

CAEP Public Meeting Agenda

Date: June 24, 2021

Time: 3:00 pm – 4:30 pm

Zoom: Meeting ID 990 3531 5683



The meeting will be available at both regional consortium locations via Zoom ID 946 8691 2354

- 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: Elaine Webber

1. Call to Order

2. Roll Call & Establishment of Quorum

3. Guest Presentations

3.1. Full Capacity Marketing

4. Approval of Agenda

5. Public Comment and Entity Comment*

The 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.

6. Approval of Minutes/record of meetings

6.1. Approval of Minutes from April 22, 2021 Regular Public Meeting

6.2. Approval of Minutes from May 27, 2021 Special Meeting.

7. Presentations/Oral Reports

7.1. Member reports

Ms. Elaine Webber, Principal LASCC, will provide an update on LASCC programs; Dr. Ramirez Gelpi, Academic Dean, will provide an update on Community Education programs.

8. Action Items

8.1. Approval of the 2021-2022 North Santa Barbara County Annual Plan

A recommendation that the consortium board approve the 2021-2022 Consortium Annual Plan (due August 15, 2021).

The plan contains background, goals and strategies taken directly from the Consortium's Three-Year Plan and includes brief member updates. This plain contains the final of the consortium's three goals and will involve updating our governing documents, among other things.

8.2 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)

A recommendation that the consortium board approve certification of the 19/20 and 20/21 Member Expense Report Q3 (Consortium certification due by June 30, 2021.)

Both members of the consortium are still spending 19/20 funds. The deadline to fully expend these funds is 1/22 although extension through 3/22 is allowable. Ours is one of a handful of consortia that are still trying to spend down the 19/20 funds. Reduced student enrollment plus inability to fill all staff positions both have contributed to the limited ability to spend carryover.

9. Discussion/Information

9.1. 21/22 Member Program Year Budget and Work Plans due in Nova September 30

9.2. AB 1491 Adult Education proposed legislation: carryover of consortium funds (legislation has been archived)

10. Old Business

10.1. Consortium Name Change

11. New Business

12. Adjournment

The next regular meeting of the consortium board will be held on Thursday, August 26, 2021.

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 alternate fourth Thursdays of the month at 3:00 pm.

Zoom Topic: CAEP Meeting ID 946 8691 2354 Meeting URL: <https://cccconfer.zoom.us/j/94686912354>

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2021-2022 Proposed Bi-Monthly Consortium Regular Meeting Schedule aligned with CAEP Deadlines. Regular Meetings are scheduled the fourth Thursday of every month from 3:00 p.m. to 4:30 p.m.

August 26, 2021
October 28, 2021
December 23, 2021
February 24, 2022
April 28, 2022
June 23, 2022

Calendar of Events/Due Dates

June 2021

- **Jun 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4

August 2021

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2021-22 due in NOVA *

September 2021

- **Sep 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA *
- **Sep 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 21/20 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

October 2021

- **Oct 30:** 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
- **Oct 31:** Student data due in TOPSPro (Q1)

December 2021

- **Dec 1:** July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 1:** 19/20, 20/21 & 21/22 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 19/20, 20/21 & 21/22 Member Expense Report certified by Consortia in NOVA (Q1) *
- **Dec 31:** End of Q2

January 2022

- **Jan 31:** Student Data due in TOPSPro (Q2)

February 2022

- **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.

March 2022

- **Mar 1:** Member expense report is due in NOVA.
- **Mar 31:** 19/20 and 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q2) *
- **Mar 31:** End of Q3

April 2022

- **Apr 30:** Student Data due in TOPSPro (Q3)

May 2022

- **May 2:** CFAD for 2022-23 due in NOVA *

Meeting availability at both regional consortium locations via Zoom ID 946 8691 2354

- Allan Hancock College, 800 S. College Drive, Santa Maria, CA93455
- Lompoc Adult School and Career Center 320 North J Street, Lompoc, CA93436

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

Dr. Sofia Ramirez Gelpi called the meeting to order at 3:00 p.m.

2. Roll called with the following members present: Lau, Webber, Jaramillo, Ramirez Gelpi.

All present: Quorum established; Absent: none

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

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

On a motion by Webber, seconded by Lau, presentations were moved to the end of the meeting.

