024 2025

The Board reviewed 2024-2025 recommended meeting dates listed on the meeting agenda along with the CAEP deliverable due dates for the 2024-2025 school year.

E. CAEP Funds Carryover AB 1491 Review

The Board discussed AB 1491 and the following: 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. The meeting was adjourned at 3:55 p.m.

ATTACHMENT B: 21/22 and 22/23 and 23/24 Member Expense Report (Q4)


8/21/24, 11:54 AM

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

California Adult Education Program
Fiscal Reporting


Produced: Aug 21, 2024, 06:54 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 Q4

Unsubmitted

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$12,018	\$40,721	29.51%	\$101,802	11.81%	\$89,784
2000 - Non-Instructional Salaries	\$301,655	\$279,476	107.94%	\$698,689	43.17%	\$397,034
3000 - Employee Benefits	\$66,771	\$135,401	49.31%	\$338,502	19.73%	\$271,731
4000 - Supplies and Materials	\$130,665	\$73,326	178.2%	\$183,314	71.28%	\$52,649
5000 - Other Operating Expenses and Services	\$116,610	\$91,513	127.42%	\$228,782	50.97%	\$112,172
6000 - Capital Outlay	\$260,274	\$104,110	250%	\$260,274	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$44,399	\$30,134	147.34%	\$75,334	58.94%	\$30,935
Totals	\$932,392	\$754,679	123.55%	\$1,886,697	 49.42%	\$954,305

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	-\$103,571	\$850,734	100%	N/A	-

Additional Comments

Not Entered

X I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program Guidance.

Lompoc Unified
2023-24 Q4

Unsubmitted

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$297,149	\$959,104	30.98%	\$959,104	30.98%	\$661,955
2000 - Non-Instructional Salaries	\$170,309	\$264,993	64.27%	\$264,993	64.27%	\$94,684
3000 - Employee Benefits	\$150,207	\$395,615	37.97%	\$395,615	37.97%	\$245,408
4000 - Supplies and Materials	\$9,772	\$95,209	10.26%	\$95,209	10.26%	\$85,437
5000 - Other Operating Expenses and Services	\$58,442	\$283,001	20.65%	\$283,001	20.65%	\$224,559
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$34,294	\$99,896	34.33%	\$99,896	34.33%	\$65,602
Totals	\$720,173	\$2,097,818	34.33%	\$2,097,818	34.33%	\$1,377,645

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	-\$196,416	\$1,181,229	100%	N/A	-

Additional Comments

Not Entered

ATTACHMENT C: 2024 2025 Member Allocation Amendment

8/16/24, 7:59 PM

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

CAEP
CFAD

Produced: Aug 17, 2024, 02:59 AM UTC - By Elaine Webber

01 Allan Hancock and Lompoc Unified Adult Education Consortium DRAFT

Allocation Amendment: 2024-25

Allocation Amendment Summary

Fiscal Declaration

The Fiscal Declaration information in this section has been provided as a courtesy. It has not been changed since CFAD has been approved by the Member Representatives.

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 for 2024-25

Type of allocation amendment *

May revise

Explanation for amendment *

Based on May Revise determination.

Member Agency	Current Allocation	Proposed Allocation	Adjustment
Allan Hancock Joint CCD	\$857,199	\$859,838	\$2,639
Lompoc Unified	\$1,190,205	\$1,193,869	\$3,664
Total Allocated to Members	\$2,047,404	\$2,053,707	
Total CAEP Funds	\$2,053,707	\$2,053,707	
Total Remaining (Must be \$0)	\$6,303	\$0	

8/16/24, 7:59 PM

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

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



California
Community
Colleges





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NOVA Site Version: 7.3.4

[RETURN TO AGENDA](#)

ATTACHMENT D: Capital Outlay Project Allan Hancock College 2024-2025

 CENTRAL COAST TRUCK CENTER				FINANCE DEPT. USE ONLY:	
SAN LUIS OBISPO & SANTA MARIA PHONE: (805) 925-3990		SALESMAN:	Joel De La Cerda	CELL#(805) 266-1940	DATE: 8/15/2024
CUSTOMER NAME: Allan Hancock College			CUSTOMER NUMBER:		
MAILING ADDRESS: 800 S College Dr					
CITY, ST, ZIP: Santa Maria CA 93454					
PHYSICAL ADDRESS:					
LIEN HOLDER:		MAIN PHONE #: 805-922-6966			
		EMAIL ADDRESS:			
		INSURANCE:			
USED VEHICLE TRADE IN / AND OTHER CREDITS			VEHICLE(S) BEING PURCHASED		
<u>VIN NUMBER</u>		<u>MILES</u>		<u>YEAR</u>	<u>MAKE</u>
				2016	Freightliner
<u>YEAR:</u>	<u>MAKE:</u>	<u>MODEL</u>		<u>GVWR#</u>	<u>GCW#</u>
				50K	2
USED VEHICLE TRADE IN:			<u>BODY TYPE</u>	<u>CONFIGURATION</u>	<u>LICENSE PLATE</u>
BALANCE OWED ON TRADE:			<u>TRACTOR (DS)</u>	<u>TRACTOR</u>	<u>NEED 1 PLATE</u>
NET ALLOWANCE ON TRADE:			<u>VOCATION</u>		<u>DEL DATE</u>
CASH DOWN:			<u>PICKUP & DELIVERY/SHORT HAUL</u>		
TOTAL CREDIT:			INTERSTATE COMMERCE:	NO	IRP ACCOUNT NO:
			ENGINE FAMILY NUMBER:		
DEALER INSTALLED / ACCESSORIES			<u>STOCK #</u>	<u>VIN #</u>	<u>NEW OR USED</u>
			281245	3AKBGADV9GSGS4856	USED
TOTAL ACCESSORIES					
OPTIONAL EXTENDED WARRANTY / NON TAXABLE			VEHICLE PRICING		
			BASE PRICE PER VEHICLE: \$39,947.00		
			TOTAL ACCESSORIES		
			FET, 12%		
			CASH PRICE of VEHICLE, ACCESSORIES, AND F.E.T \$39,947.00		
			TAX RATE	ESTIMATED LICENSE	\$25.00
			8.750%	STATE & LOCAL TAXES	\$3,502.80
TOTAL EXTENDED WARRANTY			RESALE NUMBER		
			CA TIRE RECYCLING FEE		
			DOC FEE \$85.00		
			DELIVERY		
			TOTAL EXTENDED WARRANTY / NON TAXABLE		
			TOTAL SALES PRICE \$43,559.80		
			CASH DOWN OR TRADE-IN		
			UN-PAID CASH BALANCE DUE ON DELIVERY*		
			\$43,559.80		
			*PRICE PER UNIT		
ADDITIONAL COMMENTS: _____ LEAD SOURCE: _____ <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> _____ PURCHASER'S SIGNATURE </div> <div style="width: 45%; text-align: center;"> _____ DEALER REPRESENTATIVE </div> </div>					