



CAEP Consortium Overview

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Presentation Overview

- Adult Education History & Background
- Consortium Responsibilities
- CAEP Structure, Consortia Structure / Bylaws / Governance
- CAEP Legislative Requirements / Assurances
- CAEP Funding

History of Adult Education





Our Rich History

- In 1856, the first class for adults was organized by the San Francisco Board of Education and offered in the basement of St. Mary's Cathedral.
- Today we have over 400 agencies providing services for adults to better their education, career training, and the opportunity to learn English.
- Our history is so rich and treasured that it has been archived and is held at Stanford University.



California Adult Education Program (CAEP) History (AB 86 to AB 104)





CAEP Background

In 2013, the California Legislature appropriated \$25 million (AB86) for:

- Two-year planning and implementation grants.
- Outlined expectations for consortium development.
- Expanded & improved via regional consortia.
- Prepared consortia for planning & implementation.
- Begin incremental investments starting with the 2015-16 fiscal year (AB104).

CAEP Background (cont.)

The California Community Colleges Chancellor's Office and the California Department of Education worked in partnership to implement the requirements outlined in AB 86.

- Established an AB 86 Cabinet
- Developed a comprehensive Certification of Eligibility (COE).
- Consulted with expert panels relevant to each issue and various organizations.
- Participated in a Stakeholder Sounding Board.
- Used a transparent process to listen to and inform the field throughout the development of the COE.



What is Our Purpose?

The Purpose of the California Adult Education Program (CAEP) is to:

- ❖ Rethink and redesign an educational system.
- ❖ Establish linkages for students across the adult education systems.
- ❖ Provide adults with academic and career skills.
- ❖ Develop plans for expanding and improving adult education services by creating linkages between the two educational systems.
- ❖ Provide capacity to provide seamless transitions for students.

CAEP State Priorities

- Equity
- Leadership
- Learner Transition
- Marketing
- Program Development/ Curriculum / Classroom
- Program Evaluation
- Technology and Distance Learning



Equity



Leadership



Learner Transition



Marketing



Program Development /
Curriculum / Classroom



Program Evaluation



Technology & Distance
Learning

<https://caladulted.org/DownloadFile/1140>



CAEP Structure



The CAEP Structure consists of 71 unique regional consortia based on the 72 community college district boundaries and the following member districts:

- 312 K-12 districts
- 72 community college districts
- 52 county offices of education
- 10 ROPs/JPAs



Governance Questions (1 of 2)

[Executive Summary Analysis: 2024-25 Governance Plan Review](#)

Which types of governance documents does your consortium adopt, in addition to the CFAD?

- **86%** of consortia have formal documentation described as bylaws, handbook, or strategic planning document.
- **14 %** of consortia *do not* have formal documentation





Governance Questions (2 of 2)

What decision-making model does your region use?

- 69% Majority vote
- 24% Consensus process
- 7% Other-Write In

How are votes assigned to your members?

- 79% One vote per member
- 10% One vote per institution
- 11% Votes are assigned using alternative strategies.

Bylaws

Examples of sections to review when creating, reviewing, or updating current consortium bylaws.

- Purpose statement
- Guiding Principles
- Funding
- Membership
- Meetings
- Summary of votes by member



By Law Examples

ADMINISTRATORS

“Leadership isn’t about a title. It’s about impact, influence and inspiration.”

–Susan Lytle Gilmore, Ph.D., Director of Adult Education, Sacramento City Unified School District



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- ▶ NEWS
- ▶ AEP EVENTS
- ▶ Q&A
- ▶ FUNDING
- ▶ GOVERNANCE
 - ▶ **Consortia**
 - ▶ Legislation
 - ▶ State
- ▶ PLANNING
- ▶ POLICY

Consortia

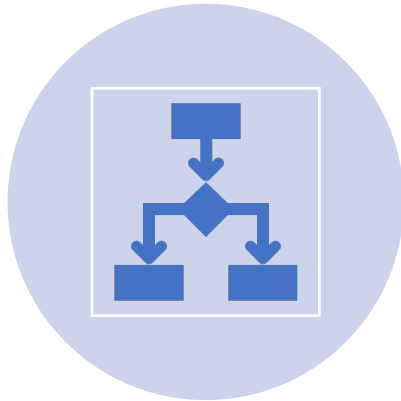
This section provides examples of consortia charters & bylaws and other decision making examples.

