



**Regular Public Meeting (virtual) March 1, 2023 9:07am-9:42am**

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. 9:07am

**II. Roll Call & Establishment of Quorum**

- a. Members present: Noelle Barthel, Luis Servin, Gerardo Cornejo, Corlei Prieto
- b. Quorum established

**III. Welcome from SBCC District Designee/In Absentia Representative Corlei Prieto  
(designee in Consortium Chair Carola Smith's absence)**

**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 that two major CAEP State Office deliverables are due in May which include the 2023-2024 Consortium Fiscal Administration Declaration and the Consortia Report on Governance Compliance of Rules and Procedures.
  - ii. She requests that the Consortium save April 12th 2023 for a second presentation by Josh Williams, principal researcher for BW Research Inc. who will present the "SBCC School of Extended Learning: Economic and Workforce Gap Analysis for Adult Education Students" for South County Santa Barbara. While the first presentation focused on demographics, the second presentation will focus on programing recommendations.

**VI. Consent Items**

- a. November 2, 2022 CAEP SBAEC Public Meeting Minutes  
Noelle made a motion to approve. Gerardo seconded.  
Vote: Ayes: 4

**VII. Discussion & Action Items**

**a. CAEP SBAEC Semiannual Reporting of Program Deliverables Template**

The Santa Barbara Consortium has unanimously agreed that communicating benchmarks allows transparency and provides the Consortium with the data needed to report to the State on the status and implementation of Adult Education programming in our region. The Consortium requests members to report twice a year the progress of their respective programs in writing and in a public meeting. The reporting template submitted for review and presentation should align with the Consortium approved Request for Proposal and Budget Sheet. The Consortium reviews the template.

Gerardo made a motion to approve. Luis seconded.  
Vote: Ayes: 4

**b. CAEP SBAEC 2023-2024 Request for Proposal Timeline**

**CAEP SBAEC 2023-2024 Request for Proposal (RFP) Timeline**

DATES	ACTIVITY
3-May	CAEP SBAEC Public Meeting
	CAEP SBAEC Consortium Review Request for Proposal Template
10-May	Release Request for Proposal
June - TBA	RFP Bidders' Conference & Networking Event for New and Existing Partners
15-Jul	Proposals Due
2-Aug	Consortium Awards Approved Request for Proposals (funds released)

Luis made a motion to approve. Gerardo seconded.  
Vote: Ayes: 4

**c. CAEP SBEAC Public Meeting Schedule & In Absentia Representatives**

The Consortium discusses the 2023 Public Meeting schedule to determine if the current schedule needs to be updated and to provide the public the opportunity to provide feedback on meeting days and times. The Consortium reviews multiple day and time choices and conclude to retain the existing schedule. It will continue to be held the 1<sup>st</sup> Wednesday of every month from 9:00am -10:30am on the following days:

January
February
March
April 5
May 3
June 7
July – recess
August 2
September 6
October 4
November 1
December 6

Corlei reminds that Consortium that our Consortia Governance Guidelines stipulates that an In Absentia representative serve in the SBAEC Members’ place if they are unable to attend the public meeting. All members are in agreement.

Noelle made a motion to approve. Gerardo seconded.  
Vote: Ayes: 4

**VIII. Next Regular Public Meeting**

- a. April 5, 2023

**IX. Adjournment**

- a. 9:42am