



Special Meeting Agenda
Date: December 14, 2021
Time: 4:30 p.m.
Zoom Meeting ID: 865 0766 7784

The meeting will be available with both regional members via Zoom ID 865 0766 7784
<https://lompocschools.zoom.us/j/86507667784?pwd=UXViU1YwaC9JVG5TbldnV0JNazhXZz09>
Allan Hancock College, 800 S. College Drive, Santa Maria, CA 93455
Lompoc Adult School and Career Center 320 North J Street, Lompoc, CA 93436

Northern Santa Barbara County Adult Education Programs Consortium

Board Members: Dr. Sofia Ramirez Gelpi (AHC), Margaret Lau (AHC), Elaine Webber (LUSD), Brian Jaramillo (LUSD)

Meeting Chair: Dr. Sofia Ramirez Gelpi

- 1. Call to Order**
- 2. Roll Call & Establishment of Quorum**
- 3. Approval of Agenda as Presented**
- 4. Public Comment and Entity Comment**

This section of the agenda is intended for members of the public to address the board on items involving regional Adult Education. Public comment not pertaining to specific agenda items is welcome under public comment. Testimony on specific agenda items will be welcome during consideration of the item by the Consortium Board.

5. Action Items

5.1 Resolution – AB 361 Flexibility for Remote Open Meetings

A recommendation that the Board adopt Resolution AB 361 for Remote Open Meetings to continue to meet virtually. Assembly Bill 361 provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements. Without the adoption of the Resolution every 30 days, Consortium meetings revert to original Brown Act requirements and must offer public access to all physical locations where board members are gathered. ([Attachment A](#))

5.2 Approval of the 19/20, 20/21 and 21/22 Member Expense Report (Q1).

A recommendation that the consortium board approve certification of the 18/19, 19/20, and 20/21 Member Expense Report (Q1). Fiscal offices for both member agencies have prepared and submitted the reports. ([Attachment B](#))

6. Adjournment

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Marina Washburn at (805-922-6966 x 3588). Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.

*Public comment forms are available at the meeting. If you are unable to attend and wish to make public comment, contact Marina Washburn at (805-922-6966 x 3588). The CAEP Consortium Public Meetings are scheduled quarterly.

Join Zoom Meeting <https://lompocschools.zoom.us/j/86507667784?pwd=UXViU1YwaC9JVG5TbldnV0JNazhXZz09>

Meeting ID: 865 0766 7784 Passcode: 605155

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ATTACHMENT A: AB 361 RESOLUTION

A RESOLUTION OF THE EXECUTIVE BOARD OF THE ALLAN HANCOCK COLLEGE CONSORTIUM AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE GOVERNING BOARD OF THE CONSORTIUM PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Allan Hancock College Consortium is committed to preserving and nurturing public access and participation in meetings of the Executive Board; and

WHEREAS, all meetings of Allan Hancock College Consortium's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 — 54963), so that any member of the public may attend, participate, and watch the Consortium's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Consortium's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, an additional condition for meeting remotely is that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, Santa Barbara County Public Health Department recommends social distancing; and

WHEREAS, the Executive Board does hereby find that meeting in-person has caused, and will continue to cause, conditions within the Consortium Region that are likely to be beyond the control of services, personnel, equipment, and facilities of the Consortium, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Executive Board does hereby find that the Allan Hancock College Consortium shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph of subdivision (e) of section 54953; and

WHEREAS, Zoom links have been provided to ensure access for the public.

NOW, THEREFORE, THE EXECUTIVE BOARD OF Allan Hancock College Consortium DOES

HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Executive Board has reconsidered the circumstances of the state of emergency, and the following conditions exist:

The state of emergency continues to directly impact the ability of the members of the Consortium Board to meet safely in person; and

Local officials continue to impose or recommend measures to promote social distancing.

Section 3. Remote Teleconference Meetings. The Allan Hancock College Consortium is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act. Meetings experiencing technical interruptions will be terminated and rescheduled.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective for 30 days, or such time the Executive Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Allan Hancock College Consortium may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Executive Board of the Allan Hancock College Consortium, this 14th day of December 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sofia Ramirez Gelpi
Chair
Consortium Board

Date

Elaine Webber
Co-Chair
Consortium Board

Date

ATTACHMENT B: CAEP CONSORTIUM FISCAL REPORTING

11/29/21, 11:48 PM

NOVA: CAEP Consortium Fiscal Reporting 01 Allan Hancock College Consortium

CAEP Consortium Fiscal Reporting 01 Allan Hancock College Consortium

2021-22 Fiscal Year

Certification

Certification Authority

Sofia Ramirez Gelpi
Dean, Academic Affairs

Quarter 1 Status Quarter 2 Status Quarter 3 Status Quarter 4 Status
Uncertified Uncertified Uncertified Uncertified

Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Allan Hancock Joint CCD	Submitted	Not Submitted	Not Submitted	Not Submitted
Lompoc Unified	Submitted	Not Submitted	Not Submitted	Not Submitted

Allan Hancock Joint CCD

Allan Hancock Joint CCD Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$6,619	\$0	100%	\$108,822	6.08%	\$102,203
2000 - Non-Instructional Salaries	\$61,602	\$0	100%	\$843,285	7.31%	\$781,683
3000 - Employee Benefits	\$18,435	\$0	100%	\$301,369	6.12%	\$282,934
4000 - Supplies and Materials	\$12,603	\$0	100%	\$122,359	10.3%	\$109,756
5000 - Other Operating Expenses and Services	\$53,504	\$0	100%	\$152,679	35.04%	\$99,175
6000 - Capital Outlay	\$2,225	\$0	100%	\$181,976	1.22%	\$179,751
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,750	\$0	100%	\$85,054	9.11%	\$77,304
Totals	\$162,738	\$0	100%	\$1,795,544	9.06%	\$1,632,806

Corrective Action Plan

At the end of quarter 1, purchase orders are pending that are expected to clear in quarter 2.

