



Special Meeting Agenda

Date: December 12, 2024 Time: 3:00 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 Paniagua (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 November 21, 2024 Minutes ([Attachment A](#))

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

6.1 July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium. ([Attachment B](#))

Reports have been prepared by state data import and 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. Consortium Three Year Planning

The state has released the Three-Year Plan template. Next steps will include member agencies reviewing the template will make their recommendations by January. The Consortium may schedule a retreat to further discuss if needed.

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. Consortia may reassign carryover from one member agency to another.

Member agencies of the AHLUEC continue to strive to expend their funds in a timely manner. 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 12: 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>December 12, 2024</p> |
| <p>January 2025</p> <ul style="list-style-type: none"> • Three Year Plan • Jan 31: Student Data due in TOPSPro (Q2) • Jan 31: Employment and Earnings Follow-up Survey | <p>January 23, 2025</p> |
| <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

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ATTACHMENT A: NOVEMBER 21, 2024 MEETING MINUTES



.CAEP Meeting MINUTES
.Date: November 21, 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: 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 3:30 p.m.
2. **Roll Call & Establishment of Quorum**
Roll called with the following members present: Paniagua, Lamica, Jaramillo, Webber. Quorum established.
3. **Approval of Agenda**
On a motion by Lamica seconded by Jaramillo, the board approved the agenda.
Roll call vote: Ayes: Paniagua, 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 Lamica, the board approved the following minutes:
 - September 26, 2204Roll call vote: Ayes: Paniagua, Lamica, Jaramillo, Webber. Noes: None. Abstentions: None.
6. **Action Items**
On a motion by Paniagua, seconded by Lamica, the board discussed and approved the following.
Roll call vote: Ayes: Paniagua, Lamica, Jaramillo, Webber. Noes: None. Abstentions: None.
- 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**
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**
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.
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. The meeting was adjourned at 3:40 p.m.**

ATTACHMENT B: 2023-2024 MEMBER BUDGET AND WORK PLAN

[01 Allan Hancock and Lompoc Unified Adult Education Consortium](#) 

Member Agency Program Area Reports

Reporting Year

Year *

2023-24 

Certification

2023-24 Program Reporting Status

Certified

[Decertify](#)

Certifying Authority

Lompoc Adult School and Career Center Elaine Webber

Alicia Paniagua

Active Member Agencies

| Member Agency | Total Program Area Hours | Total Leveraged Funds | 2023-24 Status |
|---|--------------------------|-----------------------|----------------------|
| Allan Hancock Joint CCD | 297787 | \$3,801,564 | Certified |
| Lompoc Unified | 79382 | \$1,461,707 | Certified |
| Totals | 377169 | \$5,263,271 | 2/2 Certified |

01 Allan Hancock and Lompoc Unified Adult Education Consortium CERTIFIED

Review & Submittal

Submittal

2023-24 Program Area & Leveraged Funds
Certified

Member Representatives
Thomas Lamica
Dana Avila
Alicia Paniagua

Hours of Instruction

LaunchBoard Data Reported By Allan Hancock District

98% of 5,479 adults served has 12+ contact hours (participants) in 2021-22.

| Program Area | % of Adults Served | # of Adults Served |
|--------------------|--------------------|--------------------|
| ABE | 1% | 68 / 5,391 |
| ASE | 49% | 2,628 / 5,391 |
| AWD | 2% | 126 / 5,391 |
| ESL | 35% | 1,907 / 5,391 |
| *El Civics | * | * |
| K12 Success | 0% | 0 / 5,391 |
| Pre-Apprenticeship | 0% | 0 / 1,108 |
| Short Term CTE | 90% | 995 / 1,108 |
| Workforce Reentry | 10% | 113 / 1,108 |

*No LaunchBoard data.

| CAEP Program Area | LaunchBoard Data Available | Area of Focus on Workplan | Q1 - Q4 Hours of Instruction |
|--------------------|----------------------------|---------------------------|------------------------------|
| ABE | ✓ | ✓ | 89 |
| ASE | ✓ | ✓ | 59,136 |
| AWD | ✓ | ✗ | 0 |
| ESL | ✓ | ✓ | 172,692 |
| *EI Civics | ✗ | ✓ | 3,964 |
| K12 Success | ✓ | ✗ | 38 |
| Pre-Apprenticeship | ✓ | ✗ | 0 |
| Short Term CTE | ✓ | ✓ | 61,074 |
| Workforce Reentry | ✓ | ✓ | 794 |
| Total | | | 297787 Hour(s) |

*No LaunchBoard data.