Roll call vote: Ayes: Lau, Webber, Jaramillo, Ramirez Gelpi. Noes: none; Abstentions: none

4. On a motion Lau, seconded by Webber, the minutes of February 25, 2021, meeting were approved.

Roll call vote: Ayes: Lau, Webber, Jaramillo. Abstentions: Ramirez Gelpi.

5. Guest Presentations

5.1 Full Capacity Marketing presented its work for the consortium to date.

6. Public Comment and Entity Comment

No Public Comment

7. Presentations/Oral Reports

7.1. Member reports: LASCC provided a program report.

8. Action Items

8.1. **On a motion from Ramirez Gelpi, seconded by Webber, board approved the Consortium Fiscal Administration Declarations (CFAD) for 2021-2022 as presented.** Roll call vote: Ayes: Lau, Webber, Jaramillo, Ramirez Gelpi. Noes: Abstentions: none.

8.2. **On a motion from Ramirez Gelpi, seconded by Webber, the board approved future increases or decreases to the Consortium's 2021-2022 AEBG CAEP funding, pursuant to state budget revisions and requirements.**

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

9. Discussion/Information

9.1. Three-Year Plan Status was discussed.

9.2. AB 1491 Adult Education proposed legislation for carryover funding was discussed.

10. New Business

10.1. Consortium name was discussed and tabled for future meetings.

11. Old Business - None

12. Adjournment 3:22 end

The next regular meeting of the consortium board will be held on Thursday, June 24, 2021.



Special Meeting Minutes

Date: Thursday, May 27, 2021

Time: 3:00 p.m.

Zoom Meeting ID: 946 8691 2354

**The meeting will be available at both regional consortium locations via Zoom ID 946 8691 2354
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

Dr. Sofia Ramirez Gelpi called the meeting to order at 3:00 p.m.

2. Roll Call & Establishment of Quorum

Roll called with the following members present: Lau, Webber, Jaramillo, Ramirez Gelpi.

All present: Quorum established; Absent: none

3. Approval of Agenda as Presented

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

Roll call vote: Ayes: Lau, Webber, Jaramillo, Ramirez Gelpi. Noes: none; Abstentions: none

4. Guest Presentation - Full Capacity Marketing

Celina Shands and Maryanne Conlin, of Full Capacity Marketing, presented on work done to date.

5. Public Comment and Entity Comment

No public comment or entity comment.

6. Discussion – Consortium Name

The Board Members discussed the consortium name.

7. Adjournment: Adjourned at 4:20 p.m.

The next regular meeting of the consortium will be held on Thursday, June 24, 2021.

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Allan Hancock College Consortium

Members

Allan Hancock Community College

Lompoc Unified School District (Lompoc Adult School and Career Center)

Annual Plan 2021-2022 Allan Hancock College Consortium

The Consortium's goals and strategies for this plan were designed to align with the Consortium's vision and mission, as well as the AEBG Student Progress Framework. These address the "Connection, Entry, Progress, and Completion" elements of the Framework, and reflect milestones in the student journey (engagement, measurable progress, transition, completion, and outcome). Basic skills, English language skills, attainment of a high school diploma or equivalent, and Career Technical Education (CTE) are essential needs in the Consortium region.

Plans & Goals Executive Summary

Consortium Members responded to the challenges of providing services amid the COVID-19 emergency by adopting distance-learning, remote services, and other strategies. Execution of the Annual Plan will incorporate these and other programmatic changes, supportive measures, supplies/materials purchases, professional development, curriculum development, etc. needed to deliver services to all individuals.

The consortium's vision and mission statements were developed/validated by the Consortium during planning sessions for the three-year plan:

Vision: *The Northern Santa Barbara County Adult Education Consortium is a collaboration providing programs and support to assist adults in reaching academic and career goals.*

Mission: *To provide adults the academic and career skills necessary to foster opportunities for a living wage, a high quality of life and productive community involvement*

Allan Hancock College, the only provider of noncredit adult education in the region, enrolls over 8,500 students annually within the seven program areas. Classes are offered on its three campuses (SM, LVC, SYVC) and in partnership with a vast network of community-based organizations (CBO), at over 45 satellite locations. Per semester, current academic offerings include approximately 19 sessions in Adult Basic Education, 85 sessions in Noncredit ESL, six sessions in Citizenship, 12 sessions for Adults with Disabilities, 54 sessions in Vocational Education, and two sessions in parent education.

Allan Hancock Community Education (noncredit programs) offers 10 certificate programs, is pending approval on six new programs, and is in development of a series of Career Technical Education certificate

programs. In addition, contextualized learning classes, pre-CTE courses, digital badging and hybrid classroom development are in the research and development stage.

Lompoc Adult School and Career Center: the only K-12 adult education provider in the Northern County, Lompoc Adult School and Career Center (LASCC), provides essential adult programs to the region. Through CAEP, LASCC continues to increase its student enrollment and improve its persistence. LASCC expanded its Career Center to become a virtual and remote service support, providing support for incoming students choosing a pathway diploma, navigating students to college and career, resume writing, and other services. Expansion of ASE/ABE and English Language (ESL) classes included newcomer instructors for all incoming students to ensure digital literacy skills and foundational program understanding prior to beginning coursework. Additionally, LASCC expanded distance-learning services for parents of 135 K-12 students, providing specific foundational and digital literacy skills that support children's success.

LASCC expanded its High School Diploma class to include several ASE instructors. Additionally, LASCC expanded its programming to include as Integrated Education and Training (IET) and Integrated English Literacy and Civics Education (IELCE).

Regional Planning Overview

To more effectively plan, the consortium engaged in a series of activities:

- A. The CAEP Three-Year Planning Self-Assessment Tool was utilized by the Member Districts to assist in the process of planning.
- B. A professionally facilitated series of planning meetings were held to gather input from the Member District administrators.
- C. A meeting was held with district members in attendance, where Econ-Alliance hosted a Workforce & Literacy Initiative forum. Presentation included Labor Market information, in addition, seven different leading business industries answered questions on entry-level career positions and the types of education and skills needed for those jobs.
- D. A meeting was held with consortium members in attendance, where the Workforce development Board delivered presentations on Labor Market information.
- E. A meeting held at the Santa Maria Hancock Campus where United Way delivered a presentation and forum on their new report *Struggling to Stay Afloat: The Real Cost Measure in California 2018*
- F. The CAEP Consortium Factsheet, released in April 2019, was used as a cross reference tool to validate data in this Plan

Allan Hancock College Joint Community College District (AHC) and the Lompoc Unified School District (LUSD) co-lead the Northern Santa Barbara County Adult Education Consortium. The Consortium completed a self-assessment and determined: (1) how it has performed in serving the regional needs with the current developed programs, (2) additional gaps in adult education programming and (3) what new program(s) the member agencies Consortium will develop.

Evaluating each consortium member's view of educational priorities, goals were identified regarding the need to enhance current and develop new programs such as pre-career technical training in disciplines that include healthcare, business, information technology, and workplace readiness.

Consortium members identified a wide variety of strategies, which the consortium can implement to achieve its goals. This includes adding or expanding staff positions as well as contracting for services. Additionally, consortium members recognized that curriculum, materials, technology, supplies, and professional development may be researched and purchased. Other expenditures, including marketing and capital improvements, may even be required. Expansion and creation of new programming as well as exploration and creation/redefinition of partnerships also will be essential components.

To achieve its initial goal, the consortium determined that researching other consortia and best practices would help inform and could provide structures, processes, and concepts for consideration toward making progress on this first goal. As such, site visits and dialogue with other adult schools will offer a starting point.

The consortium will research and identify the ideal methods to collect information from students regarding student needs and interests. Industry and local employers also possess data required to inform the consortium. Partnerships may require expansion, review, and creation as the consortium will examine its status and ensure that industry sectors in the North Santa Barbara County are included in dialogue with the consortium in a meaningful and effective fashion to advise and inform the consortium board.

Proposed programs would follow the proposed Consortium guidelines below, with programs:

1. aligned with the CAEP seven program areas
2. aligned with Consortium's Community Data
3. aligned with labor market information data
4. developed to include creation, monitoring, and evaluation of measurable program outcomes and metrics

Meeting Regional Needs

At the time of this plan writing, changes brought on by COVID-19 continue to create unknown outcomes. However, the Consortium's original goals remain applicable although modifications may be made as the Consortium determines how to best serve the region in these changing times through use of best practice research from CAEP agencies and consortia, from educational resources and from partner and industry advisory/input structures, among other things.

Goal: Improve Consortium's administrative and program effectiveness

- Refine and formalize Northern Santa Barbara County Consortium governance document, achieving a comprehensive program review of Consortium/governance structure by June 2022.
- Enhance Consortium professional development opportunities for instructors and staff, and evaluate impact and identification of next steps in professional development by June 2022.
- Increase Consortium partnerships to leverage funding and resource opportunities with formation of an advisory body by June 2022.
- Address sustainability by identifying and leveraging new adult education funding sources, with reevaluation of strategies to align to current funding streams by June 2022.

This annual plan will assist with implementation of both regional and local strategies to address the priorities identified by labor market data analysis, and stakeholder feedback, student and faculty surveys, as well as the needs analysis done by each consortium member.

The following chart taken from the Consortium's Three-Year plan illustrates the goals for 2021-2022.

Goal Statement: Improve Consortium's administrative and program effectiveness					
Inputs	Activities	Outputs	Immediate (Short-Term) Outcomes	Intermediate Outcomes	Long-Term Outcomes / Impact
<i>In order to accomplish a set of activities we will need the following:</i>	<i>In order to address a problem we will accomplish the following activities:</i>	<i>We expect that once accomplished, these activities will produce the following evidence or service delivery:</i>	<i>We expect that if accomplished these activities will lead to the following changes in the next year:</i>	<i>We expect that if accomplished these activities will lead to the following changes in 3 years:</i>	<i>We expect that if accomplished these activities will lead to the following changes in 5 years:</i>
CAEP funding requirements CAEP allowable expenditures Governance document Review of similar-size, funded consortia	Activity 3.1: Refine and formalize Northern Santa Barbara County Consortium governance document Activity 3.2: Enhance Consortium professional development opportunities for instructors and staff Activity 3.3: Increase Consortium partnerships to leverage funding and resource opportunities Activity 3.4: Address sustainability by identifying and leveraging new adult education funding sources	Revised governance document outlining Consortium policies, procedures, practices Develop a deeper and broader understanding of how Adult Ed. is funded, structured, delivered, and evaluated Stronger and more established community partnerships Develop a strategic plan to identify economies of scale across regional partnership and resources	Drafting and adoption of revised governance document Identification of relevant, high-priority strategic professional development Regularly scheduled community stakeholder meetings Implement strategies to leverage existing resources and identify new funding sources	Annual review of governance compliance Mid-Term: Creation of a schedule of professional development Ongoing engagement with CBDs, invited to have a seat at the table Add strategies to the strategic plan	Comprehensive program review of Consortium/governance structure Evaluation of impact and identification of next steps in professional development Formation of an advisory council for the consortium Reevaluation of strategies to align to current funding streams
Assumptions			External Factors		
Manageable enrollment fluctuations, Sustainability or increase in funding, Ability to accurately track Consortium student enrollment, completion, etc.			Stability of economy, Changing demographics Potential partner willingness to collaborate		
SMART Progress Indicator 3: By June 2022, perform a Governance review, make update recommendations, and create a professional development schedule.					

Following is an outline of the initial Steps/Activities to be considered and taken by the consortium.

Goal #3: Improve Consortium's administrative and program effectiveness

- Activity 3.1: Refine and formalize Northern Santa Barbara County Consortium governance document
 - Revised governance document outlining Consortium policies, procedures, practices
 - Drafting and adoption of revised governance document
 - Annual review of governance compliance
 - Comprehensive program review of Consortium/governance structure
- Activity 3.2: Enhance Consortium professional development opportunities for instructors and staff
 - Develop a deeper and broader understanding of how Adult Ed. is funded, structured, delivered, and evaluated
 - Identification of relevant, high-priority strategic professional development
 - Identification of relevant, high-priority strategic professional development
 - Creation of a schedule of professional development
 - Evaluation of impact and identification of next steps in professional development

- Activity 3.3: Increase Consortium partnerships to leverage funding and resource opportunities
 - Stronger and more established community partnerships
 - Develop a strategic plan to identify economies of scale across regional partnership and resources
 - Implement strategies to leverage existing resources and identify new funding sources
 - Add strategies to the strategic plan
 - Reevaluation of strategies to align to current funding streams
- Activity 3.4: Address sustainability by identifying and leveraging new adult education funding sources.
 - Develop a strategic plan to identify economies of scale across regional partnership and resources
 - Implement strategies to leverage existing resources and identify new funding sources
 - Add strategies to the strategic plan
 - Reevaluation of strategies to align to current funding streams

Gaps in Service / Regional Needs

The Consortium planning sessions identified gaps in the regional data. Among these gaps were the need for more Basic Skills and ESL classes (satellite offerings closer to potential students), the expansion of a High School Diploma program, HSE, and relevant Career Technical Education programs.