Summary of Activities:

In the first quarter, marketing, outreach, and student-guided navigation strategies continue as primary strategies. We see a steady increase in registration and the need to increase program capacity.

Status
Submitted

Allan Hancock Joint CCD Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$6,619	\$0	100%	\$108,822	6.08%	\$102,203
2000 - Non-Instructional Salaries	\$61,602	\$0	100%	\$843,285	7.31%	\$781,683
3000 - Employee Benefits	\$18,435	\$0	100%	\$301,369	6.12%	\$282,934
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7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,750	\$0	100%	\$85,054	9.11%	\$77,304
Totals	\$162,738	\$0	100%	\$1,795,544	9.06%	\$1,632,806

Status

Unsubmitted

 Allan Hancock Joint CCD Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$6,619	\$0	100%	\$108,822	6.08%	\$102,203
2000 - Non-Instructional Salaries	\$61,602	\$0	100%	\$843,285	7.31%	\$781,683
3000 - Employee Benefits	\$18,435	\$0	100%	\$301,369	6.12%	\$282,934
4000 - Supplies and Materials	\$12,603	\$0	100%	\$122,359	10.3%	\$109,756
5000 - Other Operating Expenses and Services	\$53,504	\$0	100%	\$152,679	35.04%	\$99,175
6000 - Capital Outlay	\$2,225	\$0	100%	\$181,976	1.22%	\$179,751
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,750	\$0	100%	\$85,054	9.11%	\$77,304
Totals	\$162,738	\$0	100%	\$1,795,544	9.06%	\$1,632,806

Status

Unsubmitted

Allan Hancock Joint CCD Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$6,619	\$0	100%	\$108,822	6.08%	\$102,203
2000 - Non-Instructional Salaries	\$61,602	\$0	100%	\$843,285	7.31%	\$781,683
3000 - Employee Benefits	\$18,435	\$0	100%	\$301,369	6.12%	\$282,934
4000 - Supplies and Materials	\$12,603	\$0	100%	\$122,359	10.3%	\$109,756
5000 - Other Operating Expenses and Services	\$53,504	\$0	100%	\$152,679	35.04%	\$99,175
6000 - Capital Outlay	\$2,225	\$0	100%	\$181,976	1.22%	\$179,751
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,750	\$0	100%	\$85,054	9.11%	\$77,304
Totals	\$162,738	\$0	100%	\$1,795,544	9.06%	\$1,632,806

Status
Unsubmitted

Lompoc Unified

Lompoc Unified Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$84,666	\$0	100%	\$835,425	10.13%	\$750,759
2000 - Non-Instructional Salaries	\$34,637	\$0	100%	\$237,030	14.61%	\$202,393
3000 - Employee Benefits	\$28,794	\$0	100%	\$357,070	8.06%	\$328,276
4000 - Supplies and Materials	\$6,781	\$0	100%	\$139,858	4.85%	\$133,077
5000 - Other Operating Expenses and Services	\$40,588	\$0	100%	\$219,443	18.5%	\$178,855
6000 - Capital Outlay	\$0	\$0	100%	\$28,619	0%	\$28,619
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,308	\$0	100%	\$90,872	10.24%	\$81,564
Totals	\$204,774	\$0	100%	\$1,908,317	10.73%	\$1,703,543

Corrective Action Plan

Staffing shortages are ongoing this year. We have filled several positions and anticipate filling others soon. Additional materials and supplies for expanded programming are also being obtained in Q2 and Q3.

Summary of Activities:

We expanded our ESL programming with additional newcomer instructors. We also implemented a marketing campaign which continues to help us attract new students.

Status
Submitted

Lompoc Unified Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$84,666	\$0	100%	\$835,425	10.13%	\$750,759
2000 - Non-Instructional Salaries	\$34,637	\$0	100%	\$237,030	14.61%	\$202,393
3000 - Employee Benefits	\$28,794	\$0	100%	\$357,070	8.06%	\$328,276
4000 - Supplies and Materials	\$6,781	\$0	100%	\$139,858	4.85%	\$133,077
5000 - Other Operating Expenses and Services	\$40,588	\$0	100%	\$219,443	18.5%	\$178,855
6000 - Capital Outlay	\$0	\$0	100%	\$28,619	0%	\$28,619
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,308	\$0	100%	\$90,872	10.24%	\$81,564
Totals	\$204,774	\$0	100%	\$1,908,317	10.73%	\$1,703,543

Status

Unsubmitted

 Lompoc Unified Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$84,666	\$0	100%	\$835,425	10.13%	\$750,759
2000 - Non-Instructional Salaries	\$34,637	\$0	100%	\$237,030	14.61%	\$202,393
3000 - Employee Benefits	\$28,794	\$0	100%	\$357,070	8.06%	\$328,276
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6000 - Capital Outlay	\$0	\$0	100%	\$28,619	0%	\$28,619
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,308	\$0	100%	\$90,872	10.24%	\$81,564
Totals	\$204,774	\$0	100%	\$1,908,317	10.73%	\$1,703,543

Status

Unsubmitted

 Lompoc Unified Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$84,666	\$0	100%	\$835,425	10.13%	\$750,759
2000 - Non-Instructional Salaries	\$34,637	\$0	100%	\$237,030	14.61%	\$202,393
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6000 - Capital Outlay	\$0	\$0	100%	\$28,619	0%	\$28,619
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,308	\$0	100%	\$90,872	10.24%	\$81,564
Totals	\$204,774	\$0	100%	\$1,908,317	10.73%	\$1,703,543

Status
Unsubmitted



California
Community
Colleges

NOVA
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