



Special Meeting Agenda

Date: November 21, 2024 Time: 3:30 p.m.

Zoom Meeting ID: 896 1232 8605

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 B, 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: Alicia Paniagu (AHC), 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 September 26, 2024 Minutes ([Attachment A](#))

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

- 6.1 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1) ([Attachment B](#))

Certification of the 22/23, 23/24, & 24/25 (Q4) Member Expense Report. Financial reports have been prepared by fiscal departments of both member agencies.

7. Consortium Other Business

A. Promotional Project for CAEP Narrative Arc and Stakeholder Narratives

Member agencies are continuing on 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.

B. 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.

C. 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 issues 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/u/kb2jT4SjL>

CAEP Deliverables and Due Dates	Proposed Consortium Meeting Date
<p>December 2024</p> <ul style="list-style-type: none"> • 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 1: July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium * • Dec 31: End of Q2 • Three-Year Planning & Update 	<p>November 21, 2024</p> <p>December 12, 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 (certify in March/April if CFAD is available) • Three-Year Planning & Update 	<p>March 27, 2025</p>

June 2025

- Jun 20: CAEP Three-Year Plan Due

May 22, 2025

[Return to Agenda](#)

ATTACHMENT A: SEPTEMBER 26, 2024 MEETING MINUTES



.CAEP Meeting MINUTES
.Date: September 26, 2024
.Time: 3:30 p.m.
Zoom Meeting ID: 896 1232 8605
Passcode: 141103

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

Meeting Chair: Elaine Webber

1. **Call to Order**
The meeting was called to order at 3:33 p.m.
2. **Roll Call & Establishment of Quorum**
Roll called with the following members present: Paniagua, Jaramillo, Webber. Lamica absent: Quorum established.
3. **Approval of Agenda**
On a motion by Paniagua seconded by Jaramillo, the board approved the agenda.
Roll call vote: Ayes: Jaramillo, Lamica, Webber. Noes: None. Abstentions: None.
4. **Public Comment and Entity Comment – None**
5. **Approval of Minutes**
On a motion by Jaramillo seconded by Paniagua, the board approved the following minutes:
 - August 22, 2204Roll call vote: Ayes: Paniagua, Jaramillo, Webber. Noes: None. Abstentions: None.
6. **Action Items**
On a motion by Jaramillo, seconded by Paniagua, the board discussed and approved the following.
Roll call vote: Ayes: Paniagua, Jaramillo, Webber. Noes: None. Abstentions: None.
 - 6.1 **24/25 Member Program Year Budget and Work Plan (Attachment B) Certification of the 2024 2025 Member Budget and Work Plan** as submitted by member agencies. Plans reflect the Consortium's approved Three-Year Plan and Annual Plan as well as legislative directed CAEP programs and goals. 6.2 Capital Outlay Project Lompoc Adult School
 - 6.2 **Capital Expenditure Project Lompoc Adult School and Career Center 2024-2025 (Attachment C) Approval for a \$53,697.00 Capital Outlay Project for 2024-2025** is being requested from Lompoc Adult School and Career Center Career Center (Renovations and Office Flooring Replacement Project) as follows: Renovations to LASCC are necessary to support Career Center expansion to remove congestion and wait times and to include space for a second technician, who will support the high demand for bilingual services. In accordance with CAEP requirements, member agency LASCC is simultaneously obtaining LUSD approval and Consortium approval and then submitting those approvals to the CAEP office for their records.
7. **Consortium Other Business**
The Consortium discussed the status of the following:
 - A. **Promotional Project for CAEP Narrative Arc and Stakeholder Narratives**
Member agencies are continuing on 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.
 - B. **Public Input for Consortium Planning**
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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 issues 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 3:45 p.m.

ATTACHMENT B: 22/23, 23/24 & 24/25 Member Expense Report (Q1)

California Adult Education Program
Fiscal Reporting

Produced: Nov 20, 2024, 04:23 PM UTC - By Elaine Webber

01 Allan Hancock College Consortium

Consortium Summary | Total Expenditures: \$0 Total Allocation: \$2,047,404 Total Carryover: \$2,047,404 (100%)
Carryover Compliance 

Allan Hancock Joint CCD 2024-25 Q1

Submitted by Dana Avila

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	\$1,605	\$25,451	6.31%	\$101,802	1.58%	\$100,197
2000 - Non-Instructional Salaries	\$94,854	\$174,672	54.3%	\$698,689	13.58%	\$603,835
3000 - Employee Benefits	\$23,674	\$84,626	27.98%	\$338,502	6.99%	\$314,828
4000 - Supplies and Materials	\$18,266	\$45,829	39.86%	\$183,314	9.96%	\$165,048
5000 - Other Operating Expenses and Services	\$67,739	\$57,196	118.43%	\$228,782	29.61%	\$161,043
6000 - Capital Outlay	\$236	\$46,270	0.51%	\$185,081	0.13%	\$184,845
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$12,483	\$18,834	66.28%	\$75,334	16.57%	\$62,851
Totals	\$218,857	\$452,876	48.33%	\$1,811,504	12.08%	\$1,592,647

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
2024-25	\$857,199	-\$735,448	\$857,199	100%	N/A	-
2023-24	\$850,734	\$0	\$850,734	100%	N/A	08/30/2024 09:51 AM PDT

Additional Comments

Lompoc Unified
2024-25 Q1

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	\$118,242	\$173,077	68.32%	\$910,930	12.98%	\$792,688
2000 - Non-Instructional Salaries	\$65,034	\$65,005	100.05%	\$342,129	19.01%	\$277,095
3000 - Employee Benefits	\$52,494	\$75,759	69.29%	\$398,733	13.17%	\$346,239
4000 - Supplies and Materials	\$17,380	\$8,026	216.54%	\$42,244	41.14%	\$24,864
5000 - Other Operating Expenses and Services	\$47,649	\$38,124	124.98%	\$200,652	23.75%	\$153,003
6000 - Capital Outlay	\$0	\$11,400	0%	\$60,000	0%	\$60,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$15,040	\$17,999	83.56%	\$94,734	15.88%	\$79,694
Totals	\$315,839	\$389,390	81.11%	\$2,049,422	15.41%	\$1,733,583

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Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %	Carryover Threshold %	Locked
2024-25	\$1,190,205	-\$543,378	\$1,190,205	100%	N/A	-
2023-24	\$1,181,229	\$322,012	\$859,217	72.74%	N/A	08/30/2024 09:51 AM PDT

Additional Comments

Not Entered