AEBG Sample Consortium Bylaws and Charters

-  [Citrus College District Consortium Bylaws](#)
-  [Coast Consortium Bylaws](#)
-  [Imperial County Adult Education Consortium Bylaws](#)
-  [North Santa Clara County Student Transition Consortium Charter](#)
-  [Sierra Joint Consortium Bylaws](#)
-  [South Bay Consortium for Adult Education Bylaws](#)



CAEP Legislative Requirements and Assurances



MEMBERSHIP AND
DECISION-MAKING



PUBLIC MEETINGS



REPORTING
REQUIREMENTS



CAEP Legislative Requirements



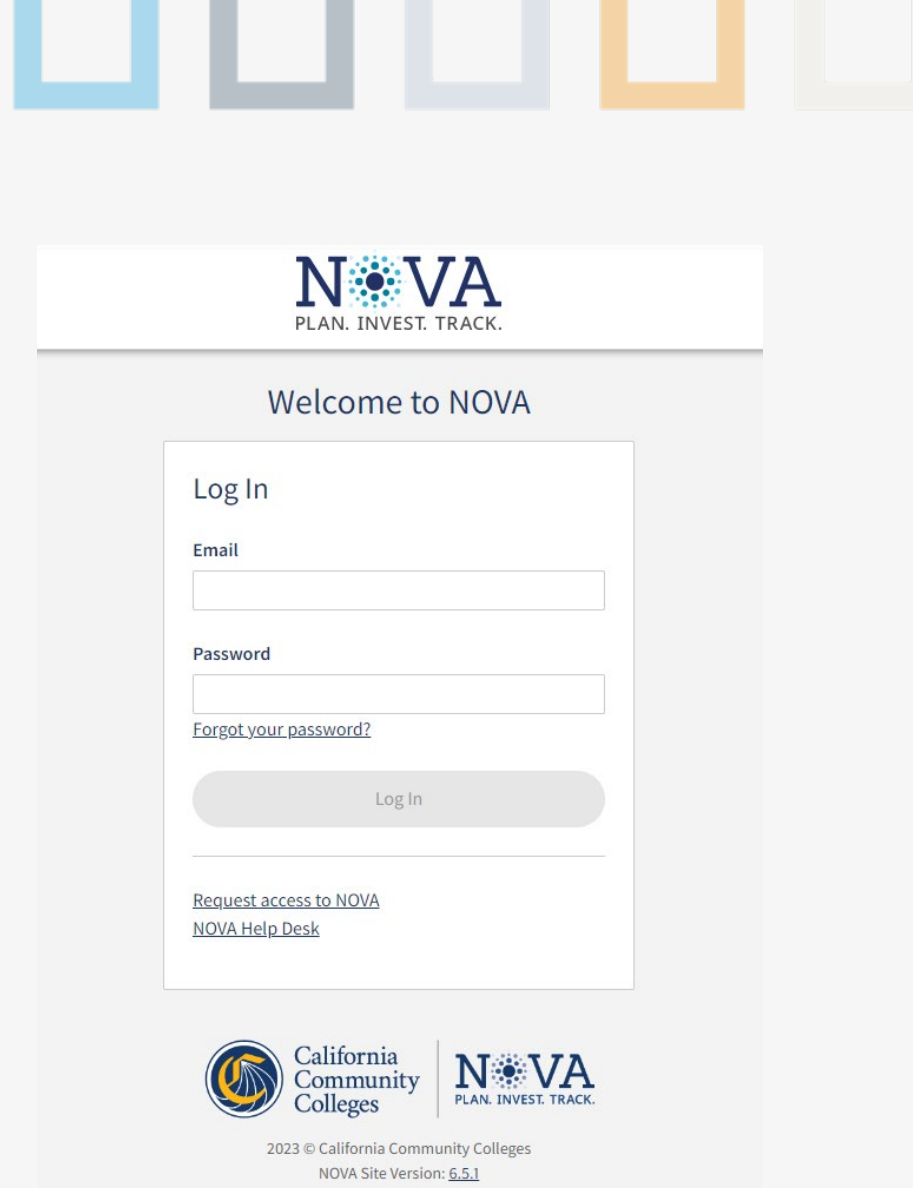
CAEP member effectiveness is defined per the CAEP assurances listed and further defined/mandated by education code (84900 – 84920).