Please explain any Hours of Instruction entered for Program Areas with no Launchboard data available, i.e., why there are enrollments. *

Not Entered

Leveraged Funds by Program Area

Lompoc Unified CSDEMS

01 Allan Hancock and Lompoc Unified Adult Education Consortium

Preview & Submittal

Submittal

2023-24 Program Area & Leveraged Funds

Certified

Member Representatives

Lompoc Adult School and Career Center Elaine Webber

Brian Jaramillo

John Greick IV

Hours of Instruction

LaunchBoard Data Reported By Lompoc Unified Adult Education (LUSD)

52% of 703 adults served has 12+ contact hours (participants) in 2021-22.

| Program Area | % of Adults Served | # of Adults Served |
|--------------------|--------------------|--------------------|
| ABE | 39% | 142 / 364 |
| ASE | 41% | 149 / 364 |
| AWD | 0% | 0 / 364 |
| ESL | 47% | 170 / 364 |
| *EI Civics | * | * |
| K12 Success | 0% | 0 / 364 |
| Pre-Apprenticeship | 0% | 0 / 64 |
| Short Term CTE | 27% | 17 / 64 |
| Workforce Reentry | 73% | 47 / 64 |

*No LaunchBoard data.

| CAEP Program Area | LaunchBoard Data Available | Area of Focus on Workplan | Q1 - Q4 Hours of Instruction |
|--------------------|----------------------------|---------------------------|------------------------------|
| ABE | ✓ | ✗ | 13,686 |
| ASE | ✓ | ✓ | 36,065 |
| AWD | ✓ | ✗ | Not Entered |
| ESL | ✓ | ✓ | 23,654 |
| *EI Civics | ✗ | ✗ | Not Entered |
| K12 Success | ✓ | ✗ | 2,414 |
| Pre-Apprenticeship | ✓ | ✗ | Not Entered |
| Short Term CTE | ✓ | ✗ | 1,429 |
| Workforce Reentry | ✓ | ✗ | 2,134 |
| Total | | | 79382 Hour(s) |

*No LaunchBoard data.

Leveraged Funds by Program Area

| Fund | ABE | ASE | ESL | EI Civics | AWD | K12 Success | Short Term CTE | Workforce Reentry | Pre- Apprenticeship | Totals |
|------------------------------------|------------------|------------------|------------------|--------------|-------------|-----------------|----------------------|----------------------|------------------------|--------------------|
| California Adult Education Program | \$338,325 | \$338,326 | \$435,266 | Not Entered | Not Entered | \$36,594 | \$60,090 | \$30,000 | Not Entered | \$1,238,601 |
| CalWORKs | \$12,725 | \$12,726 | \$12,190 | Not Entered | Not Entered | \$0 | \$12,375 | \$0 | Not Entered | \$50,016 |
| NonCredit | \$0 | \$0 | \$0 | Not Entered | Not Entered | \$0 | \$0 | \$0 | Not Entered | \$0 |
| Perkins | \$0 | \$0 | \$0 | Not Entered | Not Entered | \$0 | \$0 | \$0 | Not Entered | \$0 |
| LCFF | \$0 | \$0 | \$0 | Not Entered | Not Entered | \$0 | \$0 | \$0 | Not Entered | \$0 |
| Fees | \$0 | \$0 | \$0 | Not Entered | Not Entered | \$0 | \$0 | \$0 | Not Entered | \$0 |
| K12 Adult Ed Jail Funds | \$0 | \$0 | \$0 | Not Entered | Not Entered | \$0 | \$0 | \$0 | Not Entered | \$0 |
| WIOA II | \$25,338 | \$25,338 | \$122,414 | Not Entered | Not Entered | \$0 | \$0 | \$0 | Not Entered | \$173,090 |
| Contracted Services | \$0 | \$0 | \$0 | Not Entered | Not Entered | \$0 | \$0 | \$0 | Not Entered | \$0 |
| Totals | \$376,388 | \$376,390 | \$569,870 | N/A | N/A | \$36,594 | \$72,465 | \$30,000 | N/A | \$1,461,707 |

Certification

01 Allan Hancock and Lompoc Unified Adult Education Consortium - Primary Contact

Lompoc Adult School and Career Center Elaine Webber

Principal

webber.elaine@lusd.org

Alicia Paniagua

alicia.paniagua@hancockcollege.edu

Approved by Lompoc Adult School and Career Center Elaine Webber