



Special Meeting Agenda

Date: June 22, 2023

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 S-106, Santa Maria, CA 93455

Lompoc Unified School District, 1301 North A Steet, Board Room, 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**
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. **Action Items**

5.1 **21/22 and 22/23 Member Expense Report Certified in NOVA Q3 ([Attachment A](#))**

A recommendation that the consortium board approve certification of the 21/21 and 22/23 Member Expense Report Q3 (Consortium certification due by June 30, 2023.) Both members of the consortium are still spending 21/22 funds. The deadline to fully expend these funds is 1/24 although extension through 3/24 is allowable.

5.2 **Uncertify and Recertify Member Current Budgets**

A recommendation that the Board approve uncertifying and recertifying member agencies' current budgets in order for the agencies to remove negative balances for upcoming financial reporting deadlines. The NOVA system will not allow negative balances to be submitted on member financial reports. Member agency current budgets will be uncertified, allowing each agency to adjust the budget and remove negative balances. Then, the current budgets will be recertified.

6. **Project Update**

The evergreen magazine project with AHC, SBCC and LASCC went into production in early June and is anticipated to be mailed shortly.

7. **Future Meetings**

A calendar of proposed meetings aligned to CAEP due dates through December 2023, has been created and is attached to the agenda.

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
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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 Due Dates	Proposed Consortium Meeting Date
July 2023 <ul style="list-style-type: none"> • Jul 15: Student Data due in TOPSPro (Q4) FINAL August 2023 • <u>Aug 15: Annual Plan for 2023-24 due in NOVA *</u> September 2023 <ul style="list-style-type: none"> • Sep 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q4) • Sep 1: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA * • <u>Sep 1: 22/23 Certification of Allocation Amendment due in NOVA</u> 	August 10, 2023 3:30 p.m.
<ul style="list-style-type: none"> • <u>Sep 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *</u> • Sep 30: 22/23 Member Program Year Budget and Work Plan due in NOVA • Sep 30: End of Q1 	September 28, 2023 3:30 p.m.
October 2023 <ul style="list-style-type: none"> • <u>Oct 30: 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA *</u> • Oct 31: Student data due in TOPSPro (Q1) • Oct 31: Employment and Earnings Follow-up Survey 	October 26, 2023 3:30 p.m.
December 2023 <ul style="list-style-type: none"> • <u>Dec 1: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *</u> • Dec 1: 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1) • <u>Dec 31: 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)</u> • Dec 31: End of Q2 	November 16, 2023 3:30 p.m. December 14, 2023 3:30 p.m.

ATTACHMENT A: 21/22 AND 22/23 (Q3) MEMBER EXPENSE REPORT

Allan Hancock Joint CCD 2022-23 Q3

Submitted by Dr. Sofia Ramirez Gelpi Ph.D.

Approved by Dr. Sofia Ramirez Gelpi Ph.D.

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$7,951	\$33,914	23.44%	\$113,045	7.03%	\$105,094
2000 - Non-Instructional Salaries	\$195,466	\$262,867	74.36%	\$876,223	22.31%	\$680,757
3000 - Employee Benefits	\$59,834	\$93,893	63.73%	\$312,975	19.12%	\$253,141
4000 - Supplies and Materials	\$22,785	\$38,122	59.77%	\$127,074	17.93%	\$104,289
5000 - Other Operating Expenses and Services	\$43,631	\$47,572	91.72%	\$158,574	27.51%	\$114,943
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$18,032	\$23,687	76.12%	\$78,958	22.84%	\$60,926
Totals	\$347,699	\$500,055	69.53%	\$1,666,849	20.86%	\$1,319,150

Additional Comments

Not Entered

Lompoc Unified 2022-23 Q3

Submitted by Lompoc Adult School and Career Center Elaine Webber

Approved by Dr. Sofia Ramirez Gelpi Ph.D.

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$324,127	\$590,032	54.93%	\$907,742	35.71%	\$583,615
2000 - Non-Instructional Salaries	\$89,607	\$150,509	59.54%	\$231,553	38.7%	\$141,946
3000 - Employee Benefits	\$121,723	\$234,320	51.95%	\$360,493	33.77%	\$238,770
4000 - Supplies and Materials	\$29,883	\$72,692	41.11%	\$111,834	26.72%	\$81,951
5000 - Other Operating Expenses and Services	\$103,021	\$170,390	60.46%	\$262,138	39.3%	\$159,117
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$33,418	\$60,897	54.88%	\$93,688	35.67%	\$60,270
Totals	\$701,779	\$1,278,841	54.88%	\$1,967,448	35.67%	\$1,265,669

Additional Comments

Not Entered



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