How do you know? What resources did you use to identify these gaps?

Planning sessions identified gaps in the region using data from a variety of sources. Data centered on the areas identified in the Community data: Basic Skills, English as a Second Language (ESL), High School Diploma, High School Diploma Equivalency (HSE), Career Technical Education (CTE), and career readiness programs. In addition to reviewing regional data as well as addressing the infrastructure and governance gaps. Consortium goals and strategies were also established. Surveys and input from stakeholders, including staff, industry, partners, and community helped to inform the regional planning.

- A. The CAEP Three-year Planning Self-Assessment Tool was utilized by the Member Districts to assist in the process of planning.
- B. A professionally facilitated series of planning meetings were held to gather input from the Member District administrators.
- C. A meeting was held with district members in attendance, where Econ-Alliance hosted a Workforce & Literacy Initiative forum. Presentation included Labor Market information, in addition, seven different leading business industries answered questions on entry-level career positions and the types of education and skills needed for those jobs.
- D. A meeting was held with consortium members in attendance, where the Workforce development Board Delivered presentations on Labor Market information.
- E. A meeting held at the Santa Maria Hancock Campus where United Way delivered a presentation and forum on their newly released report: *Struggling to Stay Afloat: the Real Cost Measure in California 2018*.
- F. The CAEP Consortium Factsheet, released in April 2019, was used as a cross. reference tool to validate data in this Plan.

How will you measure effectiveness / progress towards meeting this need?

Goal #3: Improve Consortium's administrative and program effectiveness

- Completion of and implementation of a formal Consortium governance document by June 2022.
- Surveys to measure engagement in professional development activities along with follow-up surveys to assess how information from these trainings and workshops is being utilized in the classroom to retain students and accelerate learning and program completion/.
- Increased Consortium partnerships to leverage funding and resource opportunities through advisory body creation by June 2022.
- Development of a plan to address sustainability by identifying and leveraging new adult education funding sources by June 2022.

Gaps in Service

Consortium Gaps were identified by analyzing the community data of those 25 and older against existing programs:

1. *27% have less than a high school diploma*
 - Need for more ABE/ASE (basic skills) offerings than currently being delivered
 - Increase in High School Diploma (HSD) offerings needed
 - Enhancement of High School Equivalent (HSE) programs to foster more completions
 - Targeted community marketing and outreach efforts
 - Research and/or implement innovative instructional delivery methods to meet demand
 - Infrastructure support required for identified gaps
2. *27% speak English less than "very well"*
 - Provision of English language literacy offerings in more convenient sites
 - Targeted community marketing and outreach efforts
 - Research and/or implement innovative instructional delivery methods to meet demand
3. *9% living in poverty (Fed Standard), 37% struggling (United Ways of CA standard), 9.4% unemployment in Santa Maria and 6.3% in Lompoc (EDD LMID)*
 - Shortage of programs aligned with student interests, regional employment opportunities and State occupational projections
 - Need for more pre-apprenticeship, CTE and other programs while providing paid opportunities for inter/externships

Seamless Transitions

Seamless transitions for existing and additional course offerings, programs, and certifications will be reviewed beginning in early fall 2021, to deepen understanding of needs from the consortium's 2019 , 2022 planning data and to identify relevant successes from other consortia. Consortium members will evaluate and identify key transition elements for planning and implementation by June 2022.

Student Acceleration

Implementing strategies for student acceleration includes existing curriculum review to identify opportunities for acceleration, researching the successes of other consortia, assessing viable options to meet our consortium's needs, and analyzing this information among consortium members in early fall 2021, with planning and implementation of strategies by spring 2022.

Professional Development

Research on ongoing opportunities for professional development will continue in 2021-2022 while seeking experts on a variety of topics to make the best determinations for the annual plan. This will include contracting with agencies that provide professional development, such as COABE, ACCE, and CAEL while reaching out to other consortia to learn from their experiences. Recommendations for professional development also will be obtained from the consortium members and their staff as it supports the annual plan. Consortium-wide professional development planning and implementation will begin as early as spring 2022.

Leveraging Resources

Employers and select community-based organizations are important partners to engage to communicate needs for curriculum development and serve the needs of students and the community. The consortium is working with community partners to assess needed education level for entry-level positions, Tier 1 jobs, as well as necessary skills needs for mid-level jobs, (Tier 2 jobs) and upper/senior level positions (Tier 3 jobs).

Community Key Partners have expressed a need for soft skills (career readiness/preparation) and specific vocational training classes in order to meet industry needs and standards. By exploring partnerships with community-based organizations and businesses, the Consortium can align needs through course offerings as well as explore employment pathways while also creating a pathway from adult school/noncredit classes to industry certificates. The Consortium will use Labor Market data, employer needs, student feedback and regional demographics to guide the development of new programs and partnerships opportunities. Current key partners, such as Goodwill Industries, Department of Rehabilitation, Workforce Resource Center, and Vocational Training Center offer classes, case management, support services and/or paid internship opportunities. The Consortium will review programs, wrap-around services, and develop course work and certifications for vocational skills training, retaining employment, and advancing in current employment.

Fiscal Management

This 2021-2022 Program Year Plan derives from the Consortium's 2019-2022 Three-Year Plan which was created through a variety of steps that included the inventory of current adult education programs and services offered within the Consortium region. Additionally, the Consortium members completed the Self-

Assessment worksheet identifying areas in need of governance, policy and consensus. The Consortium student survey was administered to over 700 students enrolled in basic skills, ESL, HS Diploma/Equivalency, Vocational, and other classes. Forty-four adult education and noncredit faculty responded to a survey and 32 faculty attended faculty forums. From this, the consortium created a summary of recommendations. It is from this data that the 2021-2022 Annual Plan was created.

Carry-Over Funds Approach

Consortium members have been reviewing remaining carry-over funds to examine possibilities for applying them to the 2021-2022 strategies.

Reduced student participation during the COVID-19 pandemic resulted in the consortium experiencing reduced learner enrollments. With the anticipated return of students to consortium members, operating and staff costs are expected to return to normal levels. Additionally, new services and programming to address economic opportunities and challenges are anticipated to consume carry-over funds.

Specifically, Allan Hancock College (AHC) continues to use carry-over funds to provide professional development opportunities to noncredit instructors, technology assistance to students (laptop and Wi-Fi hot spot lending program), textbook lending program, instructional equipment lending program, hiring marketing and outreach staff, developing an aggressive marketing plan to educate the community about instructional delivery and services during the COVID-19 pandemic, and ongoing curriculum development (noncredit-to-credit pathways, program review to identify bottlenecks and opportunities for accelerated learning and program completion, and more).

Carryover funds continue to be used at LASCC to support CAEP-related programming and operations in areas such as the following, for example: Covid-19 related costs that include technology and other needs, new program development and implementation, increased staffing, expanded marketing, and professional development. Among other things, Lompoc Adult School and Career Center (LASCC) is scheduled to develop new programs in 2021-2022, including the following: Certified Nursing Assistant, Clinical Medical Assistant, and Licensed Vocational Nursing. Additionally, LASCC is adding new staff positions to include a Director of Nursing Education and bilingual support staff such as Paraeducator and Community Bilingual Liaison. LASCC is also developing new programming such as Integrated Education and Training (IET) and Integrated English Literacy and Civics Education (IELCE) opportunities in key fields. Finally, LASCC is attempting to replace staffing positions that remained unfilled during 2020-2021 due to Covid-19 related hiring challenges. LASCC also plans to develop and offer new services such as Career/College aligned counseling through purchase of the Dream Catcher Program. New ASE/ABE tutors and math instructors are also included for 2021-2022. Redesign of the K-12 Student Success parent education program is scheduled for 2021-2022 with a cohort model design that supports success along the entire continuum of education. LASCC is also developing improved transitions to college credit programs and to local employers.

CAEP Consortium Fiscal Reporting 01 Allan Hancock College Consortium

2020-21 Fiscal Year

Certification

Certification Authority
Sofia Ramirez Gelpi
Dean, Academic Affairs

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

Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Allan Hancock Joint CCD	Submitted	Submitted	Submitted	Not Submitted
Lompoc Unified	Submitted	Submitted	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	\$10,897	\$10,945	99.56%	\$109,450	9.96%	\$98,553
2000 - Non-Instructional Salaries	\$40,904	\$115,763	35.33%	\$771,750	5.3%	\$730,846
3000 - Employee Benefits	\$16,820	\$30,656	54.87%	\$204,375	8.23%	\$187,555
4000 - Supplies and Materials	\$21,306	\$17,773	119.88%	\$177,734	11.99%	\$156,428
5000 - Other Operating Expenses and Services	\$46,670	\$27,375	170.48%	\$273,750	17.05%	\$227,080
6000 - Capital Outlay	\$0	\$11,572	0%	\$46,289	0%	\$46,289
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,768	\$7,917	85.49%	\$79,167	8.55%	\$72,399
Totals	\$143,365	\$222,001	64.58%	\$1,662,515	8.62%	\$1,519,150

Corrective Action Plan

Due to COVID 19, hiring new staff and launching marketing campaigns were put on hold while programs were relaunched as ERT. We are currently working on removing registration barriers and developing new student support strategies to implement in Spring.

Summary of Activities:

Despite the lower than expected enrollment numbers, most CAEP classes are in session.

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	\$24,526	\$10,945	224.08%	\$109,450	22.41%	\$84,924
2000 - Non-Instructional Salaries	\$91,613	\$115,763	79.14%	\$771,750	11.87%	\$680,137
3000 - Employee Benefits	\$34,309	\$30,656	111.92%	\$204,375	16.79%	\$170,066
4000 - Supplies and Materials	\$24,998	\$17,773	140.65%	\$177,734	14.06%	\$152,736
5000 - Other Operating Expenses and Services	\$89,087	\$27,375	325.43%	\$273,750	32.54%	\$184,663
6000 - Capital Outlay	\$0	\$11,572	0%	\$46,289	0%	\$46,289
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$13,227	\$7,917	167.08%	\$79,167	16.71%	\$65,940
Totals	\$277,760	\$222,001	125.12%	\$1,662,515	16.71%	\$1,384,755

Corrective Action Plan

In the coming quarter, strategic marketing and outreach project plans will launch.

Status
Submitted

Allocation Year Closeout: 2018-19

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2018-19 Reverted Funds:

\$0

2018-19 Status

Closed

Submitting Authority

Dr. Sofia Ramirez Gelpi Ph.D., Dean, Academic Affairs

Margaret Lau, Dean, Academic Affairs

Marina Washburn, Director

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	\$36,809	\$10,945	336.31%	\$109,450	33.63%	\$72,641
2000 - Non-Instructional Salaries	\$144,459	\$115,763	124.79%	\$771,750	18.72%	\$627,291
3000 - Employee Benefits	\$51,902	\$30,656	169.3%	\$204,375	25.4%	\$152,473
4000 - Supplies and Materials	\$35,973	\$17,773	202.4%	\$177,734	20.24%	\$141,761
5000 - Other Operating Expenses and Services	\$95,977	\$27,375	350.6%	\$273,750	35.06%	\$177,773
6000 - Capital Outlay	\$0	\$11,572	0%	\$46,289	0%	\$46,289
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$18,256	\$7,917	230.6%	\$79,167	23.06%	\$60,911
Totals	\$383,376	\$222,001	172.69%	\$1,662,515	23.06%	\$1,279,139

Corrective Action Plan

Due to the pandemic, the CAEP related programs continue to operate at a 60-70% capacity. With the expected return to face-to-face instruction, we anticipate an increased need for student support services and outreach.

