



Regular Public Meeting Minutes (virtual) February 5, 2025 9:04am-10:01am

Santa Barbara City College | Online via ZOOM

<https://sbcc.zoom.us>: Meeting ID: 936 5913 6685 Passcode: 706176, +1 (669) 900-6833

I. Call to Order

- a. 9:04am

II. Roll Call & Establishment of Quorum

- a. Members present: Sarah Cameron, Gerardo Cornejo, Carola Smith
b. Members in absentia: Luis Servin
c. Quorum established

III. Welcome from Consortium Chair Carola Smith

IV. Public and Entity Comment*

- a. No public or entity comments.
b. Zoom Chat Box: none

V. Information Items

- a. Consortium Member updates
i. none.
b. Corlei Prieto provides announcements and legislative updates
i. She relays the upcoming 2025-2028 Three-Year Plan deadline of June 20th and reminds the Consortium that we will utilize existing workforce research reports to help craft the report.
ii. She announces and invites everyone to the first Career Skills Institute Job Fair on March 19th. It will be held at the SBCC Wake Campus from 11:30-1:30 and will consist of two optional preparatory skills and interview sessions on February 26th and March 5th. She relays that our CAEP SBAEC grant fiscally supports this program, particularly the CSI Ready.Match.Hire! Program and its efforts in helping our adult learners gain valuable skills to procure employment.

VI. Consent Items

- a. none

VII. Discussion & Action Items *

*** Items that require a vote**

a. *CAEP SBAEC 2024-2025 YR 10 Request for Proposals & Budget Sheets

- SBCC NC English as a Second Language
- SBCC NC Adult High School
- SBCC NC Career Skills Institute (CSI)
- SBCC NC Student Support Services

i. Corlei provides a brief summary of each the RFP submissions and respective budgets. Gerardo inquires if the spending timelines for these requests are feasible. Corlei relays that internally (within our Consortium), we have reduced our spending timeframe from 2.5-3yrs to 1.5 to ensure we meet the required CAEP State spending deadline. She relays that our Consortium will need to add further pressure on our CAEP Program Leads to expend funding faster due to the State's new carryover legislation.

Sarah made a motion to approve. Gerardo seconded.

Vote: Ayes: 3

b. *2024 - 2025 CAEP NOVA Carryover Expenditure Plan

i. See Item 1A below.

Gerardo made a motion to approve. Sarah seconded.

Vote: Ayes: 3

c. *2024 - 2025 CAEP YR 10 DRAFT Budget & Recommendations

i. See Item 1B below.

Gerardo made a motion to approve. Sarah seconded.

Vote: Ayes: 3

d. 2024 - 2025 CAEP SBAEC DRAFT Carryover & Unallocated Funds Discussion

i. Corlei briefly summarizes the prospective carryover budget strategy and plan. She relays that this plan can only proceed if the State CAEP Office approves the request to increase capital outlay. They will inform of us of the status of their decision in March.

e. *2024 - 2025 CAEP SBAEC Special Request for Proposal & Timeline

i. The Consortium review the special RFP questions and determines Friday, March 21st as the submission deadline.

Sarah made a motion to approve. Gerardo seconded.

Vote: Ayes: 3

XIII. Next Regular Public Meeting

a. March 5, 2025

XI. Adjournment

a. 10:01am

Item 1A:

CAEP SBAEC 2024 -2025 est. Carryover and Unallocated Funds : APPROVED 2/5/25	
Estimated Carryover (per CAEP State Office as of 11/01/24)	\$ 901,067.00
Revised Carryover (includes YR 10 approved budget)	\$ 794,351.00
Earmarked Capital Outlay Funds (YRS 8 &9: Furniture/Hardware (\$412,400.00 original a	\$ 350,000.00
SUBTOTAL (includes \$247,487.45 recouped SBPL partner funds)	\$ 444,351.00
TOTAL Remaining Unallocated Funds	\$ 444,351.00

Item 1B:

Programming & Umbrella Services for Programs	Allocation \$1,009,771.00	Distribution %
Recommendation for New & Existing Programs	\$ 654,037.00	87.50%
Marketing/Outreach for CAEP Programs	\$ 180,000.00	
Professional Development for CAEP Programs	\$ 50,000.00	
SUBTOTAL	\$ 884,037.00	
Administration		Distribution %
CAEP Staff (includes 1 full time/1 part time and 25-30% for benefits)	\$ 192,000.00	23.01%
Indirect (4%)	\$ 40,390.00	
SUBTOTAL	\$ 232,390.00	
TOTAL	\$ 1,116,487.00	
Over	-\$ 106,716.00	
2024-2025 Carryover estimate	\$ 901,067.00	
Total Remaining (est. Carryover & Unallocated)	\$ 794,351.00	