

54 Santa Barbara Adult Education Consortium SUBMITTED

2023-24

Written Expenditure Plan

In alignment with Education Code 84914, a consortium with excessive carryover in one or more fiscal years will be required to submit a written expenditure plan and assigned technical assistance to reduce the excess carryover. The consortium will be required to identify the circumstances that have led the consortium to reach the excessive threshold and outline the corrective action plan to reduce the carryover.

Approval & TAP Notes/Documentation

No documents have been uploaded.

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No notes have been created.

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Carpinteria Unified - Member Representative

Gerardo Cornejo
gcornejo@cusd.net
(805) 684-4107

Approved by Gerardo Cornejo

11/15/2024 11:04 AM PST

Santa Barbara CCD - Member Representative

Corlei Prieto
Director
cnprieto@pipeline.sbccc.edu
(805) 683-8285

Tonya Yescas
Account Technician III
yescas@sbccc.edu
(805) 730-4357

Carola Smith

VicePresident School of Extended Learning

csmith@pipeline.sbcc.edu

(805) 730-4043

Approved by Carola Smith

11/15/2024 08:02 AM PST

Santa Barbara Co. Office of Education - Member Representative

Sarah Cameron

Director, Career Technical Education

scameron@sbceo.org

(805) 937-8427 ext: 2531

Approved by Sarah Cameron

11/18/2024 12:49 PM PST

Santa Barbara County Workforce Dev. Board - Member Representative

Luis Servin

Executive Director

lservin@countyofsb.org

(805) 614-1543

Approved by Luis Servin

11/15/2024 03:53 PM PST

Fund Project Manager & Reporter

Mayra Diaz

CAEP Program Lead

mdiaz@cccoco.edu

Awaiting Member Representative Approval

2023-24 Written Expenditure Plan v.1

1. In 2023-24, did your consortium have an optional internal member carryover threshold? *

Yes

1.1 (Yes) What was your internal member carryover threshold? *

20%

1.2 (Yes) Why did your consortium members decide to have this member carryover threshold? *

The 20% carryover amount was recommended by CAEP. SBAEC believed that this would be a reasonable amount of carryover, therefore, aligned our decision with the state's recommendation.

2. List all of your consortium’s funded members and the percentages of their carryover. *

List all of your consortium’s **funded** members and the percentages of their carryover.

- Include all funded members whether or not they exceed the annual 20% consortium carryover threshold or the consortium’s internal member threshold. If a member does not have any carryover, enter \$0.
- Include the remaining carryover allocation amount of each member at the time the Q4 expenditure report was submitted and certified.

Up to 20 members can be listed. If there are fewer than 20, then enter “n/a” or "0" in all empty cells. If there are more than 20, see question #3.

	Member Name	Remaining Allocation/Carryover	% Carryover
1.	Santa Barbara CCD	\$901,067	90%
2.	"n/a"	\$0	0%
3.	"0"	\$0	0%
4.	"0"	\$0	0%
5.	"0"	\$0	0%
6.	"0"	\$0	0%
7.	"0"	\$0	0%
8.	"0"	\$0	0%
9.	"0"	\$0	0%
10.	"0"	\$0	0%

	Member Name	Remaining Allocation/Carryover	% Carryover
11.	"0"	\$0	0%
12.	"0"	\$0	0%
13.	"0"	\$0	0%
14.	"0"	\$0	0%
15.	"0"	\$0	0%
16.	"0"	\$0	0%
17.	"0"	\$0	0%
18.	"0"	\$0	0%
19.	"0"	\$0	0%
20.	"0"	\$0	0%

3. If your consortium has more than 20 funded members, and you were unable to record them all in the previous question, you may record them in a file and upload the file. If you were able to provide the requested information above, skip this question.

If your consortium has more than 20 funded members, and you were unable to record them all in the previous question, you may record that in a file and upload the file.

- If you were able to provide the requested information about consortia members, allocation, and carryover % in the previous question #2, skip this question.

No documents have been uploaded.

4. Describe the circumstances that led the consortium to exceed the Consortium level 20% carryover threshold. Include information about specific members. *

Like many other community colleges, SBAEC had several circumstances that led to exceeding the 20% carryover threshold. Staffing shortages, turnover, slow hiring processes, slow computer hardware purchasing processes, delayed classroom and student support services office furniture upgrades, a change in administrative processes due the COVID-19 pandemic and other procedural delays led to exceeding the carryover.

5. Describe the support the consortium has attempted to provide consortium members to reduce the excess carryover. *

SBAEC has modified expenditure deadlines for all CAEP programs to accommodate the carryover legislation. The consortium has continued to address carryover at public meetings and obtains programming and fiscal updates from all CAEP program leaders on a quarterly basis. SBAEC leadership also works with CAEP program leads to ensure they are proficient in CAEP fiscal processes and deadlines to reduce carryover.

6. What is the proposed consortium level corrective action plan and timeline to reduce the excess carryover with members and thus the consortium? *

SBAEC will continue to adhere to its goals listed in the 2024-2025 Annual Plan and the 2022-2025 Three-Year Plan that include increasing job readiness and vocational skills programming, increasing community and partner engagement, and enhancing the

leveraging of local workforce development resources and collaborations pertaining to career readiness and pathways.

SBAEC’s initiatives will continue to focus on increasing staff members in both student support services and admissions offices to assist students in academic advisement and the newly adopted online CCCApply platform (SBCC will fully adopt this in January 2025), expanding noncredit course and certificate offerings, upgrading digital hardware for all CAEP programs, upgrading noncredit adult education campus facilities targeting English Language Learner programs specific to medical vocational programs and CTE programs, and enhancing community outreach through a more comprehensive marketing plan.

7. What types of processes and protocols will be implemented to ensure that current and future consortium and member level carryover is reduced? *

To ensure carryover is reduced, the Consortium will continue to set quarterly spending goals and conduct financial reviews at public meetings to ensure funds are expended before the deadline. As listed in the Consortium’s bylaws, the Consortium will determine if a reallocation of funds will be necessary to meet expenditure goals.

8. What kind of support and technical assistance from the State CAEP Office would be helpful to the consortium to assist with the reduction of excess carryover? *

SBAEC has already initiated support from CC TAP for technical guidance to address its carryover. It would be beneficial for CC TAP to offer ‘best practices’ webinars on how other consortia are addressing their carryover.

9. Please provide the name and contact information of the lead and co-lead representative for this plan. *

Please provide the name and contact information of the lead and co-lead representative for this plan.

- If there is a single lead (no co-lead), type “n/a” or “0” throughout the co-lead column.

	First and Last Name	Role / Title	Organization	Email	Phone (###) ###-####
Lead Contact	Corlei Prieto	Director	Santa Barbara City College	cnprieto@pipeline.sbcc.edu	(805) 965-0581 ext 8285
Co-Lead Contact	Carola Smith	Consortium Chair and School of Extended Learning Vice President	Santa Barbara City College	csmith@pipeline.sbcc.edu	(805) 965-0581 ext 8284



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