**Status
Submitted**

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	\$36,809	\$76,615	48.04%	\$109,450	33.63%	\$72,641
2000 - Non-Instructional Salaries	\$144,459	\$424,463	34.03%	\$771,750	18.72%	\$627,291
3000 - Employee Benefits	\$51,902	\$112,406	46.17%	\$204,375	25.4%	\$152,473
4000 - Supplies and Materials	\$35,973	\$124,414	28.91%	\$177,734	20.24%	\$141,761
5000 - Other Operating Expenses and Services	\$95,977	\$191,625	50.09%	\$273,750	35.06%	\$177,773
6000 - Capital Outlay	\$0	\$11,572	0%	\$46,289	0%	\$46,289
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$18,256	\$55,417	32.94%	\$79,167	23.06%	\$60,911
Totals	\$383,376	\$996,512	38.47%	\$1,662,515	23.06%	\$1,279,139

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	\$96,601	\$167,014	57.84%	\$668,055	14.46%	\$571,454
2000 - Non-Instructional Salaries	\$39,621	\$66,074	59.96%	\$220,246	17.99%	\$180,625
3000 - Employee Benefits	\$34,727	\$60,885	57.04%	\$304,427	11.41%	\$269,700
4000 - Supplies and Materials	\$12,489	\$37,387	33.4%	\$149,548	8.35%	\$137,059
5000 - Other Operating Expenses and Services	\$68,369	\$142,374	48.02%	\$316,386	21.61%	\$248,017
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$11,990	\$22,175	54.07%	\$73,918	16.22%	\$61,928
Totals	\$263,797	\$495,909	53.19%	\$1,732,580	15.23%	\$1,468,783

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	\$180,347	\$300,625	59.99%	\$668,055	27%	\$487,708
2000 - Non-Instructional Salaries	\$61,075	\$110,123	55.46%	\$220,246	27.73%	\$159,171
3000 - Employee Benefits	\$61,309	\$121,771	50.35%	\$304,427	20.14%	\$243,118
4000 - Supplies and Materials	\$15,130	\$89,729	16.86%	\$149,548	10.12%	\$134,418
5000 - Other Operating Expenses and Services	\$81,519	\$174,012	46.85%	\$316,386	25.77%	\$234,867
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$19,018	\$33,263	57.17%	\$73,918	25.73%	\$54,900
Totals	\$418,398	\$829,523	50.44%	\$1,732,580	24.15%	\$1,314,182

Corrective Action Plan

New programming to be implemented spring 2021 and to include additional salaries, benefits, and materials/supplies.

Status

Submitted

Allocation Year Closeout: 2018-19

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2018-19 Reverted Funds:

\$0

2018-19 Status

Closed

Submitting Authority

Margarita Reyes 3346417, Director Fiscal Services

Lompoc Adult School and Career Center Elaine Webber, Principal

Brian Jaramillo, Director

John Grelck IV, Budget Analyst

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	\$275,006	\$467,639	58.81%	\$668,055	41.17%	\$393,049
2000 - Non-Instructional Salaries	\$89,594	\$165,185	54.24%	\$220,246	40.68%	\$130,652
3000 - Employee Benefits	\$96,278	\$197,878	48.66%	\$304,427	31.63%	\$208,149
4000 - Supplies and Materials	\$18,144	\$127,116	14.27%	\$149,548	12.13%	\$131,404
5000 - Other Operating Expenses and Services	\$93,871	\$189,832	49.45%	\$316,386	29.67%	\$222,515
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$27,280	\$51,743	52.72%	\$73,918	36.91%	\$46,638
Totals	\$600,173	\$1,199,391	50.04%	\$1,732,580	34.64%	\$1,132,407

Corrective Action Plan

Supplies and materials for new LVN program and other new IELCE programming will be purchased. Additionally, new staff positions and ongoing staff vacancies are anticipated to be filled soon. These items are planned to address expenditure issues.

Summary of Activities:

All programs operating via distance learning due to Covid restrictions. Students slowly returning to school in Q3 over Q1 and Q2.

Status
Submitted

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	\$275,006	\$668,055	41.17%	\$668,055	41.17%	\$393,049
2000 - Non-Instructional Salaries	\$89,594	\$220,246	40.68%	\$220,246	40.68%	\$130,652
3000 - Employee Benefits	\$96,278	\$304,427	31.63%	\$304,427	31.63%	\$208,149
4000 - Supplies and Materials	\$18,144	\$149,548	12.13%	\$149,548	12.13%	\$131,404
5000 - Other Operating Expenses and Services	\$93,871	\$316,386	29.67%	\$316,386	29.67%	\$222,515
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$27,280	\$73,918	36.91%	\$73,918	36.91%	\$46,638
Totals	\$600,173	\$1,732,580	34.64%	\$1,732,580	34.64%	\$1,132,407

Status
Unsubmitted



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