The CAEP assurances are part of the CFAD certification process in NOVA (in order to receive state CAEP funding).

NOVA Certification

- Each CAEP consortium member agrees to follow the list of CAEP assurances when they certify their annual allocation via the Consortium Fiscal Administration Declaration (CFAD).
- By clicking "Approve" in the NOVA system, the member is confirming that they agree to all the CAEP assurances listed under sections labeled: Membership & Decision-Making, Public Meetings, and Reporting Requirements.
- This also includes members certifying to any additional consortium rules and procedures and, as agreed upon by the consortium members (such as any additional by-laws, charters, etc.).





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< All Programs

CAEP

Consortia & Members

Monitor Reports

Fiscal Reporting

Program Area Reporting

Program Settings >

Admin >

Fiscal Agent Hub

Institutions

Help

CAEP Consortium Fiscal Administration Declaration: 2021-22

01 Allan Hancock College Consortium

Status: Consortium Approved

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Certification & Assurances

By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

Assurances

Membership & Decision-Making

- I certify that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member (EC 84905 (a)(b)). (See Membership Box above).
- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.
- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1)(A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.



CAEP Consortium Fiscal Administration Declaration: 2021-22

01 Allan Hancock College Consortium

Status: Consortium Approved

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NOVA
PLAN. INVEST. TRACK.

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All Programs

CAEP

- Consortia & Members
- Monitor Reports
- Fiscal Reporting
- Program Area Reporting
- Program Settings

Admin

- Fiscal Agent Hub
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- Help

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05/03/2021 08:58 AM PDT

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Approved by Lompoc Adult School and Career Center Elaine Webber

05/03/2021 09:01 AM PDT

Consortium Administrative Oversight

Consortia can have multiple leads (co-chairs)

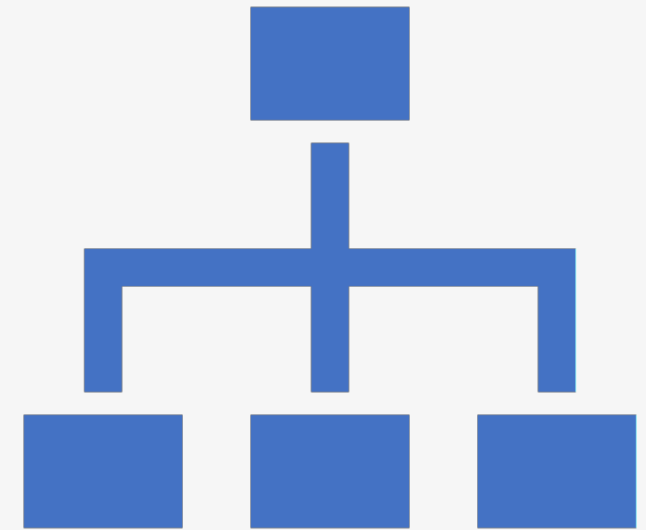
- Director, Co-Director, or Lead
- Fiscal or Administrative
- Programmatic activities

Consortium Oversight:

- Assessment of each member
- General Assurances
- Review bylaws

Evaluation of each member

- Three-Year Plan
- Annual Plan
- CAEP Student data reporting
- Other resources to evaluate



Consortium Responsibilities

- The Consortium must monitor member performance related to the CAEP assurances and identify members for non-compliance.
- The Consortium must provide members technical assistance and/or reach out to the CAEP Technical Assistance Project (TAP) as part of the reasonable intervention to help their members.
- Once a reasonable intervention has been attempted without success, the consortium may deem that member as ineffective, and their funding may be reduced.
- If a consortium chooses to decrease the member's funding, the consortium must document the reason, the technical assistance/reasonable intervention provided, and the public meeting minutes of how/when the decision was made. This documentation must be posted to the consortium's Supporting Documentation section in NOVA.



State Member Effectiveness Process

- In addition to the consortium monitoring, the State CAEP Office also monitors specific CAEP requirements.
- Beginning July 1, 2021, CAEP regional consortia will be notified by the State CAEP Office through CAEP TAP or CASAS of members that have not met some or all of the assurances they certified in order to receive CAEP funds.
- If the member continues to be out of compliance, then the member will be deemed an ineffective member, and the State CAEP Office will inform the consortium and the member of their ineffective status.
- The consortium may proceed with reducing the member's CAEP funding. The consortium may reduce the current year's funding or decide to reallocate the member's base allocation (which would affect future year's funding for the member).

CAEP Funding

- Annual allocation is announced via the Governor's Proposed Budget (January).
- Preliminary allocations are released by the end of February for each consortium.
- Consortia have until May 2nd to certify how much each member district will receive for the upcoming program year.
- CAEP funding begins to flow from the State to the local district or fiscal agent by August in eleven installments.
- CAEP funding is based on a needs based formula.



CAEP Consortia Fiscal Agents by Program Year

Type of Fiscal Agent	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25
Consortium with Directly Funded Members	23	26	29	31	33	34	35	35	36
K-12/COE	11	11	13	12	10	10	10	10	10
Community College District	37	34	29	28	28	27	26	26	26
Total Consortia	71	71	71	71	71	71	71	71	71

Planning Process: CAEP Annual Plan (*Due August 15th*)

Annual Plan objectives:

Identify the strategies/activities and metrics from the three-year plan

- Formulate and implement strategies.
- Identify plans of action to increase student outcomes
- In NOVA there is a section where a description of the consortium's approach to incorporate remaining carry-over funds from prior year(s) into strategies for planned activities can be added.



CAEP Fiscal Nuts & Bolts

Budget and Workplan - Based on the annual plan strategies and the CFAD.

- Once the member submits their work plan and budget, the consortium membership will review, approve, and certify for the upcoming year. If the member has changes to their work plan and/or budget, it will go back through NOVA using the same process of consortium membership review, approval, and certification.

Quarterly reports – NOVA

- Q1: September 30 *Member Due Date: December 1st Consortia Due Date: December 31*
- Q2: December 31 *Member Due Date: March 1 Consortium Due Date: March 31*
- Q3: March 31 *Member Due Date: June 1 Consortium Due Date: June 30*
- Q4: June 30 *Member Due Date: September 1 Consortium Due Date: September 30*

Fiscal and data reporting – NOVA

- CFAD
- Three- Year Plan
- Annual Plan
- Budget and Workplan
- Allocation Amendments and Budget changes
- Program Area Report
- Expense Reporting
- Governance and Assurances (bylaws)

Resources

- CalPass / Data Vista
- TOPSPRO
- COMIS

Each community college has their own access to MIS. If you do not know how to access; contact the Office of Institutional Research at your site.

Link for COMIS: <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Digital-Innovation-and-Infrastructure/Management-Information-Systems>



